

MINUTES

MURFREESBORO CITY BOARD OF EDUCATION
SPECIAL CALLED BOARD MEETING
POLICY WORK SESSION
Tuesday, August 17, 2010
6:30 p.m.—Central Administration Building

ATTENDANCE

Board: Chair Mary Wade, Susan Andrews, Butch Campbell, Nancy Duggin, Nancy Phillips, and Dennis Rainier. Absent: Ray Butrum and Council Liaison Ron Washington.

Staff: Director Linda Gilbert, Gary Anderson, Kim Fowler, Cheryl Harris, Karen Hawkins, Ralph Ringstaff, and Priscilla Van Tries.

Others: City Staff Attorney Kelley Baker.

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

Chair Mary Wade called the Board meeting to order at approximately 6:33 p.m. followed by the Pledge of Allegiance and a moment of silence.

II. APPROVAL OF MINUTES OF THE JULY 20, 2010 SPECIAL CALLED BOARD MEETING/POLICY WORK SESSION

On motion by Mr. Campbell and second by Mrs. Phillips, the July 20, 2010 minutes were approved.

III. BOARD POLICY REVIEW—CONTINUED DISCUSSION

1. PER 44—Employee Use of Internet/Electronic Mail
PER 45—Web Pages
STU 37—Student Use of Internet (*Passed on First Reading*)

Mrs. Baker explained that a committee has been established to review PER 44 and 45 consisting of: Emily Spencer (principal), Gayle Porterfield (teacher), Dianne Click (ESP), Dan Boshers (IT), Cheryl Harris (public relations), and Micky Brooks (systemwide technology support to teachers). In response to Mrs. Phillips' concern that students might not understand the issue with deleting system files, Mrs. Baker stated that she would ask Mr. Boshers for language to address this in the policy. Students will be told to ask their teachers for assistance if they suspect a virus, etc. Administrative

Directive 44—Internet Access addresses this. This policy, as revised to be more parent/student friendly as requested by the Board, has been placed in the system's *Parent Handbook*. The Board will be provided a copy of the handbook. Mrs. Wade suggested a sign/banner be displayed for students alerting them what to do so that they are not tempted to address a problem on their own which could result in a situation such as deleting system files. The policy will be brought to the Board for approval on second reading with the recommended revisions.

2. BO 31—Fund Raising

Dr. Gilbert explained that principals have reviewed and had an opportunity to provide input on these two policies. In regard to BO 31—Fund Raising, she asked that the Board clarify what their intent had been regarding the awarding of prizes/grand prizes. After discussion, it was determined that it is acceptable to award prizes as long as every child has an opportunity to receive those prizes; for example, all students who raise \$15 will receive a particular prize and all students who raise \$25 will receive a particular prize.

Mrs. Duggin stated that she had accessed information indicating that a teacher was having a classroom fund raiser. Mr. Campbell stated that this type of activity should require principal/Director of Schools approval. Mrs. Baker stated that the existing policy does not address this particular situation, but it does appear that in paragraph one the indication is that it would require prior approval. Mr. Anderson stated that there are various types of fund raisers, such as Zaxby's (or some other organization) designates a day to donate part of their proceeds to a particular school. Mrs. Phillips added that she appreciates any effort by the Board to keep from continuously asking parents to donate/participate in a variety of fund raisers. Dr. Gilbert stated that she will take this policy back to the principals for further input and clarification.

BO 32—Solicitations

Dr. Gilbert reported that principals have shared that there is a general feeling that students are basically being used as fund raisers when asked to solicit on behalf of charitable organizations, and some organizations have not proven to be "non-profit". Mrs. Baker pointed out that all charitable organizations must register with the Tennessee Secretary of State—Division of Charitable Solicitations. Mr. Ringstaff provided a suggested revision to this policy (enclosed). In the existing board policy, principals have discretion on the choice of charitable solicitation activities that students can participate in. The proposed revision to the policy states that "Before a school can participate in a non-profit campaign it must receive prior approval from the Director of Schools or his/her designee." It was recommended that part "C" in the existing policy be deleted. There was concern voiced that even if a cap is put on the number of charitable

solicitations, the schools should still be able to participate in a charitable solicitation for a catastrophic event. Dr. Andrews stated that the number should be designated to protect principals, but that principals should be able to request approval by the Director of Schools for an additional campaign in the event of a catastrophe. Mrs. Baker stated that any organization that the system campaigns for should be verified as being registered with the Division of Charitable Solicitations.

Dr. Gilbert stated that principals indicated the need for consistency across the system and had discussed the possibility of appointing a committee to review the policy/procedures to accomplish this. Principals are okay with exemptions to the policy. Mrs. Phillips suggested that the Board not take action yet. Mr. Rainier stated that he supports having a cap on the number of campaigns as long as there is flexibility in the event of an unusual situation. Mrs. Baker relayed two situations this might pertain to: Soles for Souls and a child/employee with a disease.

3. FM 15—Administrative Procedure for Title I Equipment (Proposed New Policy) (*Passed on First Reading*)

No additional revisions recommended. Will be brought to the Board on second reading.

