

## AGENDA

Murfreesboro City School Board  
6 p.m., Tuesday, February 28, 2017  
Council Chambers

### ORDER OF BUSINESS

#### I. CALL TO ORDER BY BOARD CHAIR

##### Pledge of Allegiance

The Pledge of Allegiance will be led by Gracelyn Azbell, a first grader at Bradley Academy, and Sydney Brown, a third grader, and Harper Brown, a kindergartener, from Cason Lane Academy.

##### Moment of Silence

#### II. APPROVAL OF AGENDA

#### III. COMMUNICATIONS

Cindy Cliché has been invited to present at the National Council of Supervisors of Mathematics' Conference in April. NCSM is a mathematics leadership organization for educational leaders that provides professional learning opportunities to support and sustain improved student achievement.

Mitchell Neilson Schools Media Specialist, Katie Capshaw, has been asked to be the co-chair of the Professional Development Committee for the Tennessee Association of School Librarians (TASL). She is in charge of putting on a professional development day (mini-conference) in the summer.

Overall Creek Elementary would like to thank the Rogers Group Inc for their donation and delivery of the gravel for the greenhouse bases.

Congratulations to Erma Siegel students Austin Bragg and Harrison Zolt who won Best Presentation for 4<sup>th</sup> grade at the Invention Convention.

Congratulations to Erma Siegel students Kyleigh England, Taylyn Rischer, and Marisa Phanthavongsa who won Best Presentation for 5<sup>th</sup> grade at the Invention Convention.

Congratulations to Erma Siegel 5<sup>th</sup> graders, Kameryn Galland, Skye Roberts, and Erin Higgins who won first place at the Invention Convention and earned a spot to the National Invention Convention.

#### IV. CONSENT ITEMS

Minutes: Board Retreat January 18, 2017

Minutes: Board Meeting January 24, 2017

Second Reading of the Following Policies:

Board Policy 6.702 Fundraising Activities

Approval of School Fees

V. ACTION ITEMS

First Reading of the Following Policy:  
Board Policy 4.700 Testing Programs

Second Reading of the Following Policy:  
Board Policy 1.803 Tobacco-Free Schools

Resolution-Opposition of A-F Grading System for Schools

Recommendation for Tenure-Jennifer Dowell

VI. REPORTS/INFORMATION

Teachers of the Year  
Revenue and Expenditure Report  
Personnel Report  
Enrollment (PTR) Report  
Legislative Update

VII. OTHER BUSINESS

VIII. ADJOURNMENT

BOARD RETREAT MINUTES  
Murfreesboro City School Board  
4:00 p.m., Wednesday, January 18, 2017  
Murfreesboro City Schools Administrative Offices

ATTENDANCE:

Chair Butch Campbell, Vice Chair Nancy Rainier, Jared Barrett, Phil King, Collier Smith, Wesley Ballard, and David Settles

Staff: Dr. Linda Gilbert, Ralph Ringstaff, Lisa Trail, Joe Marlin, Gary Anderson, Greg Lyles, and Sheri Arnette,

Assistant City Attorney Kelley Baker and City Council Liaison Bill Shacklett

I. CALL TO ORDER BY BOARD CHAIR

Mr. Campbell called the meeting to order.

II. E-MEETING PRESENTATION

Mr. Randall Bennett presented information on e-Meetings. He said that many surrounding systems use e-Meetings at their board meetings. He explained that you can connect links to the calendar or connect to MCS homepage. Once the minutes are done, you can put them in archives. The Board can use an option in e-Meeting to type goals and do reports. Items can be attached to the agenda in pdf format. If board members want to be on auto pilot, they can do that, and whomever controls the meeting, will move through the agenda.

Mr. Campbell asked the advantage of this program compared to what we have. Mr. Bennett said less paper, a friendly format, things are updated immediately, and you can make notes.

Collier Smith asked about the cost of the program. Mr. Bennett said that it is \$2000 for the first year and \$1500 each year after.

Nancy Rainier asked that in comparing it to what we have now where it would take us to something on the consent agenda, will that show on the right hand side? Mr. Bennett said that it would show on the right hand side and you could just click on whatever you wanted to view on the agenda.

Mr. Bennett said that online voting is also available.

Wesley Ballard asked if it was a video meeting. Mr. Bennett explained that it was not a video meeting, but just a program to help maneuver through board meetings and to keep everything organized.

Jared Barrett said that one advantage is that you can have everything archived and review back to policies and past meetings during a board meeting.

Mr. Campbell asked if we would still have paper copies if we go with this program. Mr. Bennett said that it will do away with paper copies. Mr. Campbell also asked if someone would come and train the Board on this new program. Mr. Bennett said that it's not much harder than logging into email, but yes, someone would come and train everyone.

Nancy Rainier asked if it will work on all of our computers. Mr. Bennett said yes.

Phil King asked if there was a way to search a policy by number through e-Meeting. Mr. Bennett said that there wasn't a way to do that because what is archived will be past meetings. Mr. King also asked if this system could hear voices and transcribe minutes. Mr. Bennett said no.

Kelley Baker said that we already have the capability of searching agendas & minutes on the city website.

Mr. Bennett says that it gives the secretary a place to start instead of starting from scratch.

Dr. Gilbert said that the determining factor is whether or not the board will use it.

Mr. Bennett said that if everyone is on board, it will be good. And you can search things online.

Nancy Rainier asked if it would be beneficial to someone who was out of town. Mr. Bennett said that you could conference call that person and they could follow along on a computer.

Collier Smith asked if this is just an informational session or are we voting on it. Mr. Campbell said that he didn't know.

Kelley Baker asked Mr. Bennett if he could provide the Board with a test site. Mr. Bennett provided the Board with a website and password.

Jared Barrett said that he just wanted this to be an informational meeting. He was very impressed with the program and thought that we could discuss it at budget time.

Mr. Bennett went over the list of counties that are using it. He said that he just wants to make things easier for us.

### III. EMPLOYEE SURVEY

Ralph Ringstaff explained that we are already starting to plan a job fair for March 18. Also, on January 25<sup>th</sup> at 4:00, HR has invited 50 student teachers from MTSU to come here and go through the hiring process. He mentioned that no other school district supports new teachers like

MCS. Sheri Arnette goes in and models lessons and talks with teachers. Our goal is to hire the best of the best. We have to hire earlier and earlier each year.

Mr. Ringstaff handed out a new hire handout and discussed this with the Board. He said that he would like to hire 25 new teachers by March 31. Mr. Ringstaff mentioned that we rank 23<sup>rd</sup> in the state for teacher salaries according to the 14-15 data. Mr. Campbell asked where Rutherford County ranked and Mr. Ringstaff wasn't sure of the number, but said that it was lower than us.

Collier Smith said that she spoke with a young student teacher at a school, and she said that someone from MCS was going to come and observe her teaching. She was very excited.

Mr. Ringstaff told the Board that we hired six UT graduates for the 15-16 school year. Dr. Gilbert said that we hired one teacher last week that was dynamite. Mr. Ringstaff explained that he sends an invite to seniors in elementary education in the local colleges such as Trevecca, Lipscomb, and also Belmont.

Collier Smith asked how we are competing with Metro Nashville. Dr. Gilbert said that we are competing very well with everyone around the area. Mr. Ringstaff mentioned that we have an on-line application process where the applicants send videos to us which is very helpful in the hiring process. We increased our minority teachers to 10% last year.

Mr. Ringstaff also informed the Board that we are 98% female teachers. He also mentioned that the primary reasons for teachers leaving are relocation, some want to stay home, some transferring to other states, and some retiring. Mr. Ringstaff handed out some information on exit interviews that we've done in the past. He said that everyone is sent an exit interview, but not everyone completes it. They submit it and it's anonymous. We only know the school. We ask several open ended questions. We get about 45-50 percent of the exit interviews back.

Mr. Campbell asked what we do with the information that we receive on these exit interviews. Dr. Gilbert said that she looks at the comments from the staff and puts that with information that she has received from the AdvancEd survey, along with other information that she has, and looks at the whole picture. If Dr. Gilbert knows that there is a situation at a school, she looks at everything. She gets calls from certain schools about things going on at the school. There are certain schools that she will hear things from and other schools that she won't hear anything from. She has to weigh everything that she hears before making decisions. She has to know about things that teachers are concerned about. She said that she uses that to judge what we need to do in any situation.

Sheri Arnette gave each Board member a jump drive with the AdvancEd survey information. She explained that we have to do this survey annually to keep what used to be called SACS accreditation. This survey takes about 45 minutes to complete. The site is open for a two-week period. It opens in February each year. It is for certified and classified staff. We normally have a response rate of 80%, which is what we have to have. This survey is completely anonymous, but we know the name of the school. She explained that on the jump drive, they have a

spreadsheet that shows questions and scores. The questions are what do you like best, least, and one suggestion.

Wesley Ballard asked how the information flows back to teachers. He wanted to know how teachers know that something is being done about the concerns that they have. Sheri Arnette explained that all principals have access to the survey and Dr. Gilbert talks with principals when she reviews the information. Dr. Gilbert explained that you can look at principals' scores and see who scores high and who scores low. Dr. Gilbert sees what needs to be addressed. She also hears from the Teacher Advisory Committee, the MEA, and from individual teachers about problems in the schools. Mrs. Arnette said that she sends the link to teachers and they take the survey. Mrs. Arnette periodically checks during the two-week period to see what schools have taken it and which ones still need to.

Bill Shacklett asked if the AdvancEd information can be distilled into groups. He said that if the staff doesn't see that something happens with their comments, then they will stop responding. Dr. Gilbert said that it varies. In some cases, Dr. Gilbert has to move administrators. If there is a problem, then changes will be made. Mr. Shacklett asked about a more formal response. Dr. Gilbert said that typically the teachers recognize that the action has happened. Mr. Ringstaff said that Dr. Gilbert meets with the Teacher Advisory Committee every two months and they tell her problems. Mr. Campbell asked if principals can see the results on AdvancEd, and Mr. Ringstaff said yes.

Collier Smith said that she really liked the exit survey questions. She said that it would be nice if we could have those answers before they exit. She said that her point is that the board needs to get information from teachers and the information not be filtered through everyone else.

Nancy Rainier said that the Board needs to go into the faculty meetings and explain that they have a survey to take. She felt that they could get verbal feedback from teachers and promote the survey monkey survey. Mrs. Rainier doesn't want any survey with numbers on it.

Mr. Campbell said that he didn't know if they could go out as a group and ask questions. Kelley Baker said that they would have to go out individually to schools if they did not want to clarify it as a public meeting.

