

**Board of Education Regular Meeting**

October 13, 2020 6:00 PM

City Hall Council Chambers

<b>I. CALL TO ORDER</b> Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item	
B. Moment of Silence Procedural Item	
<b>II. APPROVAL OF AGENDA</b> Action Item	Chair Butch Campbell
<b>III. COMMUNICATIONS</b> Information Item	Mr. Ralph Ringstaff
A. Presentation of the George "Kip" Reel Award to the Gilbert Family in Memory of Dr. Linda Gilbert Procedural Item	TOSS Exec Dir Dale Lync
B. Presentation of Legislative Proclamation to the Gilbert Family Procedural Item	Commissioner of Education P Schwinn
C. Presentation of Resolution to the Gilbert Family Procedural Item	Rep. Charlie Baum
<b>IV. CONSENT ITEMS</b> Consent Agenda	Chair Butch Campbell
A. Approval of 9-22-20 Board Minutes Consent Item	
B. Minor Change to Board Policies Consent Item	
i. Approval of Minor Change to Board Policy 3.500 Food Service Management Consent Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Mr. Ralph Ringstaff
B. Board Approval of Board Policy 3.600 Insurance Management on First Reading Action Item	Mr. Ralph Ringstaff
C. Board Approval of Board Policy 5.5001 Prevention of Abusive Workplace Conduct on First Reading Action Item	Mr. Ralph Ringstaff
D. Board Approval of Board Policy 6.409 Child Abuse and Neglect on First R Action Item	Mr. Ralph Ringstaff
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. Farm to School Presentation Information Item	Mrs. Lisa Trail
B. Update on Next Phase Opening Information Item	Mr. Ralph Ringstaff
<b>VII. OTHER BUSINESS</b> Information Item	Chair Butch Campbell
<b>VIII. ADJOURNMENT</b> Action Item	Chair Butch Campbell



**MINUTES**

**Board of Education Regular Meeting**

September 22, 2020 6:00 PM

City Hall Council Chambers

<p><b>I. CALL TO ORDER</b> Procedural Item In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Roseann Barton, Amanda Moore, Jimmy Richardson, and Becky Goff</p> <p>Staff: Interim Director of Schools Ralph Ringstaff, Gary Anderson, Greg Lyles, Lisa Trail, Sheri Arnette, Angela Fairchild, Joe Marlin, Kim Fischer, Trent Cheeves, Micky Brooks, April Zavisa, Mark Gonyea, Quinena Bell, Sandy Scheele, and Becky Sally</p> <p>Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett</p>	Chair Butch Campbell
<p>A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by Sheri Arnette</p>	
<p>B. Moment of Silence Procedural Item</p>	
<p><b>II. APPROVAL OF AGENDA</b> Action Item Motion to approve the agenda. This motion, made by Jimmy Richardson III and seconded by Mr. Wesley Ballard, passed. (7-0)</p>	Chair Butch Campbell
<p><b>III. COMMUNICATIONS</b> Information Item Murfreesboro City Schools would like to thank Atmos Energy for their donation of backpacks, insulated lunch bags, and water bottles.</p> <p>Mitchell-Neilson Schools would like to thank Parks Realty and especially agents Sunnette Peay and Jonathon Dodson for their generous donation of TEACHER school supplies! Every year, they ask for and fulfill our teacher wish lists. The donated thousands of dollars in school supplies to our teachers and we are so grateful!</p> <p>Mitchell-Neilson Schools would also like to thank alumnus, Ginger Demombreon (owner of Sinking Creek Farms) for their generous donation of reusable water bottles and jump ropes! We sure do love our community partners, especially the ones that went to Mitchell-Neilson!</p> <p>Congratulations to Board members Roseann Barton and Amanda Moore for recently attaining Boardmanship Level 1 and David Settles for Level 2. We appreciate our Board's hard work and dedication to be the best Board members they can be.</p>	Mrs. Lisa Trail
<p>A. Acknowledgement of Mr. Gary Anderson Procedural Item</p>	Mr. Ralph Ringstaff
<p><b>IV. CONSENT ITEMS</b> Consent Agenda Motion to approve consent agenda. This motion, made by Mr. Wesley Ballard and seconded</p>	Chair Butch Campbell

