

Board of Education Regular Meeting

September 11, 2018 6:00 PM

City Hall Council Chambers

I. CALL TO ORDER BY BOARD CHAIR Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by Luke Ogawa, a 4th grade student at Overall Creek Elementary, Matthew Paquette, a first grade student at Mitchell Neilson, and his sister, Savanna Paquette, a second grade student at Mitchell Neilson and Violet Bryson, a first grade student at John Pittard Elementary.	
B. Moment of Silence Procedural Item	
II. ELECTION OF BOARD CHAIR AND VICE CHAIR Action Item	Elizabeth Taylor
III. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
IV. COMMUNICATIONS Information Item Congratulations to Dr. Linda Gilbert for being named 2019 Tennessee Superintendent of the Year by the Tennessee Organization of School Superintendents (TOSS). Congratulations to Board members David Settles and Wesley Ballard who have achieved Boardmanship Level I. And congratulations to the entire school board for achieving Board of Distinction status. Finally, many thanks to the Board for having 100% in attendance at the Fall District Meeting. Mitchell-Neilson Schools would like to thank Family Worship Center for providing lunch, gift cards, and school supplies for our faculty and staff. Mitchell-Neilson Schools would also like to thank Sunnette Peay and the realtors of Parks Realty for once again filling our teachers' wish lists! They provide each teacher in our building- all 51 of them- with a goodie bag FULL of school supplies. They also fully funded second grade's field trip to the zoo. Adventures in Murphry's Burrow has, once again, won an HONORABLE MENTION at the national NATOA Awards. A NATOA ward is like an Academy Award for government programming. Murfreesboro's City Channel 3 competes with every government station across the country. Congratulations to former Board member, Nancy Phillips, on this honor. September 9-15 is National Arts in Education Week September is Attendance Awareness Month Back to School Dash is Saturday, September 15. The City Schools Foundation hopes to see lots of runners at Overall Creek beginning at 7 a.m. Erma Siegel Elementary is celebrating their 20 year anniversary this school year. They will begin the celebration with students during their Apex Run Kickoff on September 18.	Mrs. Lisa Trail
V. CONSENT ITEMS Action Item	Chair Butch Campbell

A. Approval of School Fees Action Item	
B. Approval of Sick Leave Bank Trustees-Amanda Moore and Becky Goff Action Item	
C. Approval of August 28 Board Meeting Minutes Action Item	
D. Second Reading of Board Policies Action Item	
i. Board Policy 6.309 Zero Tolerance Offenses Action Item	
E. Biennial Review of Policies Action Item	
i. Board Policy 1.100 School District—School Board Legal Status and Authority Changes in lines 2 and 3. Action Item	
ii. Board Policy 1.101 Role of the Board of Education. No change Action Item	
iii. Board Policy 1.102 Board Members Legal Status. Editorial Change line 9 Action Item	
iv. Board Policy 1.103 Board Self-Evaluation. No change Action Item	
v. Board Policy 1.105 School Board Legislative Involvement. No change Action Item	
vi. Board Policy 1.106 Code of Ethics. 2nd page Lines 12 and 13 added Action Item	
vii. Board Policy 1.1061 School Board Accountability Standards/Code of Ethics Eliminated form; this is a duplicate of 1.106 and fits better with 1.106 since policy relates to the complaint process Action Item	
viii. Board Policy 1.108 Nepotism. Line 3 Added “member” Action Item	
ix. Board Policy 1.200 Method of Election of Officers. Editorial Change lines Action Item	
x. Board Policy 1.201 Duties of Officers. No change Action Item	
xi. Board Policy 1.202 Duties of Board Members. No change Action Item	
xii. Board Policy 1.203 New Member Orientation. No change Action Item	
xiii. Board Policy 1.204 Board Member Development Opportunities. No change Action Item	
xiv. Board Policy 1.205 Board-Director Relations. No change Action Item	
xv. Board Policy 1.300 Board Committees. No change Action Item	
xvi. Board Policy 1.301 Executive Committee. No change Action Item	
xvii. Board Policy 1.303 Consultants. No change Action Item	
xviii. Board Policy 1.400 School Board Meetings. Page 2 line 8: Addition Action Item	
xix. Board Policy 1.402 Notification of Meetings. No change Action Item	

