

REVISED MINUTES

MURFREESBORO CITY BOARD OF EDUCATION

May 28, 2013

6:00 p.m.—Central Administration Building
2552 South Church Street

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, Kim Frank, Karen Hawkins, Patty Kennedy, Kristina Maddux, and Ralph Ringstaff.

Others: Staff Attorney Kelley Baker, *Daily News Journal* Reporter Mealand Hudgins-Ragland, *POST* Reporter Jonathan Fagan, Principals, Teachers, and Others.

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

Chair Wade led the audience in the Pledge of Allegiance and asked that all keep Mr. Campbell's granddaughter, McKenna, in their thoughts and prayers during the moment of silence.

II. APPROVAL OF AGENDA

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

III. COMMUNICATIONS

- Congratulations and best wishes to the retiring employees honored by the Board at Doubletree by the Hilton on May 16.
- Congratulations to the following BEP Min-Grant Recipients:

Craig Nelius	Mitchell-Neilson Schools	<i>Making Phonics Fun</i>
Peggy Currier	Mitchell-Neilson Primary	<i>Express Yourself</i>
Denise Crumbaugh	Mitchell-Neilson Schools	<i>Set the B.A.R. High: Boys Are Reading High Interest Books!!!</i>
Karen Fletcher	Discovery School	<i>Seeds of Discovery</i>
Debbie Hickerson	Cason Lane Academy	<i>Who's Up For a Good Old Fashioned Science Fair?</i>
- Congratulations to Social Worker Andrea Bell who received the Certificate of Appreciation for Outstanding Service and Commitment to the Safety and Welfare of Children in Rutherford County from the Department of Children's Services.
- Congratulations to John Pittard fourth grade teacher Rebecca Few who has been selected to serve on the 2013 Constructed Response Assessment

Rangefinding Committee. The purpose of the committee is to set the standards for performance at each score point level for each item, establish “true” scores for a representative sample of responses, and identify live exemplar responses at each score point.

- Thanks to Jim & Judy Smythe (J. Smythe Leasing) for their \$250 donation toward the summer camp for girls, (G.E.M.S.) Girls Empowered and Motivated for Success. During the holidays, they also donated warehouse space for distribution of gifts for MCS's children and their families.

IV. CONSENT ITEMS (Tab 1)

On motion by Mr. Barrett and second by Dr. Brown, the following consent agenda items were approved as presented by acclamation:

- A. Minutes of the April 21, 2013 Budget Review Meeting, April 23, 2013 Regularly Scheduled Board Meeting, and the May 14, 2013 Policy/Special Called Meeting
- B. Board Policies – Second Reading
BO 47—Naming a School (*New Policy*)
- C. School Fees
- D. New Foundation Board Members:
Sandra Parks, Ben Parsley, and Charlie Baum

V. ACTION ITEMS

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

STU 59—Special Education Behavioral Support (*New Policy*)

Mrs. Baker stated that this policy follows state statutes as provided for the Board’s information. She clarified that the policy would apply to all who receive special education services, those with an IEP, etc. The definitions and other wording come straight from law; however, she will provide more detail in the definitions. Chemical restraint would only be used if prescribed by the student’s physician and with parent consent. Mrs. Frank stated that use of isolation or restraint must be reported and the state has provided an electronic form for this reporting. The report must also be entered into Easy IEP. Mrs. Kennedy noted that the semi-annual reporting could be done at mid-year and at the end of the school year. Dr. Gilbert stated that detail of this nature could be included in the administrative directive.

On motion by Mrs. Phillips and second by Mr. Barrett, STU 59 was approved as presented but with revisions to be made as indicated on first reading by acclamation.