Mr. Campbell asked what the Board wanted to find out when they go into the schools. Collier Smith said that she thought the Board could ask how do you feel about leadership? Any suggestions? Is there anything that needs to be corrected?

Mr. Campbell asked what do we do with that information when we receive it. David Settles wanted to know the same thing. Mr. Settles said that since the Board members' contact information is out there, why couldn't they email it? Mr. Settles also asked if adding another survey was going to be overkill. He wondered if there was another way that they could get this information. Mr. Settles asked that when they get the results, would they then just bring them to Dr. Gilbert and ask her what she is going to do about it?

Jared Barrett said that the Board needs an action plan and asked why was the Board doing this? He mentioned that they could use it as part of the Strategic Plan.

Nancy Rainier said that she thought that when it was mentioned before about getting with Luke Dickerson with MEA, she didn't think that was necessary. She just felt that the Board would like to know....What are we doing right, wrong, and how could we improve? Mrs. Rainier felt that if it's something that the Board can improve on, they come back as a Board and work with Dr. Gilbert in that direction. Mrs. Rainier said that she still likes the idea of an open-ended survey and going in to the schools and explaining it. She said that she would like the staff to know that this is coming from their hearts.

Phil King thanked Ralph Ringstaff and Sheri Arnette for the AdvancEd survey. He felt that there is good information in it. He stated that the Board could probably make use of the information we have. His fear is that whatever topic the Board chooses for the 10 questions, and the staff comes back with answers, and we don't act on it, we will lose credibility.

Wesley Ballard also felt that the AdvancEd information was very good and he wanted to know when we would get the results from AdvancEd. Sheri Arnette said that once she closes the site in mid-February, she would have the results immediately. Mr. Ballard asked if this survey was really something that the Board wants to do because it seemed to be superseding Dr. Gilbert. He said that we need to use the information that we have for continuous improvement that turns into retention and happy campers. He felt that the Board should just use the AdvancEd information.

Dr. Gilbert asked the Board that when and if they receive phone calls with problems or concerns to please let her know so that she can do something about it. Dr. Gilbert said that if she can fix it, she will.

Bill Shacklett said that the city council started town meetings to hear concerns from citizens. He also suggested that Board members have forms that they carry so that people can write down concerns and return them to the Board. He suggested the Board have a listening session at each school or a couple of schools come together and meet quarterly. He said that might be an alternative idea to going into the schools. Jared Barrett felt that Mr. Shacklett's suggestion was a great idea. Collier Smith said that was great idea for parents, but not a solution for teachers in a public setting like that.

Mr. Campbell said that instead of doing a survey, what if the Board went into the school as a listening session and asked how they feel we are doing. He said that the Board could also let the staff know that the budget process is about to begin in case they have suggestions. Ms. Baker reminded Mr. Campbell that if more than one Board member is present, it's a public meeting, then the public can attend.

Bill Shacklett said that as a word of caution, he would not go and meet with employees without the administrator. He felt that would be unhealthy.

Collier Smith said that the Board doesn't have a lot that they can do as board members, but they can get input from teachers. She felt too that the Board could make sure that they are in the schools trying to help. She said that if the Board is not in schools, how would they know what they need to suggest during the budget sessions?

Collier Smith made the motion to do a simple open-ended survey and go into the schools to promote that survey. Nancy Rainier seconded the motion.

Mr. Campbell called for a vote.

Wesley Ballard	Yes	Phil King	Yes	Nancy Rainier	Yes
Butch Campbell	No	Collier Smith	Yes	Jared Barrett	No
David Settles	No				

4 Yes

3 No

The motion passed.

Wesley Ballard said that he would like to see the results of the AdvancEd Survey.

Mr. Campbell asked who would develop the survey that Collier was referring to in her motion. Mrs. Smith asked if it was feasible for her to draft the questions. Phil King asked if the Board could pick the topic and let a company do the survey.

Mr. Campbell said that the strategic plan asks about system information. He asked if the Board was looking for a survey for individual schools or as a system. Dr. Gilbert said that we are one system but each school is unique, so we have to know the school.

Collier Smith came up with the following questions and wants to include the school name at the top of the survey:

- What do you like most about your school?
- What do you like least about your school?
- What suggestions do you have for your school?
- What do you like most about Murfreesboro City Schools?
- What do you like least about Murfreesboro City Schools?
- What suggestions do you have for Murfreesboro City Schools?
- Is there anything else that you would like the Board to know?

Jared Barrett said that he was not comfortable asking the name of the school. Mrs. Smith said that she doesn't think we should do it without the school name.

Wesley Ballard asked if the Board ever looked into getting a committee together with our MEA representative, Luke Dickerson. Mr. Campbell said that he contacted Mr. Dickerson, but Mr. Dickerson decided to wait.

Nancy Rainier made a motion to accept the following last four questions that Mrs. Smith came up with, but to eliminate the ones that were school specific.

- What do you like most about Murfreesboro City Schools?
- What do you like least about Murfreesboro City Schools?
- What suggestions do you have for Murfreesboro City Schools?
- Is there anything else that you would like the Board to know?

Wesley Ballard seconded that motion.

Mr. Campbell asked if the Board was planning to deliver the surveys to the school staff and wait while they take the survey and then collect them. David Settles explained that the survey that has been voted on would be on-line (survey monkey). Mr. Settles said that he did feel that the listening session was a good idea and if we post it on the website and with the media, we are covered.

Mrs. Rainier amended her motion to read that we will use the four questions that Collier Smith came up with, but use Mrs. Smith's contact, Terri Sterling, to produce the survey for no more than \$2300.00.

Kelley Baker asked if the \$2300.00 fee would include analysis of the responses, and Mrs. Smith said yes. Wesley Ballard seconded the amended motion.

Mr. Campbell requested a roll call vote:

David Settles	No	Jared Barrett	No	Collier Smith	No
Butch Campbell	No	Nancy Rainier	No	Phil King	No
Wesley Ballard	No				

The motion did not pass.

Phil King asked why we need Terri Sterling if we are doing survey monkey.

Jared Barrett said that he doesn't feel comfortable spending this money on a survey. He said that we have all of the information that we need with AdvancEd. He stated that we need to keep a focus of what our job is as a board.

Phil King said that he felt the same. He thought this all started with teacher retention. He was all for this when he thought that it was for attracting good teachers. He said that the more he thinks

of it, the more he is against a survey. He said that the Board needs to know about issues and try to fix them, but he felt that the Board was getting lost.

Mrs. Smith said that the Board should develop a survey on survey monkey themselves. Mr. King said that they should wait until after the AdvancEd survey in February. Collier Smith said that the Board was building a rapport with teachers and the survey would show how teachers feel.

Mr. Campbell suggested that the board visit schools and let the staff know that they will be receiving a survey and to please take it. Also to let them know that the budget process is coming up and the 5 year strategic plan and if they want to have input to please let the Board know. David Settles agreed.

Dr. Gilbert agreed that a listening session was a good idea. She said that she would notify the principals that the Board would be doing this. Mr. Ringstaff added that he could let them know the date of the AdvancEd survey so that they could tell the faculty.

Nancy Rainier made the motion to do a survey with the four previously discussed questions, and to do it through survey monkey at no cost.  
The motion died due to no second.

Jared Barrett made a motion to not do a survey, but have the Board go into schools and tell them about the AdvancEd survey, budget concerns, and the strategic plan.  
Wesley Ballard seconded.

Mr. Campbell asked for a roll call vote:

Wesley Ballard	Yes	Phil King	Yes	Nancy Rainier	No
Butch Campbell	Yes	Jared Barrett	Yes	David Settles	No

Collier Smith had left the meeting.

4 Yes  
2 No

The motion passed.

Phil King recommended to amend the motion and take out word concerns and put suggestions.  
Mr. Barrett amended the motion.

Mr. Campbell asked that each Board member choose the schools that they would like to attend a faculty meeting to encourage them to take AdvancEd survey and inform them of budget suggestions and the strategic plan.

Since Mrs. Smith had to leave, Mr. Campbell thought that she had mentioned wanting to go to Northfield. So the following list was formed:

Collier Smith-Northfield  
David Settles-Reeves Rogers/Hobgood  
Jared Barrett-Cason Lane/Overall Creek  
Butch Campbell-Black Fox/Discovery  
Nancy Rainier-Mitchell Neilson/Scales  
Phil King-Bradley (and offered to be an alternate if someone couldn't make it to their second school)  
Wesley Ballard-John Pittard/Erma Siegel

Mr. Ringstaff informed the Board that the AdvancEd survey would open on February 6 and the staff will receive an email on February 6 to begin the survey.

Dr. Gilbert said that she wanted open communication. She asked that the Board please let her know about concerns from teachers.

David Settles asked Dr. Gilbert that when she communicates with principals, to please let the Board know two or three dates that they could come into the school.

#### IV. PRELIMINARY BUDGET DISCUSSION

Mr. Lyles informed the Board of the immigrants that we will be getting. He said that about 25 students would be coming into our system. Cason Lane received some students today. He said that we would be hiring an ESL teacher and an MDA. He explained that this was being handled by the World Relief Program in Nashville. Mr. Lyles explained that the families would be residing in the Summer Lake apartments beside our office and that we would be busing the students to Cason Lane. Mr. Lyles thought in the beginning that these students would fall under the McKinney Vento Program, but he found out that they would not. He said that we are the first district outside Davidson County to receive these students.

Dr. Gilbert explained that she received a call that we would be getting refugees and could they use our facility for classes for the adults. She was told that there was a shortage of housing in Nashville. She said that Rutherford County would receive about 60 students.

Mr. Campbell asked if we get funding for those students. Dr. Gilbert explained that funding would not come until next year. She said that transportation is adding a bus and shifting students. Dr. Gilbert said that she was going to contact the State Department and ask about funding. She also told the Board that we have an Arabic translator working with Greg.

Kelley Baker asked if the Tennessee Foreign Language Institute would be able to offer any assistance other than teaching adults. Mr. Lyles said no, probably not.

Mr. Campbell asked who allowed this. Mr. Joe Marlin said that the World Relief Program was helping and the Federal government probably just said yes, you may.

Mr. Lyles said that he is looking at each case, but at this time, we are not identifying them as homeless. He said that we currently have 181 homeless students.

a. TRANSPORTATION FOR DISCOVERY SCHOOL

Mr. Gary Anderson handed out the information regarding the cost that the system is incurring to transport students to and from Discovery School. He said that in the mornings students are brought to their zoned schools and then transported by bus to Discovery School. He said that in the afternoons, they are transported by bus all over the city. The annual cost (just for afternoon transportation) is \$67,531.39.

Nancy Rainier asked have we not always provided transportation? Mr. Anderson said yes we have.