by Jimmy Richardson III, passed. (7-0)	
A. Approval of 9-10-20 Board Minutes Consent Item	
B. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 1.101 Role of the Board of Education Consent Item	
ii. Approval of Board Policy 1.202 Duties of the Board Members Consent Item	
iii. Approval of Board Policy 1.803 Tobacco-Free Schools Consent Item	
iv. Approval of Board Policy 1.804 Drug-Free Workplace Consent Item	
v. Approval of Board Policy 2.400 Revenues Consent Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. Recognition and Approval of 2019-2020 Tenured Teacher Kinsey Johnson from Salem Elementary Action Item Motion to approve tenure for Kinsey Johnson. This motion, made by Ms. Roseann Barton and seconded by Ms. Becky Goff, passed. (7-0)	Mr. Ralph Ringstaff
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. Personnel Report Information Item Motion to approve the Personnel Report. This motion, made by Ms. Becky Goff and seconded by Jimmy Richardson III, passed. (7-0)	Mr. Ralph Ringstaff
B. Revenue and Expenditure Report for July and August Information Item	Mr. Gary Anderson
C. General Purpose FY21 Budget Transfer Information Item	Mr. Gary Anderson
D. Instructional Technology Presentation by Micky Brooks and Trent Cheeves Information Item Trent and Micky explained hybrid and virtual learning and showed a video of how these methods are being done. They thanked Luke Hill, Sandy McDonald, and Elizabeth Shepard for assisting them during this pandemic. They told the Board that they were so proud of the teachers for adapting so well to this new way of teaching.  Mr. Ballard mentioned that he visited Black Fox Elementary and was very impressed with the teachers and students. He thanked all staff and Trent and Micky for a wonderful job.  Mr. Campbell echoed Mr. Ballard's sentiments.  Ms. Barton said that she had worked with Trent and Micky in the past, and they are totally underestimated. She said they do a tremendous job.	Mr. Ralph Ringstaff
<b>VII. OTHER BUSINESS</b> Information Item	Chair Butch Campbell
<b>VIII. ADJOURNMENT</b>	Chair Butch Campbell

**Action Item**

The meeting adjourned at 6:29 p.m.

Motion to adjourn. This motion, made by Jimmy Richardson III and seconded by Ms. Becky Goff, passed. (7-0)

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Interim Director of Schools

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Food Service Management</b>	Descriptor Code: <b>3.500</b>	Issued Date: <b>04/10/18</b>
		Rescinds: <b>SS 9</b>	Issued: <b>06/01/12</b>

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules  
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service  
3 of foods and will meet all state and federal and local requirements necessary for participation.<sup>1</sup>

4 The system's Supervisor of School Nutrition will oversee the program. All products and services  
5 necessary for the operation of the School Nutrition Department shall be procured using a procurement  
6 plan which must comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit  
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option, Afterschool Snack  
9 Program, **Summer Food Service Program and Child and Adult Care Program**. Meals and snacks that  
10 are offered shall meet the federal requirements for reimbursement as defined by federal regulations.<sup>2</sup>

11 As required for participation in the School Nutrition Programs:

- 12 1. Meals must be made available to all students in attendance.
- 13 2. Free and reduced-price meals/snacks must be made available to students who are determined  
14 eligible for these benefits.

15 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a  
16 la carte items at school.

17 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must  
18 be as stringent as the current state and federal regulations concerning competitive foods.<sup>3</sup>

19 Student meals will be served under the USDA School Nutrition Guidelines for "Offer Versus Serve,  
20 Traditional Food-Based Menu Planning Option" for grades K-6. Preschool will not be on the "Offer  
21 Versus Serve" provision.

22 Procedures for implementing guidelines established by the State Department of Education, School  
23 Nutrition Program are on file in the district Food Service Procedures Manual.

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#### Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11

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#### Cross References

- Deposit of Funds 2.500  
Financial Reports and Records 2.701

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Insurance Management</b>	Descriptor Code: <b>3.600</b>	Issued Date: <b>10/23/18</b>
		Rescinds: <b>PER 2</b>	Issued:

1 The insurance program shall provide coverages in a minimum of the following broad categories:

- 2       1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious  
3       mischievous, boiler and machinery explosion; and vehicles;
- 4       2. Liability: Board members, Director of Schools and employees resulting from discharging their  
5       duties;
- 6       3. Worker’s compensation; and
- 7       4. Fidelity: Blanket bond and fiscal agent’s bond as required by statute.

