

MINUTES  
Murfreesboro City School Board  
6 p.m., Tuesday, January 24, 2017  
Council Chambers

ATTENDANCE: Chair Butch Campbell, Vice Chair Nancy Rainier Wesley Ballard, Collier Smith, David Settles, and Phil King. Jared Barrett was absent.

Staff: Dr. Linda Gilbert, Gary Anderson, Ralph Ringstaff, Joe Marlin, Lisa Trail, Kim Frank, Mr. Joe Thompson, Dr. Gene Loyd, Greg Lyles, Emily Spencer, Robin Newell, Beth Prater, Dr. Christa Campbell, Dr. Kimberly Osborne, Sia Phillips, Tres Holmes, Amy Baltimore, Tammy Stout, Amanda Adams, Robin Alston, Nicollette Sanders, Kalii Roller, Kelsey McKnight, Nikki Ciletti, Jennifer Burks, Kristi Knitter, Ingrid Rowland, Gena Surgener, Marian Evilsizer, Jennifer Beets, Samantha Bolden, Jessica Burns, Julie Caster, Tania Clayton, Ambre Nicole Cooke, Jessica Davenport, Luke Dickerson, Kayla Embry, Rachel Everett, Kimberly Gambill, Laurie Grant, Amber Greene, John Harding, Heather Knox, Xan Lasko, Kristi LeMay, Amanda Masteller, Mary Orcutt, Cheri Purdie, Amy Stevenson, Ryan Stewart, Rebecca Sublett, Kenecia Sullivan, Brenda Taylor, Kristen Treinen, Pamela Truitt, and Charlotte Young.

Assistant City Attorney Kelley Baker and City Council Liaison Bill Shacklett

I. CALL TO ORDER BY BOARD CHAIR

Pledge of Allegiance

The Pledge of Allegiance was led by Reagan Warren, a 4<sup>th</sup> grader from Northfield Elementary.

Moment of Silence

Mr. Campbell asked that we remember the family of long time Murfreesboro City Schools' educator Ms. Jane Poole.

II. APPROVAL OF AGENDA

Nancy Rainier moved to approve the agenda. Phil King seconded the motion. All approved by saying aye.

III. COMMUNICATIONS

Lisa Trail reviewed communications and recognized our School Board for National School Board Appreciation Week which is January 22-30. All schools also sent gifts and the students made signs to hang around the council chambers showing appreciation to the School Board.

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

Black Fox Elementary recently broke ground on their 10 classroom expansion. We hope to open those classrooms in the fall of 2017.

Mitchell Neilson Schools would like to thank the members of Third Baptist Church for spending their Martin Luther King Day cleaning the storage areas at Mitchell Neilson.

Murfreesboro City Schools would like to thank Asurion employees at the Smyrna location for their donation of \$500, along with clothing, to the Indigent Care Fund as part of their Compassion Care Initiative.

Congratulations to Heather Knox, fifth grade teacher at Northfield, who had her article “Using Writing Strategies in Math to Increase Metacognition for the Gifted Learner” published in Gifted Child Today, a quarterly peer-reviewed academic journal that covers research on teaching and parenting gifted and talented children.

Kim Frank has been contacted by the State Department of Education, and MCS has been asked to sit on a panel at the State Student Discipline Conference to talk about our work with discipline, restorative practices, and Adverse Childhood Experiences.

Congratulations to Christine Winterbrook one of our Gifted Specialists, who will be presenting on February 7 in Denver at The Institute for the Development of Gifted Conference. Christine is very near to completing her doctoral program at the University of Denver. And we want to congratulate Christine for that accomplishment and also for her presentation.

John Pittard Elementary and Discovery School have been selected as a Model Demonstration School by the Tennessee Behavior Support Program at Vanderbilt University.

Mr. Campbell said thank you for the gifts and he appreciates the work that the schools do. Collier Smith also thanked everyone. She loved her gifts and cards from the students. She said that she appreciates the teachers and the job they do. Nancy Rainier said that it was very sweet that they were greeted in elevator with signs. Phil King said that he is surprised every year. Wesley Ballard also thanked everyone.

#### IV. CONSENT ITEMS

##### Minutes: January 10, 2017 Committee Assignments for Board

Collier Smith made the motion to approve the consent items, Wesley Ballard seconded the motion. All approved by saying aye.