STU 62—Safe Relocation of Students (*New Policy*)

Mrs. Baker stated that STU 62 addresses the safe relocation of general education students and includes the form used to report situations that require a student be relocated for the safety of the student, other students, or the district's employees. "CPI" stands for "Crisis Prevention and Intervention." Mrs. Frank explained that the approach of MCS is to focus on de-escalation. A team certified in the proper restraint/relocation techniques is located in each school and would be called to a classroom to assist if a situation could not be de-escalated. In response to Mrs. Smith's request, Dr. Gilbert stated that the procedures to be followed could be itemized in an administrative directive. Mrs. Rainier asked that the district put in place a plan to have the classroom covered for those teachers who are called to assist. Mrs. Frank stated that principals have identified those persons they felt best suited to be on these teams and would have taken into consideration that they would be strategically located. Teachers are empowered to handle the situation themselves in an emergency situation. The first emphasis has been to train teachers in de-escalation, have the ten teachers/administrators certified to handle restraint/safe relocation to train others, etc. Dr. Brown stated that it would be beneficial to review each situation that warrants one of these methods of control to determine what went wrong, how it was addressed, can the approach be improved, etc. Mrs. Frank stated that this is done in restraint, relocation, and de-escalation situations and is called establishing therapeutic rapport.

On motion by Mrs. Rainier and second by Mrs. Smith, STU 62 was approved on first reading by acclamation.

STU 61—Anti-Hazing (*New Policy*)

Mrs. Baker stated that during an audit, it was recommended to the district that the Board adopt a stand-alone anti-hazing policy. Currently, anti-hazing is addressed in discipline policies/administrative directives. Mr. Campbell asked for clarification regarding the district's liability if hazing takes place off campus, on a weekend, or at someone's home, etc. In response to Mrs. Phillips' question, Mrs. Baker stated that this policy may have been written prior to legislation regarding cyber-bullying, but she will also research this issue in relation to the policy. Dr. Gilbert stated that clarification is important as she does not want teachers responsible for students' conduct at home.

Mrs. Phillips moved to approve STU 61 on first reading with the stipulation that further research will be conducted prior to the next policy review session; Mr. Barrett seconded the motion. The motion carried by acclamation.

B. Approval of EESI Grant (Tab 3)

Mr. Anderson explained that the EESC has allocated \$30,534 as a non-matching grant for the implementation of an energy management program, to include smart meters, a dedicated server, necessary hardware and software. He is asking the Board to approve an additional \$38,222 to be able to complete the project as described on page 2 of the NRG

document provided. The system will not impact current data storage as it will have its own server. Mrs. Phillips commended Mr. Anderson for his efforts to conserve energy and decrease the district's utility expenses. Mr. Barrett moved to approve Mr. Anderson's request for \$38,222 to complete the project; Mr. Campbell seconded the motion. The motion carried by acclamation.

C. Approval of Construction Bid for New School (Tab 4)

Mr. Anderson stated that seven companies received bid packets, and five companies responded with bids. The low bid of \$17,018,000 with an add alternate of \$60,000 was received from Robert S. Biscan & Co. Mrs. Phillips stated that she is not familiar with the company. Mr. Washington stated that he has had experience with the company, and they are very reputable. Mr. Charlie Johnson, architect for the project, agreed. He also pointed out that our district has chosen to do a two-story school, and this company built Clovercroft in Williamson County which is the design chosen for MCS's new school. He had zero problems working with the company on that project. Mr. Johnson also pointed out that this school has the potential of costing less than John Pittard Elementary. The district hopes to receive a \$1 million stormwater credit for pavers from the Murfreesboro Water and Sewer Department. Ms. McGannon will review the contract and, if approved, he will then issue a Notice to Proceed with the anticipation that dirt will be moved next week. Mr. Anderson stated that a groundbreaking ceremony has been scheduled for 4 p.m. on June 25, prior to that evening's board meeting.

Mr. Barrett moved to approve the low bid from Robert S. Biscan & Co.; Mrs. Smith seconded the motion. The motion was approved by acclamation.

D. Notice of Charges Against Tenured Teacher

Mrs. Baker stated that the Board has received notification of a charge of conduct unbecoming to a member of the teaching profession, grounds for dismissal under T.C.A. §49-5-511. In response to Dr. Brown's question, Mrs. Baker reviewed the process that will take place as outlined in T.C.A. §49-5-512 and §49-5-513 (see attached in minutes). Mrs. Baker clarified that TSBA provides a list of Hearing Officers, all of whom are attorneys with an understanding of the rules of evidence, and that the attorney selected would have no prior connection to the school district or teacher.