xx. Board Policy 1.403 Agendas. Line 2 Addition to align with line 16 Action Item	
xxi. Board Policy 1.405 Rules of Order. No change Action Item	
xxii. Board Policy 1.406 Minutes. Editorial change line 9 Action Item	
xxiii. Board Policy 1.501 Visitors to the School. No change Action Item	
xxiv. Board Policy 6.205 Assignment of Students to Schools and Classes. Edit change Lines 8 and 17 Action Item	
VI. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval to purchase CASE Assessment Action Item	Dr. Linda Gilbert
B. Approval of Committee to Name New School Action Item	Chair Butch Campbell
C. First Reading of Board Policies Action Item	Chair Butch Campbell
i. Board Policy 3.212 District Water Testing Action Item	Dr. Linda Gilbert
VII. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Enrollment PTR Report Information Item	Mr. Gary Anderson
B. Personnel Report Information Item	Mr. Ralph Ringstaff
VIII. OTHER BUSINESS Information Item	Chair Butch Campbell
IX. ADJOURNMENT Action Item	Chair Butch Campbell

MINUTES

Board of Education Regular Meeting

August 28, 2018 6:00 PM

City Hall Council Chambers

In attendance: Chair Butch Campbell, Vice Chair Nancy Rainier, Phil King, Wesley Ballard, and David Settles.

Staff: Dr. Linda Gilbert, Gary Anderson, Ralph Ringstaff, Joe Marlin, Angela Fairchild, Lisa Trail, Greg Lyles, Caresa Dodson, Ava Jordan, Teresa Crouch, Darla Sampson, Suzanne St. John, Cindy Cliche, Sandy Scheele, Victoria Eineker, Tammy Garrett, and Emily Spencer.

Assistant City Attorney Adam Tucker and City Liaison Bill Shacklett

I. CALL TO ORDER BY BOARD CHAIR	Chair Butch Campbell
Procedural Item	

1. Pledge of Allegiance

Procedural Item

The Pledge of Allegiance will be led Torrence Dugger, Mr. Settles' grandson, a 3rd grade student at Hobgood Elementary School and Miley Smith and Avery Swayze, 5th grade students at Erma Siegel Elementary.

2. Moment of Silence

Procedural Item

II. APPROVAL OF AGENDA	Chair Butch Campbell
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Action Item

Phil King made the motion to approve the agenda. David Settles seconded the motion. All approved by saying aye.

III. COMMUNICATIONS	Mrs. Lisa Trail
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Information Item

Induction of New Board Members: Roseann Barton, David LaRoche, Becky Goff, and Amanda Moore-Mayor Shane McFarland. Mayor McFarland thanked Mr. Phil King for his service on the school board and welcomed the new board members.

Introduction of Elizabeth Taylor-New Assistant City Attorney-Adam Tucker

Mr. Campbell congratulated Ms. Taylor and welcomed her to Murfreesboro City Schools.

Mr. Campbell recognized Vice Mayor Madeline Scales Harris who was in the audience and thanked her for attending.

Recognition of BOB Book Bus Driver, Ms. Teresa Crouch-Caresa Dodson, Ava Jordan, Suzanne St. John, and Mr. Anderson. Mrs. Dodson presented a certificate to Ms. Crouch for all of her hard work.

Mitchell Neilson Schools would like to thank George Weeks with ReMax Realty for his generous donation toward the drone racing team and the pastor and congregation of First Baptist Church on Castle Street for extending a warm invitation to the staff and teachers to join them in their services on August 12. They not only prayed over the administrators, teachers, staff, and students, but they are huge donors of needed uniforms and supplies. A huge shout out to Mr. and Mrs. Christopher Taylor from First Baptist for their personal donations.

Cason Lane Academy would like to thank the following:

- The Hands-On Science Center in Tullahoma, TN, for purchasing the Lego Robotic Club challenge set and for paying registration fees for the team.
- Ashton Smith of Coldwell Banker and Blake Prow with Liberty Mutual for providing the Back to School breakfast for faculty and staff.
- Lowe's of Murfreesboro for their donation of products to help build a colorcycle recycling bin.

Farm to School Presentation-Gary Anderson introduced Darla Sampson, the Coordinator and Director of Coordinated School Health Program, Autumn DePriest, Assistant to Ms. Sampson, and Victoria Eineker, our farmer educator. He explained that the MCS Farm to School Program has been recognized by the State of Tennessee.

