

## MINUTES

MURFREESBORO CITY BOARD OF EDUCATION  
SPECIAL CALLED BOARD MEETING--  
POLICY WORK SESSION  
Tuesday, August 14, 2012  
6:00 p.m.—Hobgood Elementary

### ATTENDANCE

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

Staff: Director Linda Gilbert, Gary Anderson, Sheri Arnette, Caresa Brooks, Karen Hawkins, Greg Lyles, Kristina Maddux, Ralph Ringstaff, and Lisa Trail.

Others: Staff Attorney Kelley Baker, Principal Tammy Grizzard, Assistant Principal Kimberly Osborne, and *Daily News Journal* Reporter Mealand Ragland-Hudgins.

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

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

#### II. UPDATE ON TRANSPORTATION SITUATION AND REQUEST FOR APPROVAL TO PURCHASE ADDITIONAL SCHOOL BUSES

Mr. Anderson provided the Board with a memo regarding a “Transportation Update.” He explained that the district is experiencing increased ridership on our buses due to increased enrollment of over 200 students and current ridership is at 2,342 students. This has caused the district to have some double routes and one triple route. The three “spare” buses that are used in the event of bus break-downs are now being utilized to cover the extra routes/student ridership. To address this situation, the following plan is proposed:

On Thursday:

Erma Siegel—add an additional route with all three buses servicing Erma Siegel first, with only one bus returning after a 20-minute route to take a second group of students. An additional special ed bus will be added to reduce the time special ed students are waiting to leave.

Cason Lane and Scales—add an additional regular education bus to address capacity issues for the morning run, shortening student riding time.

Effective as Soon as Another Bus Driver is Trained:

John Pittard—add another bus as soon as a driver is trained. Adding the other two buses has utilized all trained drivers.

By using all “spare” buses, the district will need to purchase two regular education buses at an approximate cost not to exceed \$95,000 and a special education bus not to exceed \$105,000. Both regular ed buses will ultimately be purchased through recent contracts for procurement which actually allows the district to get newer models at that price. The special ed bus will be purchased at the same contract price as another school district. He also emphasized that these buses are currently available through Mid-South Bus, and he would like to purchase from this company before other school districts realize they need to purchase additional buses. Anticipated growth money of approximately \$700,000 will likely cover the cost of the buses, but until that money is received from the State, the Board is being asked to approve funding these purchases from Fund Balance. Fund Balance is currently at approximately \$6 million. Mrs. Phillips asked if a portion of that money was available to address future technology needs. In response to Mr. Campbell’s question, Mr. Anderson stated that funding for bus room monitors had been removed from the current budget at a savings of approximately \$30,000. Funding is approximately \$35,000 plus benefits for a bus driver and approximately \$15,000 for a bus aide. Mrs. Phillips asked how effective bus room monitors are and should that \$30,000 be placed back in the budget. Dr. Gilbert stated that she would like to address this issue with the principals.

Mr. Campbell stated that adding back in the amount for the bus room monitors, aides for the additional buses being used, the cost for additional drivers, and the purchase of the three buses, would total approximately \$500,000.

Mr. Anderson noted that by law students cannot ride a bus at any one time longer than 1.5 hours. The district currently does not break the law as waiting time for a bus is not included in the 1.5-hour limit. He can provide a chart with route information for the Board. Mrs. Rainier asked that the administration assure that those students picked up first and riding the longest time on the morning bus not be the last to be transported in the afternoon causing them to experience such a long daily wait/ride time. She would actually like to see the district do even more to reduce the time students spend on the bus.

Mr. Campbell moved that the Board approve the use of \$500,000 from Fund Balance for the purchase of three buses and also, if needed, that some of the funds can be used for payment of bus room monitors, and with the understanding that the administration will come back to the Board with an itemized list. Mrs. Rainier seconded the motion. On roll call: Barrett—yes; Brown—yes; Campbell—yes; Phillips—yes; Rainier—yes; Smith—yes; Wade—yes. The motion carried.

Dr. Brown asked that the Board be provided a report on student ride times at the August board meeting. Mrs. Phillips requested that Mr. Anderson recap the discussion regarding the purchase of buses at the August board meeting.

### III. BOARD POLICY REVIEW

***For Final Approval:***

STU 35—Tobacco-Free Schools (*Revision*)

Mrs. Baker explained that the Tobacco-Free Schools board policy that was approved at the June board meeting has been revised relative to input/concerns she received following that meeting. She pointed out that the policy had previously stated that smoking could take place a distance of 50' from the school building. This was removed. She also pointed out that lines 21-22 were added noting that the use of tobacco would be allowed on MCS property by adults while inside their private vehicles. Mrs. Baker continued to review the policy noting that the language in the proposed policy was based on her review of MTSU's policy, as well as Williamson County and Rutherford County policies.

