

MINUTES  
MURFREESBORO CITY SCHOOL BOARD  
Tuesday, November 29, 2011  
6:30 p.m.—Council Chambers

ATTENDANCE

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

Staff: Director Linda Gilbert, Gary Anderson, Caresa Brooks, Crystal Farris, Tammy Grizzard, Michelle Hummel, Karen Hawkins, Ralph Ringstaff, Lisa Trail, and Priscilla Van Tries.

Others: Staff Attorney Kelley Baker, *Daily News Journal* Reporter Mealand Ragland-Hudgins and others.

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

Chair Mary Wade called the board meeting to order at approximately 6:30 p.m. followed by the Pledge of Allegiance and a moment of silence.

II. APPROVAL OF AGENDA

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

III. COMMUNICATIONS

- Congratulations to Chair Wade who received the “Certified and Master Ambassador Award” at TSBA’s Leadership Conference and Convention for presentations she made on behalf of the school system throughout the year.
- Kory Wells, Read to Succeed, One Book Co-Chair, explained that *The Hunger Games* by Suzanne Collins is the book chosen this year for community read, and presented a copy for sharing among the Board.
- Congratulations to the following Fall 2011 BEP/Nissan Mini-Grant Recipients:

Betsy Lynch	CLA	Kelly Jones	MNE
Meredith Gilliland	Hobgood	Shannon Minner	MNP
Sheri Arnette	Northfield	Sayward Ratliff	MNP
- City Schools Foundation Update: Lisa Trail shared that the Fashion Show chaired by Joyce Taylor and Liz McPhee was a success. She invited everyone to attend the Excellence in Education Celebration to be held February 10 at the Stones River Country Club, chaired by Senator Andy Womack honoring Representative John Hood. Purchasing tickets to attend this event is a great way to support the Foundation in providing opportunities for Murfreesboro’s children.
- Mitchell-Neilson Schools thanks Bob Parks Realty, especially agents Katie Schmeltzer and Jennifer Parker, for their donation of four Netbooks and

donations towards the purchase of student t-shirts, plus 36 agents purchased MNS t-shirts for themselves.

- MCS in partnership with ENA has received a Christy Houston Foundation Grant of \$32,890 for video-conferencing software, equipment, and professional development.
- The Tennessee Commission on Children and Youth awarded MCS a \$45,000 grant to establish the “Families in Action Collaborative” which is a six-week program that helps develop social resilience skills in 4th through 6th grade students in partnership with their parents. As a result of the funding, four sessions will be offered this year.
- Mr. Lyles shared that MCS is participating in several Bi-Centennial events: December 9-10—Christmas at Cannonsburgh; December 11—Christmas Parade (MCS float); December 17 from 12 until 2 p.m.—A reception at Bradley Museum and Cultural Arts Center honoring retired teachers featuring a documentary.

#### IV. CONSENT ITEMS (Tab 1)

On motion by Mr. Campbell and second by Dr. Andrews, the following consent agenda items were approved by acclamation:

- A. Minutes of the October 25, 2011 regularly scheduled board meeting and November 8, 2011 Special Called Board Meeting/Policy Work Session
- B. School Fees
- C. Board Policies – Second Reading  
BO 39—School Support Organizations  
STU 24—Disciplinary Hearing Authority
- D. “Report of System/School Compliance Based on Tennessee State Statutes and State Board of Education Rules, Regulations, and Minimum Standards for Approval of Schools”

#### V. ACTION ITEMS

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

BO 10—Board Policy Development (*Revised*)  
(Combined BO 10 and duplicate Board Policy BO 42—Policy Development/eliminate BO 42)

On motion by Mrs. Duggin and second by Mr. Campbell, BO 10 was approved as presented by acclamation.

FM 1—Petty Cash Accounts (*Revised*)

Mr. Anderson reported that a petty cash account is allowed by law, but the amount in petty cash is relatively low, typically about \$100 for small purchases. On motion by Dr. Andrews and second by Mrs. Phillips, FM 1 was approved as presented by acclamation.

FM 2—Annual Operating Budget (*Revised*)

Mr. Anderson explained that dates as indicated were changed to meet specified timelines. On motion by Dr. Andrews and second by Mr. Campbell, FM 2 was approved as presented by acclamation.

FM 5—Accounting System, Financial Reports and Records (*Revised*)

Mr. Anderson explained that school funds are not held at the schools but in the School Nutrition Program, and financial records will be kept by the Director. On motion by Mrs. Duggin and second by Dr. Andrews, FM 5 was approved as presented by acclamation.