Darla Sampson came forward and showed pictures and explained the Farm to School Program and the benefits of the program to the students of Murfreesboro City Schools.

Mr. Ballard thanked Ms. Sampson and her staff for the wonderful job that they do. He asked how we are doing as far as greenhouses at each campus. Ms. Sampson explained that we have six greenhouses now that were paid for with the grants. We are waiting on Mitchell Neilson's permit and one more to be paid for by the grant.

Phil King said that he was very impressed with the program and he talked about how Walt Disney World also grows some of their food. He feels that this is a fantastic program.

David Settles said that he was also very impressed and asked if the children seem to be more interested in eating the vegetables after growing them. Ms. Eineker said yes, the children get very excited about the vegetables they've grown.

Mr. Campbell thanked Ms. Sampson and her staff. He asked if we are looking at another grant to get more greenhouses. Ms. Sampson said that they have ideas on how to get funds.

IV. CONSENT ITEMS

Chair Butch Campbell

Action Item

1. Approval of School Fees

Action Item

2. Approval of August 14 Board Meeting Minutes

Action Item

3. Second Reading of Board Policies

Action Item

1. Board Policy 4.404 Copyright

Action Item

2. Board Policy 5.106 Application and Employment

Action Item

3. Board Policy 5.118 Background Investigations

Action Item

4. Board Policy 5.203 Recommendations and File Transfers

Action Item

5. Board Policy 5.305 Family and Medical Leave Act

Action Item

6. Board Policy 6.200 Attendance Revised

Action Item

Wes Ballard made the motion to approve the consent items. David Settles seconded the motion. All approved by saying aye.

V. ACTION ITEMS

Chair Butch Campbell

Action Item

1. Approval of Liability Insurance

Action Item

Mr. Ringstaff said that the Board approved the Workers Comp Insurance at the last board meeting. It went to the TN Risk Management Group. He would like to recommend that the Liability Insurance also go to TN Risk Management. Mr. Ringstaff said that the cost would be \$275,000.00 annually.

Nancy Rainier made the motion to approve the Liability Insurance going to TN Risk Management Group if the legal department has no problem with the contract. David Settles seconded the motion. All approved by saying aye.

Mr. Ralph Ringstaff

2. Approval of 2018-2019 ESP Advisory Board Members

Action Item

Mr. Ringstaff asked for approval of this list of members. They select the ESP Advisory Board Member Group each year and needs the

Mr. Ralph Ringstaff

Board's approval. It includes one or two parents from each school.

Mr. Campbell asked how are the members are selected. Mr. Ringstaff said that Site Directors ask for volunteers.

Wes Ballard asked what this group does. Mr. Ringstaff said that they explain to parents what is happening in the ESP program and get their feedback.

David Settles asked where they meet. Mr. Ringstaff said that they meet at the central office.

Phil King asked the length of service. Mr. Ringstaff said that it is one school year.

Mr. Campbell asked how often they meet. Mr. Ringstaff said that they meet quarterly.

Wes Ballard made the motion to approve the ESP Advisory Board Members. Phil King seconded the motion. All approved by saying aye.

3. First Reading of Board Policies	Dr. Linda Gilbert
Action Item	

1. Board Policy 6.309 Zero Tolerance Offenses

Action Item

Adam Tucker explained that after the last meeting, several board members had questions regarding the zero tolerance offense policy. Mr. Tucker reviewed the policy. He realized that there were some things that didn't belong in this policy. Mr. Tucker said that there is another policy that refers to weapons; therefore, this policy will pertain to zero tolerance offenses. He explained that lines 43-45 regarding alternative school should be taken out since MCS doesn't have an alternative school. The word "publication" in line 46 is misspelled.

On line 33, Mr. Campbell asked who the Disciplinary Hearing Authority consists of. Dr. Gilbert explained that it would be personnel such as a principal and central office staff. She explained that was spelled out in another policy. He also asked when the Board would get involved instead of the Disciplinary Hearing Authority. Mr. Tucker explained that it is a two-step review and that is spelled out in the appeals policy as well. There is a possibility of further review on appeal.

Nancy Rainier said that there was a typo on line 48. It should be "parents" instead of parent.

Wes Ballard asked Dr. Gilbert if she agreed with the removal of line 43-45. She said that she did agree.