IV. BOARD POLICY REVIEW—FIRST REVIEW

1. FM 11—Personal Property Sales

Mrs. Baker stated that the recommended revisions will bring this policy into compliance with state statutes and adds the Internet as a means to dispose of property. This does have to be advertised in the local newspaper. The City has contracts with two businesses that the City Schools could have access to: govdeals and propertyroom.com. The recommended ways of discarding of old textbooks are not listed in priority order. Mrs. Duggin asked that the system be cautious of disposing of materials that might still be beneficial to the system. In response to Mr. Campbell's questions regarding how frequently surplus items are disposed, Mr. Anderson stated that it had been several years since a prior sale took place. This summer's sale helped to dispose of eight warehouses of items. Mrs. Baker stated that auctions through the Internet would allow the system to continuously dispose of items as they become surplus, and the purchaser is required to come to the system to pay and pick up the items they are purchasing. The system does also have the option to donate or otherwise dispose of items that are deemed to have a value less than \$250. Mr. Anderson added that items not sold in the system's last sale were sorted, and many items sold for scrap metal. This policy will be brought to the Board for approval on first reading.

2. IS 6—Parent and Family Involvement
IS 14—Promotion and Retention

Mrs. Baker explained that the recommended revisions to IS 6—Parent and Family Involvement have been made due to Title I issues. Mrs. Duggin asked that on page 2, “No Child Left Behind” be changed to “ESEA.” The policy will be brought to the Board for approval on first reading.

Mrs. Baker stated that IS 14—Promotion and Retention has two editorial changes that are indicated in bold. Mrs. Duggin stated that she has major concerns regarding the policy as the *Tennessee Minimum Rules and Regulations* gives more detail as to what should happen and what responsibilities there are for the teacher who is retaining the student and the receiving teacher. The policy needs to be more explicit. Mrs. Duggin will email a recommended web site to Mrs. Baker for her review.

3. PER 13—Acquired Immune Deficiency Syndrome (AIDS)
PER 34—Bloodborne Pathogens
PER 46—Hepatitis B (HBV)

Mrs. Baker stated that she has more work to do on these policies as OSHA regulations have narrowed, and the categories as listed are broader than required by OSHA.

4. STU 1—Emergency Closings
STU 31—Communicable Diseases (Students)
STU 32—Acquired Immune Deficiency Syndrome Student/Personnel

STU 1—Emergency Closings was revised to reflect the Administrative Directive 23—Delay of School Opening as a cross reference and will be brought to the Board for approval on first reading.

STU 31—Communicable Diseases (Students) and STU 32—Acquired Immune Deficiency Syndrome Student/Personnel will require more review by Mrs. Baker before it is brought back to the Board.

Mrs. Wade noted that school boards now have a two-year period in which to review board policies. She asked if the Board wished to meet less frequently, perhaps every other month, to review policies. Dr. Gilbert stated that she realized the amount of time required of Mrs. Baker and the central office staff to review and bring policies to the Board for approval and knew that Mrs. Baker is also responsible for other city departments. She suggested that the Board consider using TSBA’s services to bring the policies up to date/in compliance, and then Mrs. Baker and the Board would be able to

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review the policies at a better starting point. Mrs. Baker stated that TSBA policies are broader than what the City Schools requires so she would have to still review each policy to be sure it is appropriate for this school system. Also, the City is hiring an additional attorney, possibly this week. Dr. Andrews stated she did not feel a great many policies needed major changes so could be addressed in house. She suggested that Dr. Gilbert recommend policies to Mrs. Baker that need immediate review or major revision. Mr. Rainier stated that the Board should continue in the mode already started until all policies are reviewed. Mrs. Duggin stated that it is the Board's responsibility to review all policies. Mrs. Phillips stated that policies have been reviewed in the past as needed, and she commended Mrs. Duggin for bringing the need for the review to the Board's attention. Mrs. Baker pointed out that with the policy review the evening before regular board meeting packets are delivered to them, it is difficult to finalize those policies to be included in the packet for board action at the regular meeting.

Mr. Campbell moved that the Board meet the second Tuesday of the month for the Special Called Board Meeting—Policy Work Session beginning in October. Mrs. Phillips seconded the motion. On roll call: Andrews—yes; Campbell—yes; Duggin—yes; Phillips—yes; Rainier—yes; Wade—yes. The motion carried.

Mrs. Phillips moved that the Board not have a special called meeting in December; Mr. Rainier seconded the motion. The motion carried by acclamation.

The Board packet for August and September will be delivered the Friday before the regularly scheduled board meeting.

Dr. Gilbert stated that she would like to preview the agenda for the Board's August 24 regularly scheduled meeting. Ms. Hui Li, Chinese teacher at the Discovery School, will be introduced. Under consent agenda, the Board will be asked to approve: Gary Anderson and Ralph Ringstaff as their negotiation team and to approve fees for field trips as presented.

Mr. Anderson provided the Board an attendance document reflecting enrollment as of August 16, 2010. The system is only six students short of the 6,890 budgeted for. Pupil:teacher ratios are good.

Mr. Campbell asked that the Board/Administration be open to the Tennessee Wildlife Organization speaking with them about the problem Black Fox is having with geese and how to eliminate the problem.

Mr. Rainier asked that at the September board policy review, Mrs. Baker share the City's policy regarding travel.

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Mrs. Wade encouraged the Board to attend the TSBA Conference and Convention as she is interested in the Board pursuing the “Boards of Distinction” recognition.

V. ADJOURNMENT

Chair Mary Wade adjourned the meeting at approximately 8:35 p.m.

Director of Schools

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