Mrs. Baker stated that by law a principal can give a citation to minors caught smoking on a school campus. However, she was not able to locate a copy of a citation from a local school district, so would likely have to develop one for this district. She noted that being an elementary Pre-k through sixth grade school district, it was likely this was not going to be a problem. Mr. Anderson added that appropriate signage is being placed on all school property.

In response to Mrs. Phillips' question, Mr. Ringstaff stated that the Tennessee State Health Plan offers a cessation program to assist those wishing to quit tobacco. In response to questions regarding smokeless cigarettes, it was pointed out that use of this product still maintains the impression of smoking. Mrs. Rainier stated that quitting such an addictive habit is very hard, and she does not have a problem with adults smoking in their car. Dr. Brown disagreed in that an individual would smell like smoke, and sometimes this can create respiratory problems for students who are sensitive to smoke. Mrs. Baker stated that you can prohibit adults smoking in their private vehicle, but enforcement would be difficult. She pointed out that the success of the policy does depend on the cooperation and consideration of both tobacco users and non-users. It was clarified that the policy also refers to the central office building/property.

Mrs. Smith moved to approve STU 35—Tobacco-Free Schools with two revisions: change August 1 to September 1, and remove lines 21-22 that allows smoking by adults in their private vehicles on school campuses. Dr. Brown seconded the motion. On roll call: Barrett—yes; Brown—yes; Campbell—yes; Phillips—yes; Rainier—yes; Smith—yes; Wade—yes. The motion carried.

***For Discussion:***

FM 14—Energy Management and Conservation (*New Policy*)

Mr. Anderson explained that additional energy conservation grants will become available, and the adoption of this policy puts the district ahead of what will be required to obtain those grants. He noted that the emphasis is on equipment control, which our older schools do not have. Mr. Washington added that rate structure will change, with higher rates charged during peak usage periods. Mrs. Phillips moved to approve FM 14 as presented to be brought back for approval on first reading; Mr. Barrett seconded the motion. The motion carried by acclamation.

SS 1—Consultants (*Revision*)

Mrs. Baker reviewed the changes indicated in bold and explained that “professional” was removed to avoid confusion as this refers to a specific category of consultants, but with this revision will cover a myriad of consultants. Mr. Campbell moved to approve SS 1 as presented to be brought back for approval on first reading; Dr. Brown seconded the motion. The motion carried by acclamation.

SS 3—Material/Supply Fees for ESP (*No Revisions*)

Mrs. Baker pointed out that she and school district staff did not recommend any revisions to this policy. Mrs. Phillips asked how ESP addresses a students’ inability to pay for activities, supplies, etc. Mr. Ringstaff responded that he felt there would be some accommodations such as a reduced price, but he would report back to the Board. Mrs. Phillips moved to approve SS 3 as presented to be brought back for approval on first reading; Mrs. Rainier seconded the motion. The motion carried by acclamation.

SS 4—Program Contributions (*Rewrite*)

Mrs. Baker stated that SS 4 had been rewritten to delegate to the Director of Schools the authority to accept gifts/donations on behalf of the Board. She also pointed out that guidelines are listed in an effort to assure that contributions do not conflict with other Board policies and will enhance the educational program. Dr. Gilbert was asked to inform the board of donations/gifts by adding the information as an item on the Board’s agenda under “Communications.” Dr. Brown moved to approve SS 4 with the recommended revision to be brought back for approval on first reading; Mr. Campbell seconded the motion. The motion carried by acclamation.

SS 5—Safety Program (*Revision*)

Mrs. Baker reviewed the revisions to SS 5 indicated in bold. Mrs. Phillips voiced a concern that lines 29-31 required employees to escort a person without a visitor’s tag to the office. Mrs. Baker stated that the sentence could be deleted. The last sentence in that paragraph would clarify that the employee would notify the principal of any person appearing to be improperly on school premises. She stated that she would add “or principal’s designee” to the sentence. Dr. Gilbert stated that some schools have or are considering using the paper wristbands rather than a tag. Dr. Brown suggested that the term “proper credentials” be used. Mr. Campbell moved to approve SS 5 with the recommended revisions to be brought back for approval on first reading; Mr. Barrett seconded the motion. The motion carried by acclamation. Mrs. Rainier asked that teachers be reminded to make students aware that they do not open any outside doors for individuals who might knock to be let into the building.