Mrs. Phillips moved to approve the district moving forward with charges against the tenured teacher; Mrs. Smith seconded the motion. On roll call: Barrett—yes; Brown—yes; Campbell—yes; Phillips—yes; Rainier—yes; Smith—yes; Wade—yes. The motion carried.

VI. REPORTS/INFORMATION

A. Multi-Year Financial Planning -- Jared Barrett

Mr. Barrett reviewed information regarding long-range fiscal planning he obtained while attending the NSBA National Conference in April. He noted the long-range planning could assist with: enrollment projections, expenditure/revenue patterns, programming needs, capital needs, facility/space needs, technology updates, etc. Mr. Barrett also pointed out that there are examples/forms available in the PowerPoint that was distributed to the Board. He stated that in the current economy and with legislation passed and/or being presented, it could be difficult to provide a long-range plan. Mrs. Phillips stated that the district had in the past provided a five-year plan to the Board. Mrs. Smith suggested that discussion of a long-range plan in a special session would be beneficial. Mr. Anderson stated that with the new Skyward program, he can access archived information to provide past as well as present information to aid in projecting a long-range plan. Mrs. Rainier pointed out that the City also has archived information. Mrs. Wade also suggested that this information would be good for review at a Board retreat. Mr. Barrett suggested a three-year plan; Mr. Anderson stated that a three-year plan versus a five-year plan would be better.

B. Construction Update (Tab 5)

Mr. Anderson reported that renovations at Hobgood are progressing and provided pictures of the progress. The Bradley elevator is under construction. Construction of MNE's roof begins on this date. Parking lot resurfacing will occur over the summer and is in the city's capital improvement plan. Front door security systems are operational in all schools. The Board received the report on the new school earlier on the agenda.

C. Director's Update Including Follow-Up on Breakfast in the Classroom

Breakfast in the Classroom. Dr. Gilbert stated that after discussions regarding breakfast in the classroom, she went back to principals to talk with them about how they had arrived at their decision to have or to not have the program in their school. She explained that this is how she approaches decisions impacting schools; i.e., participation in the Back to School Program, Heart Walk, Mass Choir, etc. She asked principals to make the decision for the schools, having talked to their faculty/team leaders. Dr. Grizzard explained the process at Hobgood noting that things have moved smoothly. Food is delivered to the classrooms, trash and remaining food are in containers, and are picked up by staff at the classroom doors.

Mrs. Rainier asked if the breakfast in the classroom program changes at this point, would it impact bell times. Mr. Anderson replied that they would have to adjust bus routes, swap things around, but they would make it work.

School Nutrition Supervisor Sandy Scheele responded to some Board member concerns. She noted that the students are able to finish breakfast in time for the instructional day to begin and actually do morning work/homework, multi-tasking, while they eat. She has not had major complaints regarding messes, spills, clean up, etc. Students are offered grain, fruit, and dairy components. The pancake with infused syrup is whole-grain with

non-fat, low sugar syrup. She is required to follow federal guidelines. She noted that if a classroom has 20 students, 20 meals are sent. Parents can send a note stating that their child will not participate; however, Ms. Scheele stated that she would still send 20 meals. Any meals not eaten would be donated to a non-profit unless some of the food items can be used by the school. Mr. Campbell stated that it appears to be waste; Ms. Scheele stated that she gets reimbursements for meals from the state and works within her budget. Ms. Smith stated that she is concerned that the meals not eaten would be wasted and at a cost.

Mr. Campbell stated that there was a communication problem in that teachers knew nothing of the program until it came out in the newspaper. Mrs. Phillips stated that nutrition has not been her concern; her concerns are the added responsibility to teachers, messes to clean up, potential bug problem, etc. She still believes it will delay the instructional day. Mrs. Phillips asked if Dr. Gilbert could do a pilot at two schools. Dr. Gilbert responded that nine schools want the program, and it would be difficult for her to decide which two could participate. Mr. Barrett stated that he had visited the program at Hobgood and found it to be smooth. Students finished in a timely manner, and the procedure in place did not seem to present any problems with beginning the instructional day, food containers and trash bags were picked up by staff at the door, etc. Dr. Grizzard stated that students are finished by 7:30 a.m.

Dr. Gilbert stated that she did not survey teachers as she believes it is the principals' responsibility to make decisions for their schools based on what is best for children. She felt it would be undercutting the authority of the principals' decision. Mrs. Phillips and Mr. Campbell voiced their disappointment that teachers had not been surveyed as requested. Mr. Campbell stated that the survey could have informed the administration of what teachers were concerned about. Dr. Brown stated that it is important to listen to the school district's constituents, students/parents and teachers and be responsive.

Mrs. Phillips voiced her concern that students arriving at ESP early in the morning would not be able to eat until perhaps 8:30 a.m. Mrs. Scheele explained that she is talking with ESP about providing morning snacks. No cafeteria workers will lose hours as a result of the program.

Mrs. Rainier stated that she would be in favor if the program helps with the busses issue. She would leave it up to Dr. Gilbert. Mr. Campbell stated that he did not think a pilot program is necessary, and Mr. Barrett stated that if nine schools want the program, they should be able to participate.

Dr. Gilbert stated she will check with ESP about providing snacks and will again discuss the program with principals to assure that those who want the program will be able to participate and that it is not being forced on any school. However, she wants to give all schools the same opportunity.

Mrs. Phillips stated that she wanted to clarify that her concerns are not based on nutrition, but that the voices of those who are affected, teachers, be heard and that the district administration be responsive to include teachers in the future.

Collaboration with Shanghai, China Educators. Dr. Fowler, Dr. Loyd, and Mrs. Newell stated that they are excited about being selected to participate in the TN LEAD Fellowship Program with Vanderbilt University and East China Normal University, funded by the State Department of Education. The principals will travel to China and collaborate with highly effective principals from Shanghai to observe schools there with the goal to gain more insight on developing leadership skills that will result in better student performance. The Shanghai educators will then visit MCS in the spring. The goal will be to develop greater expertise in teacher leadership and instructional capacity including protocols, tools and resources that will help improve student achievement.

Technology Plan. Dr. Gilbert stated that she is in the process of working with the City's IT person, Chris Lilly, on a technology plan and will report back to the Board as that plan develops.

D. Personnel Report (Tab 6)

E. Monthly Revenue and Expenditure Report (Tab 7)

Mr. Anderson reported that the district has completed 83.3% of the fiscal year and is approximately \$800,000 ahead in revenue compared to this time last year. Property tax collections are down \$400,000 and sales tax collections are flat. However, the system is in good shape.

F. Attendance Report (Tab 8)

Mr. Anderson reported that enrollment is 231 students more than the beginning of last year and is 192 students higher than ending enrollment last school year. Enrollment is 41 students over the number projected. Overall pupil:teacher ratio is 19.52. Attendance is at 96.90%, which is excellent.

G. Schedule of 2013-2014 Board Meetings (Tab 9)

Provided for Board information.

VII. OTHER BUSINESS

Mr. Campbell asked Mr. Ringstaff about the procedure used to notify teachers, with a few years in the system up to 30 years in the system, that they are not being renewed or are not being rehired. Mr. Ringstaff responded that letters are not placed in boxes. He prefers to speak to the employee face-to-face. The employee will receive a letter of confirmation. Dr. Gilbert stated that the principals appreciate Mr. Ringstaff's assistance with this responsibility, and principals in the audience responded in the affirmative. Mr.

Ringstaff stated that a full personnel report on retirees, resignations, etc. will be provided after the close of the school year.

Mrs. Phillips shared that she and Murph had been to the Tennessee State Museum and suggested that anyone who can, go on September 1st; admission will be free.

Mr. Campbell thanked everyone for the support and prayers for his granddaughter, McKenna, and gave an update from her mother.

VIII. ADJOURNMENT

There being no further business, Chair Wade adjourned the meeting at approximately 8:20 p.m.

Director of Schools

MISSION STATEMENT

To assure academic and personal success
for each child.