8 The Director of Schools shall continually review the insurance program to ensure that adequate  
9 protection is being provided at a reasonable price.

## 10 GROUP HEALTH

11 The Board shall provide group health insurance for all full-time employees.<sup>1</sup> The Director of Schools,  
12 after consultation with personnel, shall recommend carriers of insurance for programs in which the  
13 Board makes partial or full payments. The Board shall approve all insurance carriers.

14 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected information.<sup>2</sup>

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Legal References

1. TCA 49-2-209
2. [45 CFR § 164.306, 164.316](#)

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Cross References

Payroll Procedures 2.802

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Prevention of Abusive Workplace Conduct</b>	Descriptor Code: <b>5.5001</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 All employees within the school district shall treat all other employees with respect and shall not engage  
3 in threatening, violent, intimidating or other abusive conduct or behaviors.<sup>1</sup>

4 All complaints of inappropriate workplace behaviors shall be taken seriously and followed through to  
5 resolution. There shall be no retaliation against employees who report others for inappropriate behavior.

6 If a finding of unacceptable behavior at work is made, all employees shall cooperate with any  
7 disciplinary actions taken as a result of this policy.

## 8 **ABUSIVE CONDUCT**

9 Abusive conduct in the workplace includes, but is not limited to, the following:

- 10 1. Repeated verbal abuse;
- 11
- 12 2. Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature; or
- 13
- 14 3. The sabotage or undermining of an employee's performance.

15 This type of conduct applies to written or electronic communications by employees. A single act shall  
16 not constitute abusive behavior unless such conduct is determined to be severe and egregious.

## 17 **COMPLAINT PROCESS**

18 Employees may report abusive workplace conduct to their immediate supervisor or Assistant  
19 Superintendent of Human Resources or designee. Complaints may be provided orally or in writing. If  
20 provided orally, the complainant shall be documented in writing by the individual receiving the complaint.

## 21 **CORRECTIVE ACTION**

22 In the event of a finding of abusive conduct, the school district will take immediate and appropriate  
23 corrective action.

24 The Assistant Superintendent of Human Resources or designee shall be responsible for developing a  
25 corrective action plan for any employee found to have engaged in abusive conduct.

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Legal References

1. TCA 50-1-501 *et. seq.*

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Child Abuse and Neglect</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>10/13/20</b>
		Rescinds: <b>STU 18</b>	Issued: <b>06/12, 04/19; 04/20</b>

1  
2 General

3 The Director of Schools shall:<sup>1</sup>

- 4  
5 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional  
6 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;  
7 2. Require that the Coordinator and the Alternate receive appropriate training;  
8 3. Supply the Coordinator with all necessary resources;  
9 4. Ensure that all school personnel annually complete the child abuse training program required  
10 by state law.<sup>2</sup>

11  
12 The Coordinator shall assist any employee with appropriately reporting and responding to instances  
13 of child abuse or child sexual abuse.

14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel  
16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed  
17 immediately with the Coordinator, the Department of Children's Services (DCS), and law  
18 enforcement.<sup>4</sup>

19 The report shall include, to the extent known by the reporter:<sup>5</sup>

- 20 1. The name, address, telephone number, and age of the child;  
21 2. The name, telephone number, and address of the parents or persons having custody of the  
22 child;  
23 3. The nature and extent of the abuse or neglect; and  
24 4. Any evidence to the cause or any other information that may relate to the cause or extent of  
25 the abuse or neglect.

26 The Director of Schools/designee shall develop reporting procedures, including sample  
27 indicators of abuse and neglect, and shall disseminate the procedures to all school  
28 personnel.

30 **CONFIDENTIALITY**

31 District employees shall keep all information regarding any child abuse confidential in accordance  
32 with state law.

33 **INVESTIGATIONS**

34 School administrators and employees have a duty to cooperate, provide assistance, and information  
35 in child abuse investigations<sup>6</sup> including permitting DCS teams to conduct interviews while the  
36 child is at school. The principal may control the time, place, and circumstances of the interview  
37 but may not insist that a school employee be present even if the suspected abuser is a school  
38 employee or another student. The principal is not in violation of any laws by failing to inform  
39 parent(s)/guardian(s) that the child is to be interviewed even if the suspected abuser is not a  
40 member of the child's household.<sup>7</sup>