Jared Barrett asked what if we did the same thing in the afternoon as we did in the morning. Mr. Anderson also had a handout showing the cost if we did it that way. He said that it would cut the cost down to \$25,927.26. Mr. Anderson explained that taking these students back to three zoned schools in the afternoon would cut the cost that much. Plus, they would be closer to their homes.

Nancy Rainier asked if the normal population of students would be gone in the afternoon when the Discovery School students arrive at Cason Lane. She was informed that they would be gone. Mrs. Rainier clarified that the parents could either enroll their child in ESP at Discovery or at the zoned school. Mrs. Rainier then asked what if parents don't want to pay for ESP? Dr. Gilbert said that the parents could pick their student up if they didn't want them to go to ESP.

David Settles asked why did we start this transportation in the first place? Dr. Gilbert explained that Discovery was not a gifted school, but a high achieving school and when Discovery was established, the idea was that every student who tested in should have the opportunity to go to Discovery. David Settles said that was not fair.

Mr. Settles mentioned that Bradley, Hobgood, and Mitchell Neilson are classified as choice schools yet they don't get the perks that the students at Discovery School get. Mr. Anderson said that this has been brought before the Board three times.

Dr. Gilbert said that Kristina Maddux, principal at Discovery School, wants to have more diversity and has been concerned about the transportation issue for a while.

Kelley Baker noted that parents have been warned that busing could be phased out during prior budget years.

Jared Barrett asked how much it would save our system if we completely did away with busing, and Mr. Anderson said that it would save \$70,000-\$80,000 a year.

Mr. Campbell said that the Board would not change anything at this meeting because we have to let parents know what is going to change. Mr. Campbell said that the Board has three choices: to continue doing what we are doing, choose the alternative plan, or don't transport at all.

David Settles made the motion that we begin the process of cutting out the transportation that is currently provided morning and afternoon at Discovery School over the next two months. The motion died for lack of a second.

Mr. Campbell said that we need to start letting parents know what we are planning.

Lisa Trail told the Board that acceptance letters for Discovery School are mailed in late March. She said that at this point, parents have done tours and applications for Discovery School. The next tour is February 9. They will be testing students for acceptance from now through March. They will receive results March 24. She said that it would be nice to say to tell parents that we will provide no busing. Ms. Maddux has been telling parents the possibility of no transportation next year when they come to open house.

Mr. Campbell asked if the Board wanted to put this on the January 24<sup>th</sup> board meeting agenda. Jared Barrett said that he wouldn't be able to attend the January 24<sup>th</sup> board meeting.

## V. PAYROLL DEDUCTIONS

Mr. Ringstaff explained to the Board that there are since we have a lot of employees, there are always groups coming in wanting to service the 403B, 401K, and other accounts. He said that more and more systems are beginning to not allow outside groups to come in. They are using the State TCRS 401K program. Mr. Ringstaff recommended that we do the same. He said that if someone has a current 403B plan, they can keep it, but any new accounts will be done through the State. He said that we currently have 165 employees already on the State plan.

Mr. Ringstaff gave the Board a policy recommendation, 2.803, Payroll Deductions (old policy is PER 10), along with an AD FM 15. He said that it is exactly the same as Williamson County's policy.

Mr. Ringstaff said that by streamlining vendors, it will cause more of the teachers' money to go toward their investments. It will also help reduce the work for payroll when doing deductions.

Jared Barrett made the motion to approve Board policy 2.803, Payroll Deductions and AD FM15, on the first reading. David Settles seconded the motion. All approved by saying aye.

## VI. Strategic Plan

Dr. Gilbert explained that the Strategic Plan is on their jump drive with goals and what has been completed. Because of lack of time, she asked the Board to call her with any questions they may have. We will be looking at developing a new strategic plan over the next several months.

The meeting adjourned at 8:57 p.m.

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Director of Schools

## MINUTES

Murfreesboro City School Board  
6 p.m., Tuesday, January 24, 2017  
Council Chambers

ATTENDANCE: Chair Butch Campbell, Vice Chair Nancy Rainier Wesley Ballard, Collier Smith, David Settles, and Phil King. Jared Barrett was absent.

Staff: Dr. Linda Gilbert, Gary Anderson, Ralph Ringstaff, Joe Marlin, Lisa Trail, Kim Frank, Mr. Joe Thompson, Dr. Gene Loyd, Greg Lyles, Emily Spencer, Robin Newell, Beth Prater, Dr. Christa Campbell, Dr. Kimberly Osborne, Sia Phillips, Tres Holmes, Amy Baltimore, Tammy Stout, Amanda Adams, Robin Alston, Nicollette Sanders, Kalii Roller, Kelsey McKnight, Nikki Ciletti, Jennifer Burks, Kristi Knitter, Ingrid Rowland, Gena Surgener, Marian Evilsizer, Jennifer Beets, Samantha Bolden, Jessica Burns, Julie Caster, Tania Clayton, Ambre Nicole Cooke, Jessica Davenport, Luke Dickerson, Kayla Embry, Rachel Everett, Kimberly Gambill, Laurie Grant, Amber Greene, John Harding, Heather Knox, Xan Lasko, Kristi LeMay, Amanda Masteller, Mary Orcutt, Cheri Purdie, Amy Stevenson, Ryan Stewart, Rebecca Sublett, Kenecia Sullivan, Brenda Taylor, Kristen Treinen, Pamela Truitt, and Charlotte Young.

Assistant City Attorney Kelley Baker and City Council Liaison Bill Shacklett

### I. CALL TO ORDER BY BOARD CHAIR

#### Pledge of Allegiance

The Pledge of Allegiance was led by Reagan Warren, a 4<sup>th</sup> grader from Northfield Elementary.

#### Moment of Silence

Mr. Campbell asked that we remember the family of long time Murfreesboro City Schools' educator Ms. Jane Poole.

### II. APPROVAL OF AGENDA

Nancy Rainier moved to approve the agenda. Phil King seconded the motion. All approved by saying aye.

### III. COMMUNICATIONS

Lisa Trail reviewed communications and recognized our School Board for National School Board Appreciation Week which is January 22-30. All schools also sent gifts and the students made signs to hang around the council chambers showing appreciation to the School Board.

Minutes  
Page 1 of 10  
January 24, 2017  
Recorded by L. Vancleave

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

Black Fox Elementary recently broke ground on their 10 classroom expansion. We hope to open those classrooms in the fall of 2017.

Mitchell Neilson Schools would like to thank the members of Third Baptist Church for spending their Martin Luther King Day cleaning the storage areas at Mitchell Neilson.

Murfreesboro City Schools would like to thank Asurion employees at the Smyrna location for their donation of \$500, along with clothing, to the Indigent Care Fund as part of their Compassion Care Initiative.

Congratulations to Heather Knox, fifth grade teacher at Northfield, who had her article “Using Writing Strategies in Math to Increase Metacognition for the Gifted Learner” published in Gifted Child Today, a quarterly peer-reviewed academic journal that covers research on teaching and parenting gifted and talented children.

Kim Frank has been contacted by the State Department of Education, and MCS has been asked to sit on a panel at the State Student Discipline Conference to talk about our work with discipline, restorative practices, and Adverse Childhood Experiences.

Congratulations to Christine Winterbrook one of our Gifted Specialists, who will be presenting on February 7 in Denver at The Institute for the Development of Gifted Conference. Christine is very near to completing her doctoral program at the University of Denver. And we want to congratulate Christine for that accomplishment and also for her presentation.

John Pittard Elementary and Discovery School have been selected as a Model Demonstration School by the Tennessee Behavior Support Program at Vanderbilt University.

Mr. Campbell said thank you for the gifts and he appreciates the work that the schools do. Collier Smith also thanked everyone. She loved her gifts and cards from the students. She said that she appreciates the teachers and the job they do. Nancy Rainier said that it was very sweet that they were greeted in elevator with signs. Phil King said that he is surprised every year. Wesley Ballard also thanked everyone.

#### IV. CONSENT ITEMS

##### Minutes: January 10, 2017 Committee Assignments for Board

Collier Smith made the motion to approve the consent items, Wesley Ballard seconded the motion. All approved by saying aye.

V. ACTION ITEMS

Individuals Recommended for Tenure

Mr. Ralph Ringstaff said that he was honored to recognize the teachers that were up for tenure for the 2015-2016 school year. Mr. Ringstaff read over the requirements to become a tenured teacher and then called each teacher as they stood and were recognized for this accomplishment. Those teachers are as follows:

Jennifer Beets	John Pittard
Samantha Bolden	Reeves-Rogers
Jessica Burns	Overall Creek
Julie Caster	Scales
Tania Clayton	Hobgood
Ambre Nicole Cooke	Northfield
Jessica Davenport	Black Fox
Luke Dickerson	Northfield
Kayla Embry	Scales
Rachel Everett	Scales
Kimberly Gambill	Black Fox
Laurie Grant	Black Fox
Amber Greene	Scales
John Harding	Scales
Heather Knox	Northfield
Xan Lasko	Scales
Kristi LeMay	Northfield
Amanda Masteller	Mitchell-Neilson
Mary Orcutt	Northfield
Cheri Purdie	Hobgood
Amy Stevenson	Reeves-Rogers
Ryan Stewart	Scales
Rebecca Sublett	Overall Creek
Kenecia Sullivan	Northfield
Brenda Taylor	Northfield
Kristen Treinen	Hobgood
Pamela Truitt	Northfield
Charlotte Young	Discovery

Mr. Ringstaff recommended that the Board approve these individuals for tenure.

Wesley Ballard made the motion to grant tenure to the above listed employees. Phil King seconded the motion. All approved by saying aye.

Mr. Campbell commended all of the tenured teachers on the hard work that they put into this great task. He thanked them for the work that they do with the students.

Mr. Campbell requested that the Board allow the readings of the Audit Report by Matlock Clements Certified Public Accountants before the review of the policies. There were no objections to that request.

### Audit Results

The auditors, Andy Matlock and Eric Clements, from Matlock Clements Certified Public Accountants were in attendance. Mr. Matlock went over the Annual Financial Report. He presented two reports, the Internal School Funds audit and the General Purpose Board of Education audit.

He began with the Internal School Funds audit. They issued the report on October 13, 2016 for the 2015-2016 school year. In that report, he issued an unmodified opinion, which means that it is a clean opinion, the financial statements in that report were fairly stated in accordance with the law. He mentioned that the total assets were a little under \$800,000.00 for the year, the total revenues were 1.55 million, and total expenses were 1.356 million, which provided an increase in fund balance of \$195,000.00. The ending fund balance was \$793,000.00. They also issued a report on internal control over financial reporting and compliance in accordance with government auditing standards and there were no material weaknesses or non-compliance areas in that report. Mr. Matlock asked if there were any questions.

