

MINUTES

MURFREESBORO CITY BOARD OF EDUCATION
SPECIAL CALLED BOARD MEETING--
POLICY WORK SESSION
Tuesday, March 13, 2012
6:30 p.m.—Central Administration Building

ATTENDANCE

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

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

Others: Staff Attorney Kelley Baker and others.

I. CALL TO ORDER BY BOARD CHAIR

Chair Wade called the meeting to order at approximately 6:30 p.m.

II. REQUEST FOR APPROVAL OF RATE ADJUSTMENT FOR THE EXTENDED SCHOOL PROGRAM

Mr. Anderson explained that the Extended School Program has not had a rate increase in several years. He reviewed the proposed rate increases as indicated on the attachment relative to School Year Weekly Attendance Costs and Summer/Break/Intersession/Holiday Attendance Costs. This will not impact students on Free and Reduced lunch as DHS provides funding for them and the increase would be passed on to that funding source. Mrs. Phillips asked that before approval of the increase, the administration look into how many families have multiple children and if they would benefit from a multiple children discount.

III. APPROVAL OF HOBGOOD CONSTRUCTION BID

Mr. Anderson provided the Board with a letter from Johnson & Bailey Architects, the bid opening attendance record, and recording of the bidders and bid amounts. The lowest bidder was Fellowship Construction at \$637,200, which was under the projected bid amount of \$700,000. In response to Mr. Campbell's question, Lyle Lynch, Johnson & Bailey Architects, stated that no bids were received from local companies although the project was sufficiently advertised locally and in construction publications. The relatively small size of the project and the quick turnaround time of 120 days may have been a deterrent to some companies. It appears local companies are actually busy now.

Dr. Andrews moved to accept the Christian Construction bid of \$637,200; Mrs. Rainier seconded the motion. The motion carried by acclamation.

IV. BOARD POLICY REVIEW

CONSENT AGENDA: Passed on First Reading

IS 10—School Volunteers (*Replaces existing Community Resource Persons Policy*)

IS 16—Relations with Accrediting Agencies (*Revised*)

IS 17—Relations with Education Research and Service Centers (*Revised*)

IS 18—Student Teaching, Internships, and Practicums (*Revised*)

Board members did not recommend additional revisions to the policies listed on the consent agenda. They will be brought to the Board for approval on second reading.

For Further Discussion: Passed on First Reading

IS 9—Field Trips (*Revised—Complete Rewrite*)

Mrs. Baker pointed out that revisions had been made to IS 9 based on the recommendations by the Board at the last board meeting: Lines 56-57 state that circumstances may exist when a principal agrees to authorize more than two (2) school trips per class group during a given academic year; Lines 73-74 clarified “in the vicinity”; and, lines 88-89 specified that chaperones must adhere to Board Policy IS 10 and Administrative Directive 158. She also noted that Dr. Gilbert had obtained input from the principals regarding the two-trip limit with flexibility to approve additional trips and they are okay with the policy. In response to Mr. Campbell’s question, Mr. Anderson explained that bus drivers are full-time as a result of their morning runs and their afternoon runs. They are hired to drive the system’s buses and are paid on a separate time sheet during the mid part of the school day. The schools are only charged for the driver’s time; the bus and fuel are provided by the system. Mrs. Rainier pointed out that Item (f) needs to be revised to read “For all **Board-approved** trips...”. Board Policy IS 9 will be brought to the Board for approval on second reading with the additional recommended revision.

For Discussion:

SS 9—Child Nutrition Management (*Revised*)

Mr. Anderson stated that the Child Nutrition Program had undergone a Federal audit. The auditors recommended the policy be revised to place the administration of the child nutrition program under the authority of the Supervisor of Child Nutrition. The rationale being that Federal rules and regulations are very specific, with the possibility of Board

violations resulting in the loss of federal funds. Mr. Anderson explained that principals are not familiar with the Federal rules and regulations, therefore should not be in a position to override decisions regarding the procurement, preparation, and serving of food items to students. Mr. Campbell stated that he disagrees as he feels every program and employee is the ultimate responsibility of the principal in the school. The principal should be involved in situations, for example, that involve personnel. Mr. Anderson stated that cafeteria personnel issues could be dealt with in conjunction with the principal, but decisions about the program mandated by Federal rules and regulations should fall under the authority of the Supervisor of Child Nutrition. Mrs. Baker noted that when a recommendation such as this is made by Federal auditors, the system must comply within a window of time to assure that they are not penalized. The system must comply with the recommendation. Dr. Andrews asked if in an administrative directive, the delegation of authority could be specified/shared. In response to Mr. Rainier, Mr. Anderson stated that the Supervisor of Nutrition and central office administration hire cafeteria personnel and are then assigned to the schools where needed. Mrs. Baker stated that it might be helpful to receive input from principals regarding this proposed revision. Dr. Gilbert stated that she will write an administrative directive and share that and this policy with principals for their input. Mrs. Baker cautioned that the administration should be careful with what they put in the administrative directive. Mrs. Phillips asked how the food tastes. Mr. Anderson explained that the ingredients/recipes are Federally mandated, regulating the salt, sugar, fat, etc. content of foods, which can result in a healthier meal with less taste.

IS 20—TCAP Security (*Revised—Complete Rewrite*)

Mrs. Hawkins stated that the specific procedures that were contained in the original TCAP security policy will be placed in a directive due to the fact that procedures can change from year to year and teachers sign off on those procedures. With the new evaluation system and student test scores, TCAP and other assessments, being a part of the teachers' evaluation, the security piece was added. Mrs. Duggin stated that she likes the policy. She also pointed out that teachers who lose their license over an infraction with testing lose their license in all states, not just Tennessee. Mrs. Baker stated that IS 20 will be brought back to the Board for approval on first reading.