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Legal References

- 1. H.B. 2461, 111<sup>th</sup> Tenn. Gen. Assembly (2020)
- 2. TCA 37-1-408
- 3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
- 4. TCA 37-1-403(a)(2); H.B. 2461, 111<sup>th</sup> Tenn. Gen. Assembly (2020)
- 5. TCA 37-1-403(b)
- 6. TCA 37-1-611(b)
- 7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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Cross References

- Recommendations and File Transfers 5.203
- Staff-Student Relations 5.610
- Interrogations and Searches 6.303
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Title IX & Sexual Harassment 6.3041

41  
42  
43

44 **~~1~~ — ~~REPORTING~~**

45 ~~2~~ — ~~All personnel shall be alert for any evidence of child abuse, sexual abuse, or~~  
46 ~~neglect.<sup>1</sup> If personnel~~

47 ~~3~~ — ~~know or have reasonable cause to suspect abuse or neglect, a report shall be filed~~  
48 ~~immediately.~~

49 ~~4~~ — ~~Reports shall be made to the judge having juvenile jurisdiction, to the county~~  
50 ~~office of the Department~~

51 ~~5~~ — ~~of Children's Services (DCS), to the Sheriff of the county where the child resides, or to~~  
52 ~~the office of the~~

53 ~~6~~ chief law enforcement official where the child resides.<sup>2</sup>  
54 ~~7~~ The report shall include, to the extent known by the reporter:<sup>3</sup>  
55 ~~8~~ 1. The name, address, telephone number, and age of the child;  
56 ~~9~~  
57 ~~10~~ 2. The name, telephone number, and address of the parents or persons having  
58 custody of the child;  
59 ~~11~~  
60 ~~12~~ 3. The nature and extent of the abuse or neglect; and  
61 ~~13~~  
62 ~~14~~ 4. Any evidence to the cause or any other information that may relate to the cause or  
63 extent of the  
64 ~~15~~ abuse or neglect.

65 ~~16~~ The identity of the person reporting shall remain confidential except when the juvenile  
66 court  
67 ~~17~~ determines otherwise.<sup>4</sup>

68 ~~18~~ Notice that a report was filed, and any other information relevant to the wellbeing of the  
69 child, shall be  
70 ~~19~~ verbally provided to the parent(s)/guardian(s) within twenty four (24) hours of filing.  
71 This notice shall  
72 ~~20~~ be made in coordination with DCS. Notice shall not be provided if there is reasonable  
73 cause to believe  
74 ~~21~~ that the parent or legal guardian may be the perpetrator or in any way responsible for  
75 ~~22~~ abuse.<sup>5</sup>

76 ~~22~~ The Director of Schools or designee shall develop reporting procedures, including sample  
77 indicators of  
78 ~~23~~ abuse and neglect, and shall disseminate the procedures to all school personnel.<sup>6</sup>

## 79 ~~24~~ INVESTIGATIONS

80 ~~25~~ School administrators and employees have a duty to cooperate, provide assistance, and  
81 information in  
82 ~~26~~ child abuse investigations<sup>7</sup>; including permitting child abuse review teams to conduct  
83 interviews while  
84 ~~27~~ the child is at school. The principal may control the time, place, and circumstances of the  
85 interview but  
86 ~~28~~ may not insist that a school employee be present even if the suspected abuser is a school  
87 employee or  
88 ~~29~~ another student. The principal is not in violation of any laws by failing to inform parents  
89 that the child  
90 ~~30~~ is to be interviewed even if the suspected abuser is not a member of the child's  
91 household.<sup>8</sup>  
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~~31~~ **MANDATORY TRAINING**

~~32~~ Beginning with the 2019-2020 school year, the district will ensure that teachers complete a child abuse  
~~33~~ training program identified by the Department of Education or a training program that meets the  
~~34~~ guidelines established by the Department of Children’s Services. Compliance with the training  
~~35~~ requirement will be annually reported to the Department of Education.<sup>9</sup>

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Legal References

- 1. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605
- 2. TCA 37-1-403(a)(2)
- 3. TCA 37-1-403(b); TCA 49-6-1601(b)
- 4. TCA 37-1-409(a)(1)
- 5. TCA 37-1-605(d); TCA 49-6-1601
- 6. TRR/MS 0520-01-03-08(2)(e)
- 7. TCA 37-1-611(b)
- 8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)
- 9. Public Chapter 983, 1(b)

Cross References

Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying, Cyber bullying, and Intimidation 6.304