Wesley Ballard wanted to clarify that each school has money that it manages. In the case of Mitchell Neilson that shows \$52,000.00, he asked if that was discretionary funds. Mr. Matlock said that internal school funds are separated between general and restricted depending upon how those funds are brought in. He stated that those are monies generated at the school level (fees, field trips, donations, athletics, etc.). Mr. Ballard then asked Mr. Anderson if the schools have those funds available to use for field trips, improvements, etc. Mr. Anderson said yes that is the money that is in the control of the school principals based on whether it's a restricted account or a general account for them to use for the betterment of the school.

Mr. Matlock then went over the General Purpose Board of Education audit report. He stated that they issued that report on November 8, 2016. That report also was issued an unmodified opinion, which means that the financial statements presented in that report were fairly stated. He reported a change in net position for the overall audit was 10.3 million, assets and differed outflows totaled a little under 130 million for the year and they exceeded our liabilities and differed inflows by 51.49 million, which resulted in an increase in net position of 10.3 million. Expenditures for capital assets totaled 13.6 million that included expenditures for technology, various expansions and repairs, and the major expansion at Hobgood. Again, they also issued a report on internal control over compliance and

financial reporting and did not identify any material weaknesses or non-compliance issues. Since this report also deals with federal monies, they also issued a report on compliance of major programs and that did not identify any material weaknesses. He asked if there were any questions on that report. There were no questions. Mr. Campbell thanked Mr. Matlock for the reports and thanked Mr. Anderson for a job well done. Mr. Anderson, in turn, thanked the bookkeepers and secretaries and his finance staff.

Mr. Matlock said that he appreciated being able to work with Mr. Anderson and his staff as well as the staff at each school.

Second Reading of the Following Policies:

Board Policy 1.600 Policy Development and Adoption

Board Policy 1.601 Administrative Procedures

Board Policy 1.701 School District Planning

Board Policy 1.704 Charter Schools

Board Policy 1.800 School Calendar

Board Policy 1.801 School Day

Board Policy 1.8011 Emergency Closings

Board Policy 1.803 Tobacco-Free Schools

Administrative Directive AD BO 13 Tobacco-Free Schools

Board Policy 1.805 Use of Electronic Mail (E-Mail)

Board Policy 1.808 Registered Sex Offenders

Board Policy BO26 Education Agency Relations Goals-Delete

Board Policy 2.803 Payroll Deductions

Administrative Directive AD FM 12 Payroll Deductions

Mr. Campbell asked Kelley Baker how she wanted to handle the second reading of the policies, whether to approve them all at once, or individually. He asked that if there were questions on certain ones, could they be asked and then approve them as a group. Mrs. Baker said that typically they are done on consent agenda, but if there are some that need to be pulled off and discussed, that would work, and the others could be approved in one motion.

Mr. Campbell clarified that Board Policy FM 15 was rescinded and replaced by 1.601. Dr. Gilbert said yes. Mr. Campbell also wanted to make sure that he was correct in the fact that the charter fee is state mandated. Kelley Baker said that she double checked and the maximum amount that can be charged under state statute is \$500.00. Mr. Campbell also said that on policy 1.801, the Board discussed wanting to list the hours by the minutes for the length of the school day. Dr. Gilbert said that she had changed that.

David Settles asked about policy 1.803 Tobacco-free schools. He said that Mrs. Baker was checking into the vaping aspect of that policy. The policy talks about smokeless tobacco. Mrs. Baker said that some are adding in "vapor devices" into the policy and using that terminology to make it broader. Mr. Settles said that he would like to see that added. Mr. Campbell asked what the difference between electronic cigarettes and vapor. Mr. Settles said that some vapors are not tobacco. The electronic cigarette and vapor can be two different items.

Phil King agreed with adding “vapor devices.” Mr. King said that in our policy, we specifically mention sporting event and he wondered if we need to just list any school assembly. Kelley Baker said that “sporting event” has to be in there under state statute. Mrs. Baker said that any school function would be encompassed in that wording.

Mr. Campbell said that if we add the vapor, will that also be added in the signage at each school? Mr. Campbell referred to line 13 on staff recommended policy 1.803 regarding signage. Kelley Baker said that we’ve included in legal reference the Environmental Tobacco Smoke/Pro-Children Act and those two statutes prohibit tobacco products from being utilized on school property. Mrs. Baker said that it is the Board’s discretion as to whether or not they want to expand the signage to encompass anything that is added. Mr. Anderson said that it will be expensive to redo the signs but he can get a price. Mr. Campbell said that if we are going to change the policy, he feels that needs to be included in the signs.

Nancy Rainier asked what about including any type of smoking. Dr. Gilbert referred to line 16 where it states “Smoking is prohibited on all school grounds.”

Collier Smith asked what the signs say now. Mr. Anderson said that they follow TCA guidelines. Dr. Gilbert said it says what line 16 says on our policy.

Phil King said that he has seen signs in other businesses that have handwritten notes to add vaping. He thought that possibly there may be generic signs that could be purchased that would include vaping and electronic cigarettes.

Mr. Campbell said that if policy states it, then we may need to change signs. Mr. King said that the principals would have the authority to stop it if they see it. Dr. Gilbert said that she will see what she can come up with regarding the signs.

Dr. Gilbert asked Mrs. Baker if we could have the last paragraph of the policy to say something about signs shall be posted on school grounds to notify all visitors to schools of this policy. Mrs. Baker said yes.

Mr. Campbell made a motion to pull 1.803 from 2<sup>nd</sup> reading until we find out what we will do with the signs. Phil King seconded the motion. All approved by saying aye.

Mr. Campbell asked about the policy pertaining to deductions, 2.803, Payroll Deductions. He said that one policy mentions the different payroll deductions. Dr. Gilbert explained that was in PER10, and that has been put into an AD.

Nancy Rainier asked if all of the deductions are on the AD and still in place, such as association dues. Dr. Gilbert said that we can no longer deduct association dues. Mrs. Rainier asked if that is state law. Mr. Ringstaff said yes, it is state law. Mrs. Rainier asked if United Way was still available for deduction,

and Mr. Ringstaff said yes, they are in the AD. Mrs. Rainier asked what the unreimbursed medical expenses are and Mr. Ringstaff said that is the flexible spending account.

Collier Smith made the motion to approve all policies on the 2<sup>nd</sup> reading except 1.803, Tobacco-free Schools. David Settles seconded the motion. All approved by saying aye.

First Reading of the Following Policy:  
Board Policy 6.702 Fundraising Activities

Dr. Gilbert said that following discussion from the last meeting, she added “or designee” on page 2, line 8, to that policy. She also mentioned one additional change on the last paragraph on the fourth page where it states that employees shall not engage in on-line fundraising, it should say....”for personal gain in their official capacity as district employees.”

Nancy Rainier asked if we need to add “employees shall not engage.....which could lead to consequences.” Kelley Baker said that in the general policies relative to discipline of employees, if they violate any policy, they are subject to disciplinary action.

Mr. Campbell asked for an example of on-line fundraising. Dr. Gilbert explained those would include go fund me and adopt a classroom.

Mr. Phil King clarified that when we say lottery, is that another way of saying raffles? Mrs. Baker said yes. Mr. King was making sure that he understood that raffles are prohibited. Mrs. Baker said that there are a lot of different attorney generals’ opinions and she would have to look at details of the situation to know whether or not it had crossed the line.

Collier Smith wanted to make sure that she understood the part about “funds derived from fundraising events may not be used for memberships or staff gifts and meals” on line 14 number 12. She asked about PTA’s having lunches for teachers. Mrs. Baker clarified that PTA’s don’t fall under that.

Mrs. Smith also said that on the old policy there was a form attached that she didn’t think was important to the policy. She felt it was too detailed. Dr. Gilbert and Mrs. Baker agreed that form would go into an AD.

Wesley Ballard asked how do schools handle things such as Girl Scout cookies. He wanted to know if that was a violation. Mrs. Baker said that this policy just addresses fundraising for the actual school. She thinks this might be covered under the solicitation policy.

Phil King asked if there is a deadline to turn in a fundraising form. Dr. Gilbert said that would also be included in the AD.

Mr. King also asked is there anything that says that students can go stand in front of a store selling cookies, etc. Dr. Gilbert said that she didn’t know if that would fall under solicitation or an AD, but the approval for that would have to come through the principal and district. Kelley Baker said that door to door sales are strongly discouraged. Mr. King said that he was thinking more about students doing this

in front of stores on Saturdays. Mrs. Baker said that she didn't think the policy had gotten deep into those details. She said that could be addressed in an AD.

Phil King also wanted to clarify that a school can have 4 active fundraisers, but as many passive as they wish. Yes everyone agreed. Dr. Gilbert said yes, "during the day." Mr. King asked about different grades doing different fundraisers. Mr. Anderson explained that active means it takes instructional time away, it's school based, and the principal has to approve it. Passive fundraisers are things such as proceeds from a dinner go to the school, Kroger cards, soup labels or box top lids. He also explained that the 4 is 4 total for the school but can be split like 2 for the PTO and 2 for the school, or 3 for the PTO and 1 for the school. Mr. King asked if a PTO/PTA fundraiser does or does not count as an active fundraiser and Mr. Anderson said that it depends on whether it takes away instruction time.

Nancy Rainier made the motion to approved Board Policy 6.702 on the first reading. Collier Smith seconded the motion. All approved by saying aye.

### 2017-2018 School Calendar

Dr. Gilbert presented the 2017-2018 School Calendar to the Board. She said that she does have one correction in the stockpiled days. On the second page, it states that the first 9 days out for inclement weather..... and that should be 11 days. Dr. Gilbert explained that last year we took two days at the beginning of the year as professional development days, and she doesn't plan to do that next year. She will correct that before we post the calendar.

Dr. Gilbert said that we are as close to county as we can get. She explained that there are some days that are different that she couldn't help because the district feels very strongly about having Parent-Teacher Conferences during the day. March 8 will be one PT Conference Days and the other November 1. We start one day before the county and we end on the same day that the county ends. One other day that is different. The county is going back on the Friday after winter break. Dr. Gilbert would rather not go back until Monday, January 8. Dr. Gilbert said that she is happy to answer any questions.

Collier Smith said that she is sure that the teachers appreciate that Friday off at the end of winter break. She asked Dr. Gilbert to please explain why we can't start the same day as the county. Dr. Gilbert said that we have worked in a PT conference day and to get our 180 days.

Mrs. Smith said that she understood and she loves PT conference days. She clarified that on the first student half day that teachers would be allowed to make needed classroom changes and then go in on Monday for in-service and start on Tuesday. Dr. Gilbert said that is correct. Dr. Gilbert said that teachers like that day in between before students start.