V. ACTION ITEMS

Individuals Recommended for Tenure

Mr. Ralph Ringstaff said that he was honored to recognize the teachers that were up for tenure for the 2015-2016 school year. Mr. Ringstaff read over the requirements to become a tenured teacher and then called each teacher as they stood and were recognized for this accomplishment. Those teachers are as follows:

Jennifer Beets	John Pittard
Samantha Bolden	Reeves-Rogers
Jessica Burns	Overall Creek
Julie Caster	Scales
Tania Clayton	Hobgood
Ambre Nicole Cooke	Northfield
Jessica Davenport	Black Fox
Luke Dickerson	Northfield
Kayla Embry	Scales
Rachel Everett	Scales
Kimberly Gambill	Black Fox
Laurie Grant	Black Fox
Amber Greene	Scales
John Harding	Scales
Heather Knox	Northfield
Xan Lasko	Scales
Kristi LeMay	Northfield
Amanda Masteller	Mitchell-Neilson
Mary Orcutt	Northfield
Cheri Purdie	Hobgood
Amy Stevenson	Reeves-Rogers
Ryan Stewart	Scales
Rebecca Sublett	Overall Creek
Kenecia Sullivan	Northfield
Brenda Taylor	Northfield
Kristen Treinen	Hobgood
Pamela Truitt	Northfield
Charlotte Young	Discovery

Mr. Ringstaff recommended that the Board approve these individuals for tenure.

Wesley Ballard made the motion to grant tenure to the above listed employees. Phil King seconded the motion. All approved by saying aye.

Mr. Campbell commended all of the tenured teachers on the hard work that they put into this great task. He thanked them for the work that they do with the students.

Mr. Campbell requested that the Board allow the readings of the Audit Report by Matlock Clements Certified Public Accountants before the review of the policies. There were no objections to that request.

### Audit Results

The auditors, Andy Matlock and Eric Clements, from Matlock Clements Certified Public Accountants were in attendance. Mr. Matlock went over the Annual Financial Report. He presented two reports, the Internal School Funds audit and the General Purpose Board of Education audit.

He began with the Internal School Funds audit. They issued the report on October 13, 2016 for the 2015-2016 school year. In that report, he issued an unmodified opinion, which means that it is a clean opinion, the financial statements in that report were fairly stated in accordance with the law. He mentioned that the total assets were a little under \$800,000.00 for the year, the total revenues were 1.55 million, and total expenses were 1.356 million, which provided an increase in fund balance of \$195,000.00. The ending fund balance was \$793,000.00. They also issued a report on internal control over financial reporting and compliance in accordance with government auditing standards and there were no material weaknesses or non-compliance areas in that report. Mr. Matlock asked if there were any questions.

Wesley Ballard wanted to clarify that each school has money that it manages. In the case of Mitchell Neilson that shows \$52,000.00, he asked if that was discretionary funds. Mr. Matlock said that internal school funds are separated between general and restricted depending upon how those funds are brought in. He stated that those are monies generated at the school level (fees, field trips, donations, athletics, etc.). Mr. Ballard then asked Mr. Anderson if the schools have those funds available to use for field trips, improvements, etc. Mr. Anderson said yes that is the money that is in the control of the school principals based on whether it's a restricted account or a general account for them to use for the betterment of the school.

Mr. Matlock then went over the General Purpose Board of Education audit report. He stated that they issued that report on November 8, 2016. That report also was issued an unmodified opinion, which means that the financial statements presented in that report were fairly stated. He reported a change in net position for the overall audit was 10.3 million, assets and differed outflows totaled a little under 130 million for the year and they exceeded our liabilities and differed inflows by 51.49 million, which resulted in an increase in net position of 10.3 million. Expenditures for capital assets totaled 13.6 million that included expenditures for technology, various expansions and repairs, and the major expansion at Hobgood. Again, they also issued a report on internal control over compliance and

financial reporting and did not identify any material weaknesses or non-compliance issues. Since this report also deals with federal monies, they also issued a report on compliance of major programs and that did not identify any material weaknesses. He asked if there were any questions on that report. There were no questions. Mr. Campbell thanked Mr. Matlock for the reports and thanked Mr. Anderson for a job well done. Mr. Anderson, in turn, thanked the bookkeepers and secretaries and his finance staff.