FM 8—Purchasing Authority (*Revised*)

Mr. Anderson explained that additional language from Tennessee Code had been placed in the policy for clarity specifying the procedures to be used according to the amounts spent. Mrs. Duggin acknowledged that this is beneficial and does make the procedures more understandable. On motion by Dr. Andrews and second by Mrs. Smith, FM 8 was approved as presented by acclamation.

FM 9—Sales Calls, Demonstrations and Vendor Relations (*Revised*)

Mr. Anderson noted that the sentence beginning on line 5 was added to make sure everyone is following appropriate rules and regulations. On motion by Dr. Andrews and second by Mrs. Duggin, FM 9 was approved as presented.

FM 12—Authorized Signatures and Expenditure of Funds (*Revised*)

Mr. Anderson stated that additional language from the law has been placed in this policy so there is no misunderstanding on the proper procedures to be followed when purchasing/entering into a contract. On motion by Dr. Andrews and second by Mrs. Phillips, FM 12 was approved as presented by acclamation.

FM 16—Purchase Requisitions and Purchase Orders (*New*)

Mr. Anderson explained that the revisions as indicated were made so that everyone would understand the procedures, and the sentence beginning on line 9 has been removed and will be included in an administrative directive. Mrs. Phillips thanked him for this change noting that this is an administrative procedure so would be more appropriate in an administrative directive. Mrs. Smith added that she would like to see flexibility in the procedure for teachers, and principals should be empowered to maintain the procedures at their schools. Mrs. Duggin also stated that she has been made aware that there has been a misunderstanding about how money can be spent. She asked that all teachers be aware of this and other policies as they are revised/adopted.

In response to Dr. Andrews, Dr. Gilbert clarified that all teachers have to get a purchase order approved by their principal before they can make purchases. They do not have to

list or identify the actual cost of the items they will purchase, but are limited to the total amount approved by the principal on the purchase order. Mr. Anderson added that a purchase has to be pre-approved by state law. Prior approval of purchases will allow the principal to monitor and oversee purchases to make sure they are in compliance. In response to Mr. Campbell's scenario, Mr. Anderson stated that the purchase has to have been approved by securing a purchase order for an individual to be reimbursed; if the teacher makes a purchase without prior approval, they are responsible for the sales tax and if the item is deemed to not be essential or conform to what is needed to support instruction, the teacher runs the risk of not being reimbursed. Teachers get approval prior to purchase by obtaining the purchase order for an expenditure up to a certain amount. Mrs. Phillips asked that the system be responsible for providing the general supplies necessary rather than those items being purchased through teacher accounts. On motion by Mrs. Duggin and second by Dr. Andrews, FM 16 was approved as presented by acclamation.

FM 17—Payroll Procedures (*New*)

Mr. Anderson explained that lines 6-12 have been deleted, but this information will be included in an administrative directive. On motion by Dr. Andrews and second by Mrs. Phillips, FM 17 was approved as presented by acclamation.

B. Approval of Resolution Regarding Vouchers (Tab 3)

Dr. Gilbert read the resolution requested by the Board opposing vouchers. Dr. Andrews requested that Dr. Gilbert add a paragraph noting that money from vouchers would be going to schools with no accountability/no testing as required in public school systems. Dr. Andrews moved that the resolution be approved with an additional "whereas" that deals with the lack of accountability in private schools; Mr. Campbell seconded the motion. The motion passed by acclamation. Mrs. Duggin asked that the Board follow up on this issue and also address the charter school issue at a later board meeting.

C. Approval of 2010-2011 Budget Amendments

Mr. Anderson explained that City Recorder Melissa Wright has requested that the Board approve the budget amendments made in the 2010-11 fiscal period so they have the Board's approval by January 1 for the City's audit. School Nutrition had a budget amendment also. The information was pulled from the audit report and is a five-month history that ended on June 30.

The system received almost \$800,000 more in revenues than originally budgeted. Reserves and fund balances were used for textbooks, computers, and other items totaling \$320,835 of the fund balance and had encumbered an additional \$1,786,211. Once encumbered, funds are pulled off the books and set aside, so we had a total amount of expenditures of \$2,107,046. The fund balance at the beginning of last school year was \$7,281,000 and at the end of 2010-11 totaled \$5,174,029. The biggest difference is encumbrances. Each code that exceeded the amount of the expenditure were explained on the documents distributed to the Board. Regular instruction is 60% of the budget.

The amendments would relate to the costs for insurance coverage, adjusting to the 12-month pay periods (which required the 13<sup>th</sup> payment to transition from the alternative to traditional calendar), textbooks, teacher laptops, etc. He provided the Board with a detailed explanation of these amendments titled "Final Budget Amendments 2010-2011 Supplemental Information Sheet." Technology hardware was listed as an expenditure in instruction while the support and installation was listed as a technology expenditure.