Nancy Rainier asked about coming back on January 8 after Christmas break. She said that it sounds so late when we worry about getting our teaching days in. She said that she was in favor of backing up the days before the holidays and going back before January 8. Dr. Gilbert said that if we try to come back

before the 8<sup>th</sup> she is worried that we wouldn't have students there. She feels that we may have an absentee issue with that.

Wesley Ballard mentioned that going forward we may want to look at starting at the end of July. He said that all of the physical plants have to get ready to run. In our aspiration to be green, he thought it would be better to start later. He would like to discuss this eventually and possibly the county would get on board with it.

Mr. Campbell said that there always has been a thing about starting school after Labor Day. That would push us to not getting out of school until June. Also it would cut into fall break and spring break and he said that this is just the norm now. He said that it is sometimes as hot in June as it is in August.

David Settles made the motion to approve the 2017-2018 school calendar. Wesley Ballard seconded the motion. Nancy Rainier opposed. All others approved by saying aye.

## VI. REPORTS/INFORMATION

### School Counselor Presentation-National School Counseling Week-February 6-10 Kim Frank

Dr. Gilbert introduced Kim Frank and thanked her for being a part of our system and she thanked the counselors for their remarkable work in our system. She said that the State has contacted her several times to talk about the way that we have shifted the roles of our counselors. She is very proud of what they do each day and is proud that they are here tonight. She said that if a group deals with the whole child, this group does. Mrs. Frank said that before the next board meeting we will celebrate National School Counseling Week, which is February 6-10. She said that tonight the counselors would like to highlight their roles and responsibilities. Each counselor spoke about a certain aspect of their job and did a great presentation. After the presentation, they gave a plaque to Mr. Campbell. Mr. Campbell thanked each counselor and commended them on a job well done. Mrs. Rainier also commented on what a beautiful presentation they did.

### Revenue and Expenditure Report

Dr. Gilbert said that before she asked Mr. Anderson to give the revenue and expenditure report, she wanted to comment on something that Mr. Settles said at a previous meeting about our school system being such a good school system. She said that tonight is evidence of that. The fact that we hold school counselors in such high regard of what they do. That doesn't happen in every school district. Teaching the whole child and working with the whole child and understanding that until you work with the whole child, you won't have academic success and that takes vision from a board to understand. Dr. Gilbert thanked our Board for that vision.

Mr. Anderson gave budget totals through December. It shows that we have a net income of -\$1,079,000.00. Last year at this time we were at -\$2,584,000.00, so we are in a better shape at this time than we were last year. Our property tax collections are up \$109,000.00 over last year and our sales tax are up over \$353,000.00. We are increasing, which is a good sign. On the expenditure side, we are at 42.7% through December 31<sup>st</sup> and last year, we were at exactly 42.7%.

Minutes  
Page 9 of 10  
January 24, 2017  
Recorded by L. Vancleave

## VII. OTHER BUSINESS

Mr. Campbell said that speaking for all of the Board, we appreciate the recognition tonight. He said that they don't do the work they do for recognition, but for or the employees and students.

## VIII. ADJOURNMENT

Mr. Campbell said that we will not have a February 14 Board meeting. We will meet again on February 28.

Wesley Ballard made the motion to adjourn. David Settles seconded the motion. All approved by saying aye. The meeting adjourned at 7:26 p.m.

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Director of Schools

<b>Murfreesboro City School Board</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Fundraising Activities</b>	Descriptor Code: <b>6.702</b>	Issued Date:
		Rescinds: <b>BO 31</b>	Issued: 04/79; 07/01;09/07; 06/11

1 Fundraising shall be kept at an absolute minimum and shall serve only to provide for goods and/or  
2 service which will enhance the educational objectives of the school as determined by the principal.

3 A copy of this policy regarding fundraising activities will be included in the parent handbook issued to  
4 parents at the beginning of each school year.

5 **DEFINITIONS**

6 Fundraiser – For the purposes of this policy, a fundraiser is considered to be any activity conducted by  
7 the school, which is intended or designed to generate a profit and provide supplemental revenue for the  
8 general fund or an individual club or class account. Fundraising activities could include vending  
9 operations, bookstores, pictures, concessions, carnivals, book sales, or similar activities. Fundraising  
10 activities do not include membership dues, fines, and similar fees.

11 In Murfreesboro City Schools, each fundraiser will be designated either as an ACTIVE fundraiser or a  
12 PASSIVE fundraiser at the time the event is planned.

13 ACTIVE Fundraiser – An Active Fundraiser involves the children during instructional time in the school  
14 day.

15 PASSIVE Fundraiser – A Passive Fundraiser does not involve the children during the instructional time  
16 during the school day but is held during a non-instructional period of the day, such as, lunch, recess,  
17 class changing time, or outside of school hours.

18 **DESIGNATION OF A FUNDRAISER**

19 How a school structures the fundraiser determines if it is designated as Active or Passive. The principal  
20 and the PTO/Booster club should work together jointly to set-up the fundraiser. (i.e. determine whether  
21 to have an assembly or not, to use part of the instructional day, structure the fundraising event so that is  
22 compliments or encompasses a curricular objective, etc.) For example, if an assembly is planned to  
23 introduce the fundraiser or to conclude the fundraiser (as in a party) even for only a 20-minute period  
24 during instructional time, the fundraiser becomes an ACTIVE fundraiser, even if the majority of the  
25 fundraiser is done during non-instructional time.

26 Examples of current fundraisers are:

- 27 1. ACTIVE – School pictures (fall and spring pictures will count as one fundraiser), some “fun-  
28 runs”, book fairs (maximum of two which will count as one fundraiser), “read-a-thons” and  
29 “sausage and cheese sales” if an assembly or celebration party during instructional time is used

- 1 as incentive, assemblies where children pay to admission to attend (teacher/student basketball  
2 games, etc.)
- 3 2. PASSIVE – Restaurant sponsored days, Kroger Cares, vending machines, bookstores, yearbook  
4 sales, etc.

### 5 GENERAL GUIDELINES

6 The following general guidelines shall be followed:

- 7 1. Fundraising companies and other salespersons shall obtain permission in writing from the  
8 Director of Schools/designee in order to visit the schools.
- 9 2. Any commission payable by companies shall be paid in the form of reduced prices to the students  
10 or paid into the activity fund of the school for use by the school. No school employee shall  
11 personally benefit from any fundraising activity.
- 12 3. All fundraising activities, including online fundraising activities must have written approval from  
13 the principal and Director of Schools (or designee). A fundraiser form will be available in the  
14 office and must be completed. The authorization request shall contain the following  
15 information:<sup>1</sup>
- 16 a. A list of the proposed fundraising activities,
- 17 b. Purpose of the fundraising activity,
- 18 c. Proposed uses of funds raised,
- 19 d. Expected student involvement in fundraising activity (school-wide or individual class or  
20 club), and
- 21 e. Margin of profit and how it is to be paid to the school.
- 22 4. Students shall not be excused from a regular class to participate in a fundraising activity unless  
23 it is an Active fundraiser approved by the Director of Schools.
- 24 5. No grade in a subject or course shall be affected by a student's participation in a fundraising  
25 activity. No points shall be added to or removed from grades because of, or to encourage,  
26 fundraising participation.
- 27 6. Children will not be dismissed from school as a reward for fundraising.
- 28 7. Door to door sales are strongly discouraged and not endorsed by the school system.
- 29 8. The awarding of a grand prize to individual students based on a total dollar amount collected is  
30 prohibited. However, it is permissible to award prizes when students reach certain levels. Off-  
31 campus activities, such as pizza parties shall not be used as rewards to children. If end-of-  
32 fundraising celebrations are used to encourage participation, no child shall be excluded from the

1 celebration based on the child's fundraising input. For example, if a DJ party or pizza party is  
2 planned for the class, all children in the class will be invited to attend.

3  
4 9. **No quotas shall be imposed on students involved, and their efforts shall be voluntary.** Students  
5 who do not participate in fundraising activities shall not be punished or discriminated against in  
6 any way.

7 10. Each school is limited to four (4) ACTIVE fundraisers per school year, inclusive of PTA/PTO  
8 fundraisers.

9 11. Funds derived from fundraising events to be deposited in the General Fund or the individual  
10 school's activity funds can be spent for the following purposes including, but not limited to:

11 a. Staff training and travel that benefits the student body;

12 b. Materials, supplies, and equipment that enhance the instructional programs provided by the  
13 Board through its operational budget.

14 12. Funds derived from fundraising events may not be used for:

15 a. Memberships of any kind,

16 b. Staff gifts and meals.

17 13. Funds derived from fundraising events to be deposited into a restricted account of the individual  
18 school's activity funds must be spent for the purposes approved. The purpose shall be reduced  
19 to written form and on file at each school for audit purposes.

20 14. Fundraising events conducted by a school support organization, such as a PTA, PTO, or Booster  
21 Club, shall be governed by the same conditions that apply to the school and comply with Board  
22 Policy BO 39, School Support Organizations.

23 **This policy shall not be construed as preventing a teacher from using instructional or informational**  
24 **materials even though the materials might include reference to a brand, a product, or a service.**

## 25 **LOTTERIES**

26 **No fundraising activity shall be conducted which distributes prizes or makes awards to winners from**  
27 **among purchasers of chances by means of tickets through a random selection process.<sup>2</sup>**

## 28 **ONLINE FUNDRAISING**

29 **Individual schools may establish school-wide online fundraising accounts. The accounts must meet all**  
30 **fundraising requirements established by the board and the *Internal School Uniform Accounting Policy***  
31 ***Manual*. The principal/designee of each school shall have access to the established fundraising account**  
32 **to ensure all funds are properly accounted for, and the information is recorded in the school's accounting**  
33 **records by the designated personnel. Online fundraising shall not be used on behalf and for the benefit**  
34 **of an outside party.**

- 1 Employees shall not engage in online fundraising for personal gain in their official capacity as district
- 2 employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that would
- 3 lead another to believe such activity is an approved school fundraiser.

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Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
2. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)

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Cross References

Student Activity Funds Management 2.900  
Staff Gifts and Solicitations 5.605

## MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>FUNDRAISING</b>	<b>Descriptor No:</b>  <b>BO 31</b>	<b>Date Adopted:</b>  <b>4/79</b>
<b>Reviewed/Revision Adopted:</b>  <b>7/01; 9/07; 6/11</b>		

1 Fundraising in the schools shall be kept at an absolute minimum and shall serve only to provide  
2 for goods and/or services, which will enhance the educational objectives of the school as  
3 determined by the principal.