Mr. Matlock said that he appreciated being able to work with Mr. Anderson and his staff as well as the staff at each school.

Second Reading of the Following Policies:

Board Policy 1.600 Policy Development and Adoption

Board Policy 1.601 Administrative Procedures

Board Policy 1.701 School District Planning

Board Policy 1.704 Charter Schools

Board Policy 1.800 School Calendar

Board Policy 1.801 School Day

Board Policy 1.8011 Emergency Closings

Board Policy 1.803 Tobacco-Free Schools

Administrative Directive AD BO 13 Tobacco-Free Schools

Board Policy 1.805 Use of Electronic Mail (E-Mail)

Board Policy 1.808 Registered Sex Offenders

Board Policy BO26 Education Agency Relations Goals-Delete

Board Policy 2.803 Payroll Deductions

Administrative Directive AD FM 12 Payroll Deductions

Mr. Campbell asked Kelley Baker how she wanted to handle the second reading of the policies, whether to approve them all at once, or individually. He asked that if there were questions on certain ones, could they be asked and then approve them as a group. Mrs. Baker said that typically they are done on consent agenda, but if there are some that need to be pulled off and discussed, that would work, and the others could be approved in one motion.

Mr. Campbell clarified that Board Policy FM 15 was rescinded and replaced by 1.601. Dr. Gilbert said yes. Mr. Campbell also wanted to make sure that he was correct in the fact that the charter fee is state mandated. Kelley Baker said that she double checked and the maximum amount that can be charged under state statute is \$500.00. Mr. Campbell also said that on policy 1.801, the Board discussed wanting to list the hours by the minutes for the length of the school day. Dr. Gilbert said that she had changed that.

David Settles asked about policy 1.803 Tobacco-free schools. He said that Mrs. Baker was checking into the vaping aspect of that policy. The policy talks about smokeless tobacco. Mrs. Baker said that some are adding in "vapor devices" into the policy and using that terminology to make it broader. Mr. Settles said that he would like to see that added. Mr. Campbell asked what the difference between electronic cigarettes and vapor. Mr. Settles said that some vapors are not tobacco. The electronic cigarette and vapor can be two different items.

Phil King agreed with adding “vapor devices.” Mr. King said that in our policy, we specifically mention sporting event and he wondered if we need to just list any school assembly. Kelley Baker said that “sporting event” has to be in there under state statute. Mrs. Baker said that any school function would be encompassed in that wording.

Mr. Campbell said that if we add the vapor, will that also be added in the signage at each school? Mr. Campbell referred to line 13 on staff recommended policy 1.803 regarding signage. Kelley Baker said that we’ve included in legal reference the Environmental Tobacco Smoke/Pro-Children Act and those two statutes prohibit tobacco products from being utilized on school property. Mrs. Baker said that it is the Board’s discretion as to whether or not they want to expand the signage to encompass anything that is added. Mr. Anderson said that it will be expensive to redo the signs but he can get a price. Mr. Campbell said that if we are going to change the policy, he feels that needs to be included in the signs.

Nancy Rainier asked what about including any type of smoking. Dr. Gilbert referred to line 16 where it states “Smoking is prohibited on all school grounds.”

Collier Smith asked what the signs say now. Mr. Anderson said that they follow TCA guidelines. Dr. Gilbert said it says what line 16 says on our policy.

Phil King said that he has seen signs in other businesses that have handwritten notes to add vaping. He thought that possibly there may be generic signs that could be purchased that would include vaping and electronic cigarettes.

Mr. Campbell said that if policy states it, then we may need to change signs. Mr. King said that the principals would have the authority to stop it if they see it. Dr. Gilbert said that she will see what she can come up with regarding the signs.

Dr. Gilbert asked Mrs. Baker if we could have the last paragraph of the policy to say something about signs shall be posted on school grounds to notify all visitors to schools of this policy. Mrs. Baker said yes.

Mr. Campbell made a motion to pull 1.803 from 2<sup>nd</sup> reading until we find out what we will do with the signs. Phil King seconded the motion. All approved by saying aye.