PER 5—Equal Opportunity Employment (*Revised*)

Mrs. Baker explained that the policy was revised to expand the coverage from EEOC protected classes to cover Federal changes so that the policy would always be in compliance. The Board did not recommend additional revisions. The policy will be brought back to the Board for approval on first reading.

PER 6—Staff Rights and Responsibilities (*Revised*)

Mrs. Baker explained that the correction on lines 22-23 are also to expand the coverage to keep this policy in compliance. The Board did not recommend additional revisions. The policy will be brought back to the Board for approval on first reading.

PER 8—Credit for Teaching Experience

Mr. Ringstaff explained that the administration is recommending that the Board approve increasing the credit for teaching experience from ten to fifteen years, which would improve the system's ability to recruit veteran teachers. In response to Mrs. Phillips, Mr. Ringstaff stated that only two employees fell in this category last year, so he would suspect that the impact would have been approximately \$10,000. Mrs. Phillips stated that the system offered an early retirement incentive which veteran teachers took advantage of and now will offer this incentive to recruit experienced teachers. Dr. Gilbert stated that the incentive was offered, but allowing more teaching experience when determining salaries will allow us to, when interviewing potential candidates, be more likely to hire a teacher that is believed to be the best candidate for the position to be filled. Mrs. Rainier asked how this might impact a teacher hired last year with only ten years' credit. Mrs. Duggin shared that in another system, the teacher was allowed to recoup lost teaching experience by being credited two years for each year taught in that system until the teacher regained all years' experience. However, grandfathering experience back in might have an impact on our budget. Mr. Campbell stated that Rutherford County Schools does not have a cap on experience. Mr. Ringstaff explained that with the new tenure law, it is hard to recruit tenured teachers.

Mrs. Phillips noted that teacher morale could be impacted if newly hired teachers are given this opportunity. Mrs. Duggin stated that the system would hear from the teachers in the classroom; she believes we should leave it at 15 years. Dr. Grissom stated that the system does need this flexibility to recruit teachers that fit the needs of the system; with the system's existing PLC team approach, she believes this will be okay. Mrs. Phillips stated that some will still feel slighted, and she is not comfortable with removing the cap completely. Mrs. Duggin stated she would like to know what other counties are doing, and she is concerned about the budget issues. Dr. Andrews moved to remove the cap on teaching experience; Mrs. Rainier seconded the motion. On roll call: Andrews--yes; Campbell—no; Duggin—yes; Phillips—no; Rainier---yes; Smith—yes; Wade—no. The motion carried. Mrs. Baker stated that the policy would be brought to the Board for approval on first reading. Mrs. Phillips suggested bringing both policies back.

PER 23—Employee Names and Addresses (*Revised*)

Mrs. Baker explained that TCA has changed and information such as addresses, phone numbers, etc., as indicated on the policy cannot be shared. She also provided the “Schedule of Reasonable Charges for Copies of Public Records” developed by the Tennessee Office of Open Records Counsel. There were no additional recommendations for revisions from the Board. Mrs. Baker stated that the policy will be brought back to the Board for approval on first reading.

PER 24—Substitute Teachers (*Revised*)

Mr. Ringstaff explained that PER 24 was revised to reflect what the system is currently doing as indicated in line 28 and line 32, and also to reflect that teachers now obtain subs by using Subfinder. Thus far, the system has not had a problem obtaining subs, but in an emergency situation, teacher assistants and other support staff can be used. Mrs. Duggin pointed out that on line 36, one hundred days should be revised to read one hundred twenty days. Mrs. Baker stated that PER 24 will be brought back to the Board for approval on first reading.

PER 27—Tennessee Consolidated Retirement System (*Revised*)

Mr. Ringstaff explained that PER 27 was revised to more clearly reflect the purpose and opportunities available to a member of the TCRS. No further revisions were recommended. Mrs. Baker stated that PER 27 will be brought back to the Board for approval on first reading.

PER 32—Drug-Free Workplace (*Revised*)

After discussion, it was recommended that line 22 be revised to read “above no later than **two (2) ~~five (5)~~ calendar** days after conviction. Mrs. Baker stated that PER 32 will be brought back to the Board for approval on first reading.

PER 35—Discrimination/Harassment of Employees (*Revised*)

Mrs. Baker explained that PER 35 was broadened to comply with Federal and state law. In response to Mrs. Rainier’s question, Mrs. Baker explained that flexibility is needed as some cases require an extensive investigation, and the investigation should be thorough and correct.

PER 41 — Non-Renewal of Non-Tenured Employees (*Revised*)

Mr. Ringstaff pointed out that the only revision to PER 41 is to reflect the change in notification of non-renewal of non-tenured employees from May 15 to June 15. Mrs. Baker stated that PER 41 will be brought back to the Board for approval on first reading.

Delete:

IS 15— State and Federal Education Agency Relations

PER 37— Non-Renewal of Non-Licensed Employees

(became obsolete due to revisions made to PER 40— Discipline of Non-Licensed Employees)

Mrs. Baker explained that it is recommended that IS 15 and PER 37 be deleted.

V. REVIEW OF MARCH 27, 2012 DRAFT AGENDA

Mr. Campbell asked for an update on the Mobile Health Unit at the next board meeting.

VI. OTHER BUSINESS

Mrs. Trail reported that the system will soon kick-off of a new website. The system will also use social networking such as Tweeting, Facebook, and Linked-In as an effective communication tool. Other school systems and the City of Murfreesboro are also using social media. In response to concerns regarding security, Mr. Ringstaff stated the system will have social media policy restrictions.

VII. ADJOURNMENT

There being no further business, Chair Wade adjourned the meeting at approximately 8:55 p.m.

Director of Schools