David Settles asked if we should leave lines 43-45 in the policy in the event that we ever have an alternative school. Dr. Gilbert felt those lines were irrelevant and if we ever needed to add them, we

could do so. Mr. Settles also wanted to know what policy references weapons. Mr. Tucker said that the policy is STU 23.

David Settles made the motion to approve Board Policy 6.309 on first reading with the absence of lines 43-45. Wes Ballard seconded the motion. All approved by saying aye.

VI. REPORTS AND INFORMATION	Chair Butch Campbell
Information Item	
1. Revenue and Expenditure Report Information Item	Mr. Gary Anderson
Mr. Anderson explained that we are at the one month of the year report. He explained that the revenue is up slightly from last year. He reviewed each part of the report with the Board.	

VII. OTHER BUSINESS	Chair Butch Campbell
Information Item	
1. Recognition of Outgoing Board Members Procedural Item	Chair Butch Campbell
Mr. Campbell thanked the outgoing board members, Nancy Rainier, Phil King, and Collier Smith (who was absent), for their service and presented them with a gift from the Board. He asked each one to speak about their time of service on the Board.	

Mr. Anderson went over the New School Update. Mr. Anderson had handed out some pictures of the progress of the new school before the meeting began. He also explained that they can watch the progress on the website.

Mr. Ballard reminded everyone of the Back to School Dash coming up on September 15 at Overall Creek.

VIII. ADJOURNMENT	Chair Butch Campbell
Action Item	
The meeting adjourned at 7:01 p.m. Phil King made motion to adjourn. Nancy Rainier seconded the motion.	

Director of Schools

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Zero-Tolerance Offenses	Descriptor Code: 6.309	Issued Date:
		Rescinds: STU 38	Issued: 06/01/11; 05/08/11

1 In order to ensure a safe and secure learning environment, the offenses set forth in this policy shall
2 constitute zero-tolerance offenses. As provided by state law, any student who commits a zero-tolerance
3 offense shall be expelled for a period of not less than one (1) calendar year, provided, however, the
4 Director of Schools shall have the authority to modify an expulsion on a case-by-case basis.¹

5 **POSSESSION OF FIREARMS²**

6 In accordance with state law, a student who brings or is in unauthorized possession of a firearm on
7 school property commits a zero-tolerance offense.¹

8 **POSSESSION OF DRUGS**

9 In accordance with state law, a student who unlawfully possesses any drug, including any controlled
10 substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored
11 event, commits a zero-tolerance offense.¹

12 **ASSAULT ON SCHOOL EMPLOYEE OR SCHOOL SAFETY AND EDUCATION OFFICER**

13 In accordance with state law, a student who commits aggravated assault³ or commits an assault that
14 results in bodily injury⁴ upon any school employee or school safety and education officer commits a
15 zero-tolerance offense.¹

16 **ELECTRONIC THREATS**

17 In accordance with state law, a student who transmits by an electronic device any communication
18 containing a credible threat to cause bodily injury or death to another student or school employee and
19 the transmission of such threat creates actual disruptive activity at the school that requires
20 administrative intervention commits a zero-tolerance offense.⁵

21 **DETERMINATION AND NOTIFICATION**

22 The principal or the principal's designee shall be responsible for investigating alleged violations of this
23 policy. If the investigation reveals that a violation of this policy has occurred, the principal shall expel
24 the student for not less than (1) calendar year, subject only to the due process procedures set forth in
25 Board Policy 6.316 and this policy and the authority of the Director of Schools to modify the expulsion
26 requirement on a case-by-case basis.

27 When it is determined that a student has violated this policy, the principal of the school shall notify the
28 student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by
29 law.⁷

30 **APPEAL**

31 An appeal of a principal's determination that a student has committed a zero-tolerance offense must be
32 filed in accordance with the procedures set forth in Board Policy 6.316

33 The review on appeal, by either the Disciplinary Hearing Authority or the School Board, of a
34 principal's determination that a student committed a zero-tolerance offense shall be limited in scope to
35 the question of whether the evidence supports the principal's determination. If reviewing authority
36 finds that the evidence does not support the principal's determination that the student committed a
37 zero-tolerance offense, then the reviewing authority shall reverse the expulsion. If, however, the
38 reviewing authority finds that the evidence does support the principal's determination, it must affirm
39 the expulsion. In affirming an expulsion, the reviewing authority may recommend a lesser punishment
40 for consideration by the Director of Schools who, under state law, has sole authority to reduce the
41 required one-year expulsion to a lower level of discipline on a case-by-case basis. The Director of
42 Schools may exercise this authority at any stage of the disciplinary or appeals process.

43 **PUBLICATION OF POLICY**

44 This policy shall be published in the Code of Conduct as set forth in the *Parent Handbook*, and
45 provided annually to all teachers, administrative staff, and parents.

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921; 20 USCA § 7961(b)(3)
3. TCA 39-13-102
4. TCA 39-13-101(a)(1); Public Acts 2018, Chapter No. 958
5. TCA 49-6-4216(b);
6. TCA 49-6-4209; TCA 39-17-1312

Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension/Expulsion/Remand 6.316

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: School District – School Board Legal Status and Authority	Descriptor Code: 1.100	Issued Date: 05/10/16
		Rescinds: BO 1	Issued: 02/01/11

- 1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as
- 2 interpreted by the courts. ~~Boards are instruments of the state, and Members of the Board are state officers~~
- 3 representing local citizens ~~and the state~~ in the management of the public schools.¹

- 4 The governing body shall be the Board of Education, serving residents within the boundaries of the
- 5 school system and non-residents under conditions specified by state law and the Board.²

- 6 All powers of the Board lie in its action as a group; therefore, individual board members exercise their
- 7 authority over school system affairs only as they vote to take action at an official meeting of the Board.

- 8 In other instances, an individual board member, including the chairman, shall have power only when
- 9 specified by state law or when the Board, by vote, has delegated authority to him/her.

Legal References

1. TCA 49-1-101; TCA 49-1-102 (c); TCA 49-1-103
2. TCA 49-6-3104

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Role of the Board of Education</h2>	Descriptor Code: <h3 style="text-align: center;">1.101</h3>	Issued Date: <h3 style="text-align: center;">05/10/16</h3>
		Rescinds:	Issued:

1 The Board will be guided by the general mandatory powers and duties of the Board as defined through
 2 statute¹ which state or imply that a local Board of Education has full power to operate the local public
 3 schools as it deems fit in compliance with state and federal mandates. The Board functions only when
 4 in session.

5 The Board sees its required functions as:

- 6 1. **Director of Schools:** The Board shall hire, employ, and evaluate the Director of Schools, who shall
 7 carry out the Board’s policies through the development and implementation of administrative
 8 procedures.¹
- 9
- 10 2. **Policy Oversight:**^{1,2} The Board shall develop a policy manual and shall regularly evaluate the
 11 effectiveness of its policies and their implementation.
- 12 3. **Educational Planning:**³ The Board shall require reliable information from responsible sources
 13 which enable it and the staff to work toward the continuous improvement of the educational program.
- 14 4. **Fiscal Planning:**⁴ The Board shall adopt a budget to provide the necessary funding in terms of
 15 buildings, staff, materials and equipment to enable the school system to carry out its functions.
- 16 5. **Promotion:** The Board shall keep the local community informed about the school system, its
 17 accomplishments, and its actions and build public support for the schools by involving the public in
 18 the planning process.

19 The Board shall strive to provide the best educational opportunities possible for all children.

20 The Board shall exercise its powers through the enactment of policies for the organization and operation
 21 of the school system. The Board shall delegate the administration of the schools to the Director of
 22 Schools.

Legal References

1. TCA 49-2-203
2. TCA 49-2-207
3. TCA 49-1-302(a)(1-3); TRR/MS 0520-2-1-.01
4. TCA 49-2-203(a)(10)(A)(i)

Cross References

- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- Annual Operating Budget 2.200
- Evaluation 5.109/BO 17
- Evaluation of Director of Schools 5.803/BO 20

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 05/10/16
		Rescinds:	Issued:

1 The legal status of board members shall be as follows:¹

2 **NUMBER**

3 The Board is composed of seven (7) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be residents of and elected on a non-partisan basis, and shall be citizens of
6 recognized integrity, intelligence, and ability to administer the duties of the office.² To qualify as a
7 candidate, an individual must show proof of graduation from high school or receipt of a G.E.D.

8 **TERMS OF OFFICE**

9 Members of the Board shall serve four (4)-year terms.¹

10 **VACANCIES**

11 Vacancies shall be declared to exist on account of death, resignation, removal from the city or school
12 district,⁵ or through due process proceedings.⁴

13 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
14 local legislative body.⁵ Such appointment shall continue until the next regular election.

Legal References

1. TCA 49-2-201
2. TCA 49-2-202(a)(1); TCA 49-2-202(a)(4)
3. TCA 49-2-202(a)(2); TCA 49-2-202(a)(4)
4. TCA 8-47-101; TCA 49-1-611
5. TCA 49-2-202(e)

Cross References

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Board Self-Evaluation	Descriptor Code: 1.103	Issued Date: 05/10/16
		Rescinds:	Issued:

- 1 To ensure the continued effectiveness of school board leadership, the Board will conduct an annual
 - 2 evaluation of its operational procedures during a Board retreat.
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Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date: 05/10/16
		Rescinds:	Issued:

1 The Board shall work for the passage of new laws designed to advance the cause of improving public
2 education in Tennessee. Likewise, the Board shall work for the repeal or modification of existing laws
3 and for the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns and
6 make its position known to their elected representatives at both the state and national level;
 - 7 2. The Board shall work with other school boards in the state, other local officials, and community
8 groups in creating public awareness and support for legislative priorities;
 - 9 3. The Board shall annually select one (1) of its members to serve as its representative to the
10 Tennessee Legislative Network (TLN):
 - 11 4. The Board shall work with its TLN representative, TSBA, NSBA, and other concerned groups
12 in developing an annual legislative program; and
 - 13 5. The Board shall include in its budget appropriate resources to cover costs, including travel
14 expenses, necessary to ensure active participation in the legislative process.
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Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 05/10/16
		Rescinds: BO40	Issued: 03/01/11

1 **Section 1. Definitions**

2 (1) “School district” means Murfreesboro City School District, which includes all boards, committees,
3 commissions, authorities, corporations or other instrumentalities appointed or created by the school
4 district or an official of the school district.

5 (2) “Officials and employees” means and includes any official, whether elected or appointed, officer,
6 employee or servant, or any member of any board, agency, commission, authority or corporation
7 (whether compensated or not), or any officer, employee or servant thereof, of the school district.

8 (3) “Personal interest” means, for the purpose of disclosure of personal interests in accordance with
9 this Code of Ethics, a financial interest of the official or employee, or a financial interest of the
10 official’s or employee’s spouse or child living in the same household, in the matter to be voted upon,
11 regulated, supervised, or otherwise acted upon in an official capacity. A financial interest which
12 benefits or which may benefit the official or employee or their family members, by one thousand
13 dollars (\$1,000.00) or more a year is a “personal interest” requiring disclosure under these standards.

14 **Section 2. Disclosure of personal interest in voting matters**

15 An official or employee with the responsibility to vote on a measure shall disclose during the meeting
16 at which the vote takes place, before the vote and to be included in the minutes, any personal interest
17 that affects, or that would lead a reasonable person to infer that it affects, the official’s or employee’s
18 vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse
19 himself or herself from voting on the measure.

20 **Section 3. Disclosure of personal interest in non-voting matters**

21 An official or employee who must exercise discretion relative to any matter other than casting a vote
22 and who has a personal interest in the matter that affects or that would lead a reasonable person to infer
23 that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when
24 possible, the interest on the attached disclosure form and file the disclosure form with the
25 Murfreesboro City School District’s Human Resources Director. In addition, the official or employee
26 may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the
27 matter.

28 **Section 4. Acceptance of gifts and other things of value**

29 An official or employee, or an official’s or employee’s spouse or child living in the same household,
30 may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any
31 kind from anyone other than the school district, that a reasonable person would understand was

1 intended to influence the vote, official action or judgment of the official or employee in executing
2 decision-making authority affecting the school district.

3 It shall not be considered a violation of this policy for an official or employee to receive entertainment,
4 food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in
5 connection with a conference sponsored by an established or recognized statewide association of
6 school board officials or by an umbrella or affiliate organization of such statewide association of
7 school board officials.