Mr. Campbell asked about the policy pertaining to deductions, 2.803, Payroll Deductions. He said that one policy mentions the different payroll deductions. Dr. Gilbert explained that was in PER10, and that has been put into an AD.

Nancy Rainier asked if all of the deductions are on the AD and still in place, such as association dues. Dr. Gilbert said that we can no longer deduct association dues. Mrs. Rainier asked if that is state law. Mr. Ringstaff said yes, it is state law. Mrs. Rainier asked if United Way was still available for deduction,

and Mr. Ringstaff said yes, they are in the AD. Mrs. Rainier asked what the unreimbursed medical expenses are and Mr. Ringstaff said that is the flexible spending account.

Collier Smith made the motion to approve all policies on the 2<sup>nd</sup> reading except 1.803, Tobacco-free Schools. David Settles seconded the motion. All approved by saying aye.

First Reading of the Following Policy:  
Board Policy 6.702 Fundraising Activities

Dr. Gilbert said that following discussion from the last meeting, she added “or designee” on page 2, line 8, to that policy. She also mentioned one additional change on the last paragraph on the fourth page where it states that employees shall not engage in on-line fundraising, it should say....”for personal gain in their official capacity as district employees.”

Nancy Rainier asked if we need to add “employees shall not engage.....which could lead to consequences.” Kelley Baker said that in the general policies relative to discipline of employees, if they violate any policy, they are subject to disciplinary action.

Mr. Campbell asked for an example of on-line fundraising. Dr. Gilbert explained those would include go fund me and adopt a classroom.

Mr. Phil King clarified that when we say lottery, is that another way of saying raffles? Mrs. Baker said yes. Mr. King was making sure that he understood that raffles are prohibited. Mrs. Baker said that there are a lot of different attorney generals’ opinions and she would have to look at details of the situation to know whether or not it had crossed the line.

Collier Smith wanted to make sure that she understood the part about “funds derived from fundraising events may not be used for memberships or staff gifts and meals” on line 14 number 12. She asked about PTA’s having lunches for teachers. Mrs. Baker clarified that PTA’s don’t fall under that.

Mrs. Smith also said that on the old policy there was a form attached that she didn’t think was important to the policy. She felt it was too detailed. Dr. Gilbert and Mrs. Baker agreed that form would go into an AD.

Wesley Ballard asked how do schools handle things such as Girl Scout cookies. He wanted to know if that was a violation. Mrs. Baker said that this policy just addresses fundraising for the actual school. She thinks this might be covered under the solicitation policy.

Phil King asked if there is a deadline to turn in a fundraising form. Dr. Gilbert said that would also be included in the AD.

Mr. King also asked is there anything that says that students can go stand in front of a store selling cookies, etc. Dr. Gilbert said that she didn’t know if that would fall under solicitation or an AD, but the approval for that would have to come through the principal and district. Kelley Baker said that door to door sales are strongly discouraged. Mr. King said that he was thinking more about students doing this

in front of stores on Saturdays. Mrs. Baker said that she didn't think the policy had gotten deep into those details. She said that could be addressed in an AD.

Phil King also wanted to clarify that a school can have 4 active fundraisers, but as many passive as they wish. Yes everyone agreed. Dr. Gilbert said yes, "during the day." Mr. King asked about different grades doing different fundraisers. Mr. Anderson explained that active means it takes instructional time away, it's school based, and the principal has to approve it. Passive fundraisers are things such as proceeds from a dinner go to the school, Kroger cards, soup labels or box top lids. He also explained that the 4 is 4 total for the school but can be split like 2 for the PTO and 2 for the school, or 3 for the PTO and 1 for the school. Mr. King asked if a PTO/PTA fundraiser does or does not count as an active fundraiser and Mr. Anderson said that it depends on whether it takes away instruction time.

Nancy Rainier made the motion to approved Board Policy 6.702 on the first reading. Collier Smith seconded the motion. All approved by saying aye.

### 2017-2018 School Calendar

Dr. Gilbert presented the 2017-2018 School Calendar to the Board. She said that she does have one correction in the stockpiled days. On the second page, it states that the first 9 days out for inclement weather..... and that should be 11 days. Dr. Gilbert explained that last year we took two days at the beginning of the year as professional development days, and she doesn't plan to do that next year. She will correct that before we post the calendar.