SS 6—Buildings and Grounds Management (*Revision*)

Mrs. Baker pointed out that the changes to this policy were to clarify that the building custodian is responsible to the principal. The principal works in conjunction with the Maintenance Department to maintain the school plant and grounds. Mr. Anderson noted that day custodians are employees of the district, and evening custodians are contracted through GCA, except at MNP where the principal requested that a deceased custodian be replaced with an employee of GCA. Mrs. Phillips stated that in years past, principals had communicated that they prefer day custodians to be employees of the district as they felt then they were more committed to their job. Mr. Anderson replied that this particular situation was done at the request of the principal. In response to Mrs. Wade's question, Mr. Anderson explained that teachers will have a process where they can rate the cleanliness of their classrooms, and principals are not only provided monthly surveys, but custodial supervisors are to meet with principals on a weekly basis. Mr. Campbell noted that as a principal, he had preferred to hire his own custodian. Dr. Gilbert stated that she will discuss this with the principals. On line 6, the word "Board" will be replaced with "District." Mrs. Rainier moved to approve SS 6 with this change to be brought back for approval on first reading; Dr. Brown seconded the motion. The motion carried by acclamation.

SS 7—Student Transportation Services (*Revision*)

Mrs. Baker pointed out minor revisions as noted in bold. Mrs. Rainier stated that her only concern is still to make sure students are on buses for as short a period of time as possible. Line 22 will be reworded for clarity and on line 22, "to" will be inserted between "provided" and "the". Mrs. Phillips moved to approve SS 7 with the recommended revisions to be brought back for approval on first reading; Mr. Barrett seconded the motion. The motion carried by acclamation.

SS 8—Bus Conduct (*Revision*)

Mr. Anderson explained that "bus assistant" has been added as indicated in bold. Mrs. Rainier stated that due to field trips, teachers should also be added. Mr. Anderson stated that "Rules for Bus Conduct" has been placed in an administrative directive. After discussion, it was decided that if a student has a note that alters how the student is supposed to be transported home on a school bus, the note from the parent/guardian must be given to and be approved by the principal or principal's designee. In response to Dr. Brown's question regarding lines 33-35, Mr. Anderson explained that in a situation such as the transportation procedure for Discovery, students may ride one bus to their zoned school and then be transported by another bus from that school to the Discovery School at Reeves-Rogers. If a situation occurs where the bus driver does not think it is safe to drop a student off, he can radio the school to contact the parent or the student can be brought back to school. Mr. Anderson stated that every effort is made to develop routes where a student is not crossing a busy highway. Mr. Campbell moved to approve SS 8 with the addition of "teacher" on lines 10 and 11 to be brought back for approval on first reading; Mr. Barrett seconded the motion. The motion carried by acclamation.

SS 10—Mail, Email, and Delivery Services (*Revision*)

Mrs. Baker noted that only communication directly related to the district shall be distributed through the district's inner-office mail and email. She noted that this is to also protect employees, as anything put on district computers can be open to the public under the Public Records Request Act. In response to Mr. Campbell, she stated that line 21 was deleted as political materials would not be acceptable but already covered in the statement regarding what can be sent through the district. Dr. Brown moved to approve SS 10 as presented to be brought back for approval on first reading; Mrs. Phillips seconded the motion. The motion carried by acclamation.

SS 11—Student Wellness (*Revision*)

Meri-Leigh Smith, Coordinated School Health Supervisor, noted that lines 13-19 were deleted because they are mandated by the State. RN was deleted because they do not do much with the Child Nutrition Program. The Supervisor of Child Nutrition recommended that lines 46-57 be deleted as they are likely mandates from the state. Line 77 was deleted as this is done annually now. Mrs. Phillips stated that she would like to be informed of the responsibilities of the district level advisory council. Mrs. Smith will reword line 36 pertaining to "and relax in a pleasant environment." Mrs. Phillips moved to approve SS 11 with the recommended revision to be brought back for approval on first reading; Dr. Brown seconded the motion. The motion carried by acclamation.

Chair Wade stated that due to the time, BO 45 and PER 46 should be placed on the September board policy meeting agenda.

BO 45—Social Media Use and Internet Posting (*New Policy*)

PER 46—Employee Use of Social Electronic Media (*New Policy*)

IV. REVIEW OF AUGUST 28, 2012 DRAFT AGENDA

Chair Wade asked if there were any recommended revisions to the August 28 agenda. It was suggested that new administrators be introduced at that meeting.

V. OTHER BUSINESS

VI. ADJOURNMENT

There being no further business, Chair Wade adjourned the board meeting at approximately 8:05 p.m.

---

Director of Schools