8 **Section 5. Ethics Complaints**

9 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law
10 governing ethical conduct should be directed to the chair of the Murfreesboro City School Board.
11 Complaints shall be in writing and signed by the person making the complaint, and shall set forth in
12 reasonable detail the facts upon which the complaint is based. **If the chair of the School Board is the**
13 **subject of the complaint, the complaint should be made to the Board Attorney.**

14 The Murfreesboro City School Board may investigate any credible complaint against an official or
15 employee charging any violation of this Code of Ethics, or may undertake an investigation on its own
16 initiative when it acquires information indicating a possible violation, and make recommendations for
17 action to end or seek retribution for any activity that, in the Board's judgment, constitutes a violation
18 of this Code of Ethics. If a member of the Board is the subject of a complaint, such member shall
19 recuse himself or herself from all proceedings involving such complaint.

20 The Board may:

- 21 (1) refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
- 22 (2) in the case of an official, the Board may consider possible public censure if the Board body
23 finds such action warranted;
- 24 (3) in the case of an employee, refer the matter to the official responsible for supervision of the
25 employee for possible disciplinary action if the official finds discipline warranted;
- 26 (4) in a case involving possible violation of state statutes, refer the matter to the district attorney
27 for possible ouster or criminal prosecution;

28 The interpretation that a reasonable person in the circumstances would apply shall be used in
29 interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes
30 a violation of a personnel policy, the violation shall be dealt with as a violation of the personnel
31 provisions rather than as a violation of this Code of Ethics.

Legal References

1. TCA 8-17-103

Cross References

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: School Board Accountability Standards/Code of Ethics	Descriptor Code: 1.1061	Issued Date: 01/23/18
		Rescinds: BO38	Issued: 03/01/2011

1 The Board adopts these standards as recommended by the Tennessee School Boards Association as a
2 guide to its members as they provide educational leadership for the youth of our state.

3 **ARTICLE I. MY RELATIONS TO THE CHILDREN**

4 Section 1. I will at all times think in terms of “children first,” always determining
5 how my actions and decisions will affect the education and training of
6 children.

7 Section 2. I will seek to provide equal educational opportunities for all children
8 regardless of ability, race, color, sex, creed, or location of residence.

9 **ARTICLE II. MY RELATIONS TO MY COMMUNITY**

10 Section 1. I will endeavor to appraise fairly both the present and future educational
11 needs of the community and to support improvements as finances permit.

12 Section 2. I will represent at all times the entire school community and refuse to
13 represent special interests or partisan politics.

14 Section 3. I will endeavor to keep the community informed about the progress and
15 needs of the schools.

16 **ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL**

17 Section 1. I will support the employment of those persons best qualified to serve as
18 employees and insist on a regular and impartial evaluation of all staff.

19 Section 2. I will support and protect personnel in performance of their duties.

20 Section 3. I will not criticize employees publicly but will make such criticism to the
21 Director of Schools for investigation and action if necessary.

22 **ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS**

23 Section 1. I will recognize that authority rests only with the Board in official
24 meetings and that the individual member has no legal status outside of
25 such meetings.

1 Section 2. I will refuse to make promises as to how I will vote on a matter
2 that will come before the Board.

3 Section 3. I will make decisions only after a complete discussion of items at
4 a board meeting.

5 Section 4. I will respect the opinion of other members and will accept the
6 principle of “majority rule.”

7 **ARTICLE V. MY RELATIONS WITH THE DIRECTOR OF SCHOOLS**

8 Section 1. I will support the full administrative authority as well as
9 responsibility for the Director of Schools to properly discharge
10 all professional duties.

11 Section 2. I will hold the Director of Schools accountable for working with
12 staff and requiring them to work within the framework of policies
13 set up by the Board.

14 Section 3. I will refer all complaints and concerns to the Director of
15 Schools.

16 **ARTICLE VI. MY RELATIONS TO MYSELF**

17 Section 1. I will educate myself about my duties and responsibilities and
18 current educational issues by individual study and through
19 participation in programs providing needed information, such as
20 those sponsored by my state and national school boards
21 associations.

22 Section 2. I will avoid conflicts of interest, and I will refrain from using my
23 position on the Board for personal or partisan gain.
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~~_____~~ **SCHOOL DISTRICT CODE OF ETHICS**
~~_____~~ **CONFLICT OF INTEREST DISCLOSURE STATEMENT**

~~**Instructions:** This form is for reporting personal interests required to be disclosed under Section 3 of the Code of Ethics of this school district. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.~~

~~1. Date of disclosure: _____~~

~~2. Name of official or employee: _____~~

~~3. Office and position: _____~~

~~4. Description of personal interest (describe below in detail):~~

~~_____
Signature of official or employee~~

~~_____
Witness Signature~~

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Nepotism</h2>	Descriptor Code: 1.108	Issued Date: 05/10/16
		Rescinds:	Issued:

1 Whenever a person is considered by the Director of Schools for initial employment in the system and
 2 that person is related to a member of the Board, the Director of Schools, an administrator in the
 3 system, a City Council **member**, or any appointed or elected City official, the relationship shall be
 4 made known to the Board prior to the employment of such person.¹

5 If a member of the Board has a relative who is an employee in the system, prior to voting on any
 6 matter of business that may have an effect upon the employment of the relative, the member shall
 7 declare such relationship. In making such a declaration, the member shall certify that the member's
 8 vote on the pending matter will be in the best interest of the school system.¹

9 No person shall supervise or be supervised by an employee if the person is related to the employee.

10 For purposes of this policy, the terms "related to" and "relative" include the following relationships:
 11 spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother,
 12 sister, uncle, aunt, nephew, niece, step-parent, step-child, or any person who resides in the same
 13 household.

Legal References

1. TCA 49-2-202(a)(3)

Cross References

Assignment/Transfer of Personnel 5.115

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date: 05/10/16
		Rescinds: BO3	Issued: 4/69; 9/93; 2/01; 10/10/2/11

- 1 The Murfreesboro City Board of Education is composed of seven (7) members.
- 2 At the first regular meeting in (month) each year, the Board shall organize by electing a chairman¹ and
3 a vice chairman to serve one (1) -year terms or until a successor is named. In the event that an officer's
4 seat on the board is vacated, the Board shall elect a successor to serve the remainder of the officer's
5 term. Each board officer shall be eligible for re-election.
- 6 If no officer of the Board is serving at the time of the organizational meeting, any member shall call
7 the meeting to order and preside until a Chair is elected as the first order of business.
- 8 If the office of chairman is vacated prior to the expiration of the annual term, the Vice Chair shall
9 assume all responsibilities of the Chair until a new Chair is elected.
- 10
- 11 The Director of Schools shall act as secretary and keep a record of all proceedings of the Board.²

Legal References

1. TCA 49-2-202(c)(2)
2. MCC 25-6

Cross References

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Duties of Officers	Descriptor Code: 1.201	Issued Date: 05/10/16
		Rescinds:	Issued:

1 CHAIR

2 The Chair of the Board shall have the following duties:

- 3 1. To assist the Director of Schools in preparing meeting agendas;
- 4 2. To preside at all meetings of the Board;¹
- 5 3. To appoint committees authorized by the Board;¹
- 6 4. To function as chair of the executive committee;¹
- 7 5. To countersign all warrants authorized by the Board and issued by the Director of Schools for
- 8 all expenditures of the school system;¹
- 9 6. To conduct Board hearings;²
- 10 7. To prepare the school budget with the Director of Schools;³
- 11 8. To authorize the use of mechanical checkwriting equipment;⁴
- 12 9. To certify the value of surplus property valued less than \$250;⁵ and
- 13 10. To carry out other such duties as may be assigned by the Board.

14 VICE CHAIR

15 The Vice Chair shall assume the duties of the Chair in the Chair's absence or function as the Chair until
16 a new Chair can be elected in the event the Chair is incapacitated or the office becomes vacant.

17 SECRETARY

18 The Director of Schools, as the executive officer of the Board, shall serve as secretary to the Board. The
19 Director shall conduct all correspondence of the Board, keep and preserve all of its records, receive all
20 reports acquired by the Board, and see that such reports are in proper form.⁶ The Director has the right
21 to advise on any question under consideration but has no vote.

22 The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with the
23 Director of Schools.

24 CHAIR PRO TEM

25 A Chair Pro Tem shall be elected to preside during a meeting when neither the Chair nor the Vice Chair
26 is present.

Legal References

1. TCA 49-2-205
2. TCA 49-5-512(c)(1)(2)(3)
3. TCA 49-2-203(a)(10)(A)(i)
4. TCA 49-2-113
5. TCA 49-6-2007(d)(2)
6. TCA 49-2-301(b)(1)(C)

Cross References

- Role of the Board 