In response to Mrs. Phillips' question, Mr. Anderson reported that there is a nurse in every school (MNE/P share as one campus), and Northfield has 1.5 nurses due to the needs of the programs housed at that school. He also added that if a student is enrolled at a school and that student requires medical attention, the system is required to meet the needs of the student although that is not something that can be foreseen, which is why a nurse was placed at Bradley where they had previously shared a nurse with Hobgood. Two nurses were moved from IDEA to General Purpose, but the nurses were not relocated. The system employs two RNs. The system's LPNs must be supervised by an RN. The laptops for teachers fall under instruction and the infrastructure support (servers, etc.) comes from technology funds.

In response to Mrs. Duggin, Dr. Gilbert stated that DARE officers are paid by the school system, but it has been difficult to determine how this was handled in the past. Mrs. Phillips noted that DARE officers are very beneficial assets to the school system, and she appreciates that nurses are available in every school and that the system is providing social workers. The system pays for two part-time DARE officers. Dr. Gilbert stated that they report to the Police Department but are hired to serve our schools. The system is seeing more students with needs that will impact the budget in the future. Mrs. Duggin asked that the system be conscientious in planning for such impending budgetary items.

Dr. Andrews moved to approve the budget amendments as presented; Mr. Campbell seconded the motion. The motion carried by acclamation.

## VI. REPORTS/INFORMATION

### A. Board Policy BO 38--School Board Accountability Standards (Tab 4)

Each Board member read sections of BO 38 as a reminder of the standards to which they are held.

### B. EEC Project/Club Neutron – Dr. Kim Cleary Sadler, MTSU

Dr. Sadler reported that NSF provided funding for a project developed to determine what could be done to increase student interest in STEM careers. She introduced Emily Newton, Coordinator of the project, and Dr. Wendy Beckman, Associate Professor in the Aerospace Department. The study basically discerned that students in middle school who really felt that they wanted to be in the STEM area did this regardless of barriers. Two questions: What inspired them? Can we increase student interest and achievement in STEM?

They initiated an afterschool science club and a two-week summer camp with involvement from the Discovery Center and MTeach students, participation in the Science Olympiad, etc. Four family science nights took place. They used hands on science trunks, offered the summer camp for students, and teachers attended a summer camp to pick a strand related to STEM. In Phase II, Emily Newton stated that they worked with students in 3 MCS schools with 74 students participating, two teachers and one MTeach intern at each site. They started with WOWs, which are science experiments in which kids actively participate. Students kept journals, developed a hypothesis, wrote down observations, etc.

Dr. Beckman shared that 76 students from MCS and Rutherford County participated in the two-week aerospace summer camp. Students built gliders, and actually participated in flying planes through the Microsoft flight simulator laptop kits. The kits are now being taken to classrooms to provide more children with this experience. Students went on an airplane ride and were exposed to the air traffic control center where they did a simulation of landing an airplane. A survey conducted indicated an increased interest in STEM. Mrs. Smith stated that the Foundation has been looking for ways to promote STEM, and she appreciates this program as she would like to see MCS in the forefront of science education. Mrs. Phillips thanked them for their time and efforts to make a difference.

C. Personnel Update (Tab 5)

1. Licensed Personnel Hired; Leave of Absence; Interim Instructional Personnel
2. Resignations
3. Classified Personnel Hired

D. Monthly Revenue and Expenditure Report (Tab 6)

Mr. Anderson reported that the system has completed 33.3% of the fiscal year. As typical at this time, the system is waiting on property tax revenue to come in. The Energy Efficiency Schools line item was added for funds coming in from that grant. Expenditures are at 32.3%, so the system is in good shape there. However, the workers compensation bill was paid earlier this year, which impacted expenditures. Overall, the system is where it should be. In response to Dr. Andrews, Mr. Anderson stated that the system is up in sales tax dollars but down in the anticipated percentage. Other county revenues are coming in slower. He is hopeful the economy will pick up and enrollment will continue to increase.

E. Attendance Report (Tab 7)

Enrollment is 166 students over the budgeted number, and is 190 students over enrollment at this time last year. Pupil:teacher ratios are: K-3—18.81; Grades 4-6—20.81; and, overall is 19.55 for all grades. Attendance is excellent at 96.3%.

In response to Mr. Campbell's question, Mr. Ringstaff stated that the personnel report includes both certified (3) and classified personnel leaving the system, and is typical for this time of year.

VII. OTHER BUSINESS

Mrs. Phillips complimented the person who developed the flier for The International Dinner to be held at Bradley Academy on December 15<sup>th</sup>.

VIII. ADJOURNMENT

There being no further business, Mrs. Wade adjourned the meeting at approximately 7:55 p.m.

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Director of Schools

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