4  
5 A copy of this policy (BO 31) regarding fundraising activities will be included in the parent  
6 handbook issued to parents at the beginning of each school year.

### **DEFINITION OF FUNDRAISER:**

7  
8  
9  
10 For the purposes of this policy, a fundraiser is considered to be any activity  
11 conducted by the school, which is intended or designed to generate a profit and  
12 provide supplemental revenue for the general fund or an individual club or class  
13 account. Fundraising activities could include vending operations, bookstores,  
14 pictures, concessions, carnivals, book sales, or similar activities. Fundraising  
15 activities do not include membership dues, fines, and similar fees.

16  
17 In Murfreesboro City Schools all fundraisers will be designated as: ACTIVE or  
18 PASSIVE at the time they are planned.

### **ACTIVE FUNDRAISERS:**

19  
20  
21 Involve the children during instructional time in the school day.

### **PASSIVE FUNDRAISERS:**

22  
23  
24 Do not involve the children during instructional time in the school day. (The  
25 fundraiser is held during a non-instructional period of the day such as lunch and recess,  
26 class changing time, or outside of school hours.)

27  
28  
29  
30 How a school structures the fundraiser determines if it is active or passive. The principal and the  
31 PTO/Booster clubs should work together jointly to set up the fundraisers. (i.e., have an assembly  
32 or not, use part of the instructional day, structure the fundraising event so that it compliments or  
33 encompasses a curricular objective, etc.) For example, if an assembly is planned to introduce the  
34 fundraiser or to conclude the fundraiser (as in a party) even for only a 20-minute period during

35 instructional time, the fundraiser becomes an ACTIVE fundraiser, even if the majority of the  
36 fundraiser is done during non-instructional time.

37  
38 Examples of current fundraisers are:

39  
40 **ACTIVE:**

41  
42 School pictures (fall and spring pictures will count as one fundraiser), some “fun-runs”,  
43 book fairs (maximum of two which will count as one fundraiser), “read-a-thons” and  
44 “sausage and cheese sales” if an assembly/or celebration party during instructional time is  
45 used as an incentive, assemblies where children pay to get in (teacher/student basketball  
46 games, etc.).

47  
48 **PASSIVE:**

49  
50 Restaurant sponsored days, Kroger Cares, vending machines, bookstores, yearbook sales.

51  
52 **OBTAINING DIRECTOR OF SCHOOLS APPROVAL:**

53  
54 A fundraiser form will be available in the office and must be completed.

55 All fundraisers must obtain the prior approval of the Director of Schools or the Director’s  
56 designee.

57  
58 Each school is limited to four (4) active fundraisers per school year, inclusive of the PTA/PTO  
59 fundraisers.

60  
61 **GENERAL BOARD POLICIES RELATING TO FUNDRAISERS:**

62  
63 In addition to the above, the following policies will apply to fundraisers:

- 64  
65 1. Grades will NOT be affected by fundraising activities. No points shall be  
66 added to or removed from grades, because of, or to encourage, fundraising  
67 participation.
- 68 2. Children WILL NOT be dismissed from school as a reward for fundraising.
- 69 3. Door to door sales are strongly discouraged and not endorsed by the school system.
- 70 4. No child will be penalized or singled out for choosing not to participate in a school  
71 fundraiser.
- 72 5. The awarding of a grand prize to individual students based on a total dollar amount  
73 collected is prohibited. However, it is permissible to award prizes when students reach  
74 certain levels. Off-campus activities such as pizza parties shall not be used as rewards to  
75 children. If end-of-fundraising celebrations are used to encourage participation, no child  
76 shall be excluded from the celebration based on his/her fundraising input. For example,  
77 if a DJ party or pizza party is planned for the class, all children in the class will attend.
- 78 6. Funds derived from fundraising events to be deposited to the General fund of the  
79 individual school’s activity funds can be spent for the following purposes including but  
80 not limited to:
- 81 a. Staff training and travel that benefits the student body.
- 82 b. Materials, supplies and equipment that enhance the instructional program  
83 provided by the Board through its operational budget.
- 84  
85

86 Funds may not be used for:  
87 a. Memberships of any kind.  
88 b. Staff gifts and meals.

89  
90 7. Funds derived from fundraising events to be deposited to a restricted account of the  
91 individual school's activity funds must be spent for the purposes approved. The purpose  
92 shall be reduced to written form and on file at each school for audit purposes.

93  
94 Fund drives by school support organizations shall be governed by the same conditions that apply  
95 to the school and comply with Board Policy BO 39—School Support Organizations.



# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>IS 11</b>	Issued: <b>05/01/15</b>

1 The Board shall provide for a system-wide testing program which shall be periodically reviewed and  
2 evaluated. The purposes of the program shall be to:

- 3 1. Assist in promoting accountability;
- 4 2. Determine the progress of students;
- 5 3. Assess the effectiveness of the instructional program and student learning;
- 6 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 7 5. Analyze the improvements needed in a given instructional area;
- 8 6. Assist in the screening of students with learning difficulties;<sup>1,2</sup>
- 9 7. Assist in placing students in remedial programs;
- 10 8. Provide information for college entrance and placement; and
- 11 9. Assist in educational research by providing data.

12 The Director of Schools shall be responsible for planning and implementing the program, which  
13 includes:

- 14 1. Determining specific purposes for each test;
- 15 2. Selecting the appropriate test to be given;
- 16 3. Establishing procedures for administering the tests;
- 17 4. Making provision for interpreting and disseminating the results;
- 18 5. Maintaining testing information in a consistent and confidential manner; and
- 19 6. Ensuring that results are obtained as quickly as possible, especially when placement in a  
20 special learning program might be necessary.

21 State-mandated student testing programs shall be undertaken in accordance with procedures published  
22 by the State Department of Education.<sup>3</sup>

1 Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8)  
2 shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject  
3 areas of mathematics, reading/language arts, science and social studies.<sup>4</sup> The Director of Schools may  
4 exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are  
5 not received by the district at least five (5) instructional days before the end of the school year.<sup>4</sup>

## 6 TESTING INFORMATION AND PARENTAL CONSENT

7 Any test directly concerned with measuring student ability or achievement through individual or group  
8 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee  
9 of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

10 Results of all group tests shall be recorded on the students' permanent records and shall be made  
11 available to appropriate personnel in accordance with established procedures.<sup>5</sup>

12 No later than July 31 of each year, the Board shall publish on its website information related to state  
13 and board mandated tests that will be administered during the school year. The information shall  
14 include:<sup>6</sup>

- 15 1. The name of the test;
- 16 2. The purpose and use of the test;
- 17 3. The grade or class in which the test will be administered;
- 18 4. The tentative date or dates that the test will be administered; and
- 19 5. The time and manner in which parents and students will be notified of the results of the test.

20 Testing information shall be placed in student handbooks or other school publications that are provided  
21 to parents on an annual basis.

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### Legal References

1. TCA 49-10-108
2. 20 USCS 1232(g)
3. TRR/MS 0520-01-03-.03(9)
4. TCA 49-1-617  
Public Acts of 2015, Chapter No. 256  
SBOE Policy 3.400
5. TCA 10-7-504
6. TCA 49-6-6007

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### Cross References

- Student Psychological Services 6.406  
Student Records 6.600

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>TESTING PROGRAMS</b>	<b>Descriptor No:</b>  <b>IS 11</b>	<b>Date Adopted:</b>  <b>4/79</b>
<b>Reviewed/Revision Adopted:</b>  <b>4/01; 8/04; 11/10; 5/15</b>		

1 The Board shall provide for a systemwide testing program which shall be periodically reviewed  
2 and evaluated. The purposes of the program shall be to:

- 3
- 4 1. Assist in promoting accountability;
- 5 2. Determine the progress of students;
- 6 3. Assess the effectiveness of the instructional program and student learning;
- 7 4. Aid in counseling and guiding students in planning future education and other  
8 endeavors;
- 9 5. Analyze the improvements needed in a given instructional area;
- 10 6. Assist in the screening of students with learning difficulties;<sup>1,2</sup>
- 11 7. Assist in placing students in remedial programs;
- 12 8. Assist in educational research by providing data.
- 13

14 In planning testing programs, every effort shall be made to see that testing contributes to the  
15 learning process rather than detracts from it. Efforts shall be made to incorporate necessary  
16 culture-free or culture-fair tests to assure that measurements are reasonable, unbiased, and  
17 accurate.

18  
19 The Director of Schools shall be responsible for planning and implementing the program, which  
20 includes:

- 21
- 22 1. Determining specific purposes for each test;
- 23 2. Selecting the appropriate test to be given;
- 24 3. Establishing procedures for administering the tests;
- 25 4. Making provision for interpreting and disseminating the results;
- 26 5. Maintaining testing information in a consistent and confidential manner; and
- 27 6. Ensuring that results are obtained as quickly as possible, especially when placement  
28 in a special learning program might be necessary.
- 29

30 State-mandated student testing programs shall be undertaken in accordance with procedures  
31 published by the State Department of Education.<sup>3</sup>

32  
33 Student scores on the Tennessee Comprehensive Assessment Program's grades three through  
34 eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester  
35 in the subject areas of mathematics, reading/language arts, science and social studies.<sup>4</sup>

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If the Murfreesboro City School District does not receive its students' TCAP scores at least five (5) instructional days before the end of the school year, then the students' TCAP scores shall not be included in the students' final grades in the subject areas of mathematics, English language arts, science, and social studies.<sup>6</sup>

Other tests may be given as requested by students, teachers or parents when approved by the principal.

Any test directly concerned with measuring student ability or achievement through individual or group psychological or sociometric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.<sup>5</sup>

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Legal References:

1. Tenn. Code Ann. § 49-10-108
2. 20 USCA 1232 g(h)
3. TRR/MS 0520-1-3-.03(9)
4. Tenn. Code Ann. § 49-1-614
5. Tenn. Code Ann. § 10-7-504
6. Tenn. Code Ann. § 49-1-617(b)

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Cross References:

- Student Psychological Services 6.406
- Student Records 6.600

## Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Tobacco-Free Schools</b>	Descriptor Code: <b>1.803</b>	Issued Date:
		Rescinds: <b>STU 35</b>	Issued:

1 All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, vapor  
 2 devices, and associated paraphernalia are prohibited on all school grounds and in all vehicles that are  
 3 owned, leased or operated by the district.<sup>1,2</sup> Smoking shall be prohibited in any public seating areas  
 4 including, but not limited to, bleachers used for sporting events or public restrooms.<sup>3</sup>

5 District employees and students enrolled in the district's schools will not be permitted to use tobacco or  
 6 tobacco products, including smokeless tobacco, electronic cigarettes, vapor devices and associated  
 7 paraphernalia while they are participants in any class or activity in which they represent the school  
 8 district.

9 Any student who possesses tobacco products shall be issued a citation by the school principal/resource  
 10 officer.<sup>4</sup> The Director of Schools, in cooperation with the juvenile court and the local police/sheriff's  
 11 department, is responsible for developing procedures for issuance of the citations which shall include  
 12 the form and content of citations and methods of handling completed citations.

13 Parents and students shall be notified of this citation requirement at the beginning of each school year.

14 Signs will be posted throughout the district's facilities to notify students, employees and all other persons  
 15 visiting the school of this policy. The following notice shall be prominently posted:

16 *Smoking and the use of tobacco products are prohibited on all school property.*<sup>5</sup>

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Legal References

1. 20 USCS § 6083; Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
2. TCA 39-17-1604(6)
3. TCA 39-17-1604(10)
4. TCA 39-17-1505
5. TCA 39-17-1605

## MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>TOBACCO-FREE SCHOOLS</b>	<b>Descriptor No:</b>  <b>STU 35</b>	<b>Date Adopted:</b>  <b>1/01</b>
<b>Reviewed/Revision Adopted:</b>  <b>9/12; 1/13</b>		

### 1 **PURPOSE**

2  
3 All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited on all  
4 school property, including all vehicles owned, leased, or operated by the district effective  
5 October 1, 2012. Smoking shall be prohibited in any public seating areas, including but not  
6 limited to, bleachers used for sporting events, or public restrooms. Smoking shall be prohibited  
7 within fifty feet of a designated school bus stop.  
8

### 9 **SCOPE**

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

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

### 22 **COMPLIANCE AND ENFORCEMENT**

#### 23 **A. Compliance**

24  
25 All faculty, staff, students, parents, contractors and visitors of the MCS shall be  
26 responsible for compliance with this policy. It is expected that all faculty, staff, students,  
27 parents, contractors, and visitors will voluntarily comply with the spirit and intent of this  
28 policy. Violation of this policy may be regarded as a willful safety violation.  
29  
30  
31

#### 32 **B. Enforcement of Policy**

33  
34 The success of this policy will depend on the thoughtfulness, consideration and  
35 cooperation of both tobacco users and non-users. Fines and citations, other than the

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

40 Violations of this policy will be enforced in the following manner:  
41

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

## 56 **IMPLEMENTATION**

57

### 58 **A. Signage**

59

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

### 68 **B. Notice to Contractors**

69

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

### 75 **C. Notice to Faculty and Staff**

76

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

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

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Legal References:

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

**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  Tobacco-Free Schools	<b>Descriptor No:</b>  AD BO 13	<b>Effective Date:</b>
	<b>Reviewed/Revised:</b>  2/17	

1   **PURPOSE**

2  
3   All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes,  
4   vapor devices, and associated paraphernalia are prohibited on all school property, including all  
5   vehicles owned, leased, or operated by the district. Smoking shall be prohibited in any public  
6   seating areas, including but not limited to, bleachers used for sporting events, or public  
7   restrooms.

8  
9  
10   **SCOPE**

11  
12   This policy applies to all faculty, staff, students, contractors, and visitors of MCS and is in effect  
13   twenty-four (24) hours a day, year round. This policy applies to all forms of tobacco products  
14   including, smokeless tobacco, electronic cigarettes, vapor devices, and associated paraphernalia.

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

21  
22  
23   **COMPLIANCE AND ENFORCEMENT**

24  
25       A. Compliance

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

32 B. Enforcement of Policy

33  
34 The success of this policy will depend on the thoughtfulness, consideration and  
35 cooperation of both users and non-users. Fines and citations, other than the citations  
36 required for minors pursuant to T.C.A. §39-17-1505, will not be part of the basic  
37 enforcement of this policy; however, the discipline policies applicable to faculty and staff  
38 may be invoked, if necessary, to secure compliance with this policy.

39  
40 Violations of this policy will be enforced in the following manner:

- 41
- 42 1. Violations of this policy by faculty and staff should be brought to the attention of the  
43 employee's supervisor;
  - 44 2. Violations of this policy by students should be brought to the attention of the  
45 principal. Any student who possesses products listed above shall be issued a citation  
46 by the school principal pursuant to T.C.A. §39-17-1505(b). The Director of Schools,  
47 in cooperation with the juvenile court and the local police/sheriff department, is  
48 responsible for developing procedures for issuance of the citations which shall  
49 include the form and content of citations and methods of handling completed  
50 citations.
  - 51 3. Violations of this policy by visitors should be brought to the attention of principal or  
52 facility manager; and
  - 53 4. Violations of this policy by contractors should be brought to the attention of the  
54 Assistant Superintendent for Administrative and Support Services.
- 55  
56

57 **IMPLEMENTATION**

58  
59 A. Signage

60  
61 The Maintenance Department will be responsible for providing appropriate signage and  
62 for removing all receptacles for discarding smoking materials in previously designated  
63 smoking areas. Signs will be posted throughout the system's facilities to notify students,  
64 employees, parents and all other persons visiting the school that the use of tobacco and  
65 tobacco products, including smokeless tobacco, electronic cigarettes, vapor devices, and  
66 associated paraphernalia is forbidden. The following notice shall be prominently posted  
67 at each school: "Smoking and the use of tobacco products are prohibited on all school  
68 property."

69  
70 B. Notice to Contractors

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

77  
78 C. Notice to Faculty and Staff

79  
80 Human Resources will be responsible for implementing procedures to ensure that all  
81 current and future faculty and staff are notified of the requirements of this policy.

82 Faculty and staff who wish to stop using tobacco are encouraged to contact Human  
83 Resources for information about tobacco cessation resources.

84

85 D. Notice to Students and Parents

86

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

**RESOLUTION**

**A RESOLUTION OF THE MURFREESBORO CITY BOARD OF EDUCATION  
IN OPPOSITION TO AN A-F GRADING SYSTEM FOR SCHOOLS**

WHEREAS, the Murfreesboro City Board of Education provides a local system of public education for the children of Murfreesboro; and

WHEREAS, the Tennessee General Assembly, by legislative action, has directed the Tennessee Department of Education to develop a grading system for assigning summarizing letter grades A through F on the state report card for Tennessee schools; and

WHEREAS unlike the many divisions of the already-available state report card, a rating system that utilizes only a summarizing grade of A through F for schools and districts ignores the unique strengths of each student and school; and

WHEREAS, an A-F grading system distorts the view of businesses and industries, that are looking at Tennessee for commercial development and economic growth, by not communicating how well schools are serving individual groups of students or are succeeding in academic achievement or academic growth; and

WHEREAS, an A-F report card does not identify areas of excellence or areas of needed improvement, and thus gives little guidance for how to better teach children and provides no actionable information for schools and teachers; and

WHEREAS meaningful accountability that informs students, parents, and teachers about the learning needs of each student and each school is vital, but the proposed A-F report card will provide only skewed, inoperable accountability;

THEREFORE, BE IT RESOLVED THAT THE MURFREESBORO CITY BOARD OF EDUCATION hereby urges the Tennessee General Assembly to repeal legislation reducing schools to a single letter grade designation, and instead, embrace the current Report Card that reflects a greater validity and more accurate reflection of what students know and can do in terms of the rigorous standards.

Adopted by unanimous vote on the twenty-fourth day of February, 2017.

\_\_\_\_\_  
Butch Campbell, Chair

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Phil King

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Nancy Rainier, Vice Chair

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David Settles

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Wesley Ballard

\_\_\_\_\_  
Collier Smith

\_\_\_\_\_  
Jared Barrett

February 28<sup>th</sup>, 2017

The following employee has met all of the requirements to attain tenure under TCA 49-5-503 and board policy PER 16. This employee was previously employed with Murfreesboro City Schools and earned tenure prior to her leaving the district. Upon her return, she has completed the two-year probationary period and has obtained an overall performance effectiveness level of “above expectations” or “significantly above expectations” for the last two consecutive years.

Jennifer Dowell    Hobgood Elementary

**MCS is proud to recognize the MCS 2016-2017 Teachers of the Year.** The Teacher of the Year program recognizes and honors outstanding teachers in Tennessee and across the nation.

**District Teachers of the Year**

Tony Hartman – Scales

Rebecca Sublett – Overall Creek

**2016-2017 Teachers of the Year**

**Black Fox Elementary**

Lynn Smith

Caren Evans

**Bradley Academy**

Ginger Hazelbaker

Dana Stem

**Cason Lane Academy**

Natalie Adcock

Laura Caylor

**Discovery School**

Amy Baltimore

Kelley Kleppinger

**Hobgood Elementary**

Ashlee Barnes

Chick Knitter

**Mitchell-Neilson School**

Amanda Masteller

Jennifer Harris

**Northfield Elementary**

Kristi Knitter

Rosalind Demonbreun

**Overall Creek Elementary**

Katie Nanney

Rebecca Sublett

**John Pittard Elementary**

Alex Juneau

Molly Oliver

**Reeves-Rogers Elementary**

Samantha Bolden

Erin Lebo

**Scales Elementary**

Lindsay Cole

Tony Hartman

**Erma Siegel Elementary**

Kim Taylor

Buffy Davenport

**COMPARISON OF BUDGET TOTALS**  
July 1, 2016-January 31, 2017

<b>TOTAL INCOME</b>	<b>7/1/16 - 1/31/17</b>	<b>\$</b>	<b>39,060,963</b>
<b>TOTAL EXPENSES</b>	<b>7/1/16 - 1/31/17</b>		<b>35,349,112</b>
			<hr/>
<b>NET INCOME</b>	<b>1/31/17</b>	<b>\$</b>	<b>3,711,851</b>
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## YEAR-TO-DATE REVENUE COMPARISON

JANUARY 2017

PAGE 1

	BUDGET CLASS.	2015-16 BUDGET	2015-16 YTD REV.	2015-16 OVR/(UNDR) BUDGET	2015-16% %	2016-17 BUDGET	2016-17 YTD REV.	2016-17 OVR/(UNDR) BUDGET	2016-17% %
1	40110-Current Prop. Tax	\$12,726,000.00	6,383,261.00	(6,342,739)	50.2%	\$13,123,000.00	\$6,479,499.00	\$ (6,643,501)	49.4%
2	40210-Local Option Sales Tax	8,817,000	4,602,990	(4,214,010)	52.2%	10,238,865	5,040,165	(5,198,700)	49.2%
3	40000-41110-Other County Rev	1,524,500	714,660	(809,840)	46.9%	1,593,000	742,281	(850,719)	46.6%
4	44000-Other Local Revenue	484,750	183,316	(301,434)	37.8%	503,750	313,673	(190,077)	62.3%
5	46511-Basic Educ. Program	35,127,500	20,706,000	(14,421,500)	58.9%	39,574,000	23,253,600	(16,320,400)	58.8%
6	46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
9	46990-Other State Funds	223,100	80,047	(143,053)	35.9%	163,100	96,120	(66,980)	58.9%
10	46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
11	46595-Family Resource ARRA	-	-	-	N/A	-	-	-	N/A
12	46595-SSMS ARRA	-	-	-	N/A	-	-	-	N/A
13	47000- Federal Funds	45,000	49,071	4,071	109.0%	45,000	38,064	(6,936)	84.6%
14	49810-Approp./City Gen. Fund	5,310,103	3,097,560	(2,212,543)	58.3%	5,310,103	3,097,561	(2,212,542)	58.3%
15	49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
	<b>TOTALS</b>	<b>\$ 64,257,953</b>	<b>\$35,816,905</b>	<b>\$ (28,441,048)</b>	<b>55.7%</b>	<b>\$ 70,550,818</b>	<b>\$ 39,060,963</b>	<b>\$ (31,489,855)</b>	<b>55.4%</b>

**YEAR-TO-DATE EXPENDITURE COMPARISON**

JANUARY 2017

PAGE 1

	BUDGET CLASS.	2015-16 BUDGET	2015-16 YTD EXP.	2015-16 OVR/(UNDR) BUDGET	2015-16% %	2016-17 BUDGET	2016-17 YTD EXP.	2016-17 OVR/(UNDR) BUDGET	2016-17% %
1	71100-Reg. Instruction	\$37,243,953.00	\$18,775,943.00	\$ (18,468,010)	50.4%	\$38,543,474.00	\$19,483,168.00	\$ (19,060,306)	50.5%
2	71200-Sp. Ed. Instr.	6,068,915	\$2,909,531.00	(3,159,384)	47.9%	6,563,260	\$3,223,639.00	(3,339,621)	49.1%
3	72110-Attendance	145,018	\$82,086.00	(62,932)	56.6%	143,628	\$84,288.00	(59,340)	58.7%
4	72120-Health Services	598,245	\$295,312.00	(302,933)	49.4%	602,574	\$323,824.00	(278,750)	53.7%
5	72130-Guidance	1,379,668	\$732,365.00	(647,303)	53.1%	1,615,025	\$873,636.00	(741,389)	54.1%
6	72210-Reg. Instr. Spprt.	1,918,550	\$963,508.00	(955,042)	50.2%	1,910,953	\$977,072.00	(933,881)	51.1%
7	72220-Sp. Ed. Support	927,754	\$475,264.00	(452,490)	51.2%	1,276,650	\$651,502.00	(625,148)	51.0%
8	72310-Bd. Of Educ.	1,080,757	\$313,271.00	(767,486)	29.0%	1,054,004	\$304,287.00	(749,717)	28.9%
9	72320-Office of Supt.	343,459	\$191,770.00	(151,689)	55.8%	319,532	\$164,673.00	(154,859)	51.5%
10	72410-Office of Prin.	3,765,086	\$2,021,313.00	(1,743,773)	53.7%	3,930,328	\$2,081,260.00	(1,849,068)	53.0%
11	72510-Fiscal Services	523,907	\$344,030.00	(179,877)	65.7%	516,502	\$324,796.00	(191,706)	62.9%
12	72520-Personnel Services	269,955	\$158,361.00	(111,594)	58.7%	242,169	\$149,007.00	(93,162)	61.5%
13	72610-Oper. Of Plant	5,628,689	\$2,916,473.00	(2,712,216)	51.8%	5,124,105	\$2,703,321.00	(2,420,784)	52.8%
14	72620-Maint. Of Plant	1,949,167	\$997,275.00	(951,892)	51.2%	2,074,825	\$968,175.00	(1,106,650)	46.7%
15	72710-Pupil Transp.	2,431,805	\$1,171,817.00	(1,259,988)	48.2%	2,618,521	\$1,239,990.00	(1,378,531)	47.4%
16	72250-Other Support	1,113,752	\$642,846.00	(470,906)	57.7%	1,090,853	\$605,109.00	(485,744)	55.5%
17	73300-Community Servic	487,002	\$265,454.00	(221,548)	54.5%	494,226	\$250,423.00	(243,803)	50.7%
18	73400-Early Childhood Educ	20,000	\$5,980.00	(14,020)	29.9%	22,125	\$9,800.00	(12,325)	44.3%
19	76100-Reg. Cap. Outlay	1,195,832	\$872,216.00	(323,616)	72.9%	599,071	\$816,139.00	217,068	136.2%
20	99100-Operating Transfers	759,543	\$115,003.00	(644,540)	5.0%	727,552	\$115,003.00	(612,549)	15.8%
	<b>TOTALS</b>	<b>\$ 67,851,057</b>	<b>\$ 34,249,818</b>	<b>\$ (33,601,239)</b>	<b>50.5%</b>	<b>\$ 69,469,377</b>	<b>\$ 35,349,112</b>	<b>\$ (34,120,265)</b>	<b>50.9%</b>

# Personnel Report

February 18, 2017

## *Licensed Personnel Hired*

Last Name	First Name	Location	Position

## *Licensed Personnel Leave of Absence*

Last Name	First Name	Location	Position
Brown	Krista	Reeves-Rogers	3rd Grade
Hickerson	Debra	Cason Lane	5th Grade
Sloan	Bethany	MNS	Pre-K

## *Interim Licensed Personnel*

Last Name	First Name	Location	Position
Ellis	Laura	Reeves-Rogers	3rd Grade
Roberts	Tabitha	Cason Lane	4th Grade
Tate	Brittany	Cason Lane	2nd Grade
Wakefield	Sheena	MNS	Pre-K

## *Certified Resignations/Retirements/Terminations*

Last Name	First Name	Location	Position

## *Classified Resignations/Retirements/Terminations*

Last Name	First Name	Location	Position
Howe	Sedra	Black Fox	Educational Assistant
Schmidt	Nancy	Reeves-Rogers	SPED Educational Assistant

## *Classified Personnel Hired*

Last Name	First Name	Location	Position

## PTR Projections for 2017-2018 (SECOND DRAFT-UPDATED SPED)

SCHOOL	Pre - K			Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total Students				
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	Total w/o Pre-K	Building Total			
DISCOVERY				60	3	20.00	60	3	20.00	60	3	20.00	60	3	20.00	240	12	20.00	65	3	21.67	65	3	21.67	25	1	25.00	155	7	22.14	395	395			
BLACK FOX	10	40	2	20	110	6	18.33	110	6	18.33	112	6	18.67	125	6	20.83	457	24	19.04	115	6	19.17	120	5	24.00	90	4	22.50	325	15	21.67	782	867		
BRADLEY				70	4	17.50	68	4	17.00	75	4	18.75	68	4	17.00	281	16	17.56	70	3	23.33	75	4	18.75	55	3	18.33	200	10	20.00	481	481			
CASON LANE	10	40	2	20	105	5	21.00	105	5	21.00	105	6	17.50	120	6	20.00	435	22	19.77	130	6	21.67	125	5	25.00	70	3	23.33	325	14	23.21	760	861		
ERMA SIEGEL	10	40	2	20	105	5	21.00	105	5	21.00	105	6	17.50	110	6	18.33	425	22	19.32	112	5	22.40	136	6	22.67	20	1	20.00	268	12	22.33	693	763		
HOBGOOD				60	3	20	100	5	20.00	100	5	20.00	90	5	18.00	100	5	20.00	390	20	19.50	100	4	25.00	80	4	20.00	60	3	20.00	240	11	21.82	630	690
MITCHELL-NEILSON	15	53	3	17.67	115	6	19.17	115	6	19.17	110	6	18.33	90	5	18.00	430	23	18.70	110	5	22.00	115	5	23.00	75	3	25.00	300	13	23.08	730	795		
NORTHFIELD	15	40	2	20	80	4	20.00	85	4	21.25	75	4	18.75	85	5	17.00	325	17	19.12	95	4	23.75	83	4	20.75	25	1	25.00	203	9	22.56	528	667		
OVERALL				130	7	18.57	130	7	18.57	165	8	20.63	150	8	18.75	575	30	19.17	145	7	20.71	155	7	22.14	60	3	20.00	360	17	21.18	935	935			
REEVES-ROGERS				75	4	18.75	75	4	18.75	55	3	18.33	65	3	21.67	270	14	19.29	70	3	23.33	69	3	23.00	30	2	15.00	169	8	21.13	439	459			
PITTARD				105	5	21.00	105	5	21.00	110	6	18.33	110	6	18.33	430	22	19.55	130	6	21.67	125	6	20.83	70	3	23.33	325	15	21.67	755	755			
SCALES	10	40	2	20	140	7	20.00	140	7	20.00	150	8	18.75	145	8	18.13	575	30	19.17	145	6	24.17	135	6	22.50	70	3	23.33	350	15	23.33	925	983		
OFF SITE PRE-K	CDC			KINDERGARTEN			1ST GRADE			2ND GRADE			3RD GRADE			4TH GRADE			5TH GRADE			6TH GRADE			CDC										
Oakland Court	40	2	20	1195	61	19.59	1198	61	19.64	1212	65	18.65	1228	65	18.89	1287	58	22.19	1283	58	22.12	650	30	21.67				REGULAR ED SUB TOTAL	8053						
Mercury Court	38	2	19																									SPECIAL ED K-6	210						
TOTAL OFF SITE	78	4	19.5																									SPECIAL ED PRE-K	100						
PRE-K SUBTOTALS																												TOTAL BEP FUNDED	8263						
Pre-K Peer Models	55																											TOTAL ALL OTHER PRE-K	366						
Pre-K Regular Ed	311	20	15.6																									DISTRICT TOTAL STUDENTS		8729					
Pre-K Special Ed	100	11	9.09																																
PRE-K TOTALS	466	31	15																																

Individual Grade Level Students/Teachers/PTR

**AVERAGE ATTENDANCE PERCENTAGE 95%**

REGULAR EDUCATION PTR			Students	Teachers	PTR
Kindergarten thru Third Grade	→		4833	252	19.18
Fourth Grade thru Sixth Grade	→		3220	146	22.05
District Totals	→		8053	398	20.23

**GROWTH OVER LAST YEAR**

End of 2015-2016 → **8550**

Growth from 16-17 to 17-18 → **179**

REGULAR ED SUB TOTAL	8053
SPECIAL ED K-6	210
SPECIAL ED PRE-K	100
TOTAL BEP FUNDED	8263
TOTAL ALL OTHER PRE-K	366
DISTRICT TOTAL STUDENTS	
	8729