Dr. Gilbert said that we are as close to county as we can get. She explained that there are some days that are different that she couldn't help because the district feels very strongly about having Parent-Teacher Conferences during the day. March 8 will be one PT Conference Days and the other November 1. We start one day before the county and we end on the same day that the county ends. One other day that is different. The county is going back on the Friday after winter break. Dr. Gilbert would rather not go back until Monday, January 8. Dr. Gilbert said that she is happy to answer any questions.

Collier Smith said that she is sure that the teachers appreciate that Friday off at the end of winter break. She asked Dr. Gilbert to please explain why we can't start the same day as the county. Dr. Gilbert said that we have worked in a PT conference day and to get our 180 days.

Mrs. Smith said that she understood and she loves PT conference days. She clarified that on the first student half day that teachers would be allowed to make needed classroom changes and then go in on Monday for in-service and start on Tuesday. Dr. Gilbert said that is correct. Dr. Gilbert said that teachers like that day in between before students start.

Nancy Rainier asked about coming back on January 8 after Christmas break. She said that it sounds so late when we worry about getting our teaching days in. She said that she was in favor of backing up the days before the holidays and going back before January 8. Dr. Gilbert said that if we try to come back

before the 8<sup>th</sup> she is worried that we wouldn't have students there. She feels that we may have an absentee issue with that.

Wesley Ballard mentioned that going forward we may want to look at starting at the end of July. He said that all of the physical plants have to get ready to run. In our aspiration to be green, he thought it would be better to start later. He would like to discuss this eventually and possibly the county would get on board with it.

Mr. Campbell said that there always has been a thing about starting school after Labor Day. That would push us to not getting out of school until June. Also it would cut into fall break and spring break and he said that this is just the norm now. He said that it is sometimes as hot in June as it is in August.

David Settles made the motion to approve the 2017-2018 school calendar. Wesley Ballard seconded the motion. Nancy Rainier opposed. All others approved by saying aye.

## VI. REPORTS/INFORMATION

### School Counselor Presentation-National School Counseling Week-February 6-10 Kim Frank

Dr. Gilbert introduced Kim Frank and thanked her for being a part of our system and she thanked the counselors for their remarkable work in our system. She said that the State has contacted her several times to talk about the way that we have shifted the roles of our counselors. She is very proud of what they do each day and is proud that they are here tonight. She said that if a group deals with the whole child, this group does. Mrs. Frank said that before the next board meeting we will celebrate National School Counseling Week, which is February 6-10. She said that tonight the counselors would like to highlight their roles and responsibilities. Each counselor spoke about a certain aspect of their job and did a great presentation. After the presentation, they gave a plaque to Mr. Campbell. Mr. Campbell thanked each counselor and commended them on a job well done. Mrs. Rainier also commented on what a beautiful presentation they did.

### Revenue and Expenditure Report

Dr. Gilbert said that before she asked Mr. Anderson to give the revenue and expenditure report, she wanted to comment on something that Mr. Settles said at a previous meeting about our school system being such a good school system. She said that tonight is evidence of that. The fact that we hold school counselors in such high regard of what they do. That doesn't happen in every school district. Teaching the whole child and working with the whole child and understanding that until you work with the whole child, you won't have academic success and that takes vision from a board to understand. Dr. Gilbert thanked our Board for that vision.

Mr. Anderson gave budget totals through December. It shows that we have a net income of -\$1,079,000.00. Last year at this time we were at -\$2,584,000.00, so we are in a better shape at this time than we were last year. Our property tax collections are up \$109,000.00 over last year and our sales tax are up over \$353,000.00. We are increasing, which is a good sign. On the expenditure side, we are at 42.7% through December 31<sup>st</sup> and last year, we were at exactly 42.7%.

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## VII. OTHER BUSINESS

Mr. Campbell said that speaking for all of the Board, we appreciate the recognition tonight. He said that they don't do the work they do for recognition, but for or the employees and students.

## VIII. ADJOURNMENT

Mr. Campbell said that we will not have a February 14 Board meeting. We will meet again on February 28.

Wesley Ballard made the motion to adjourn. David Settles seconded the motion. All approved by saying aye. The meeting adjourned at 7:26 p.m.

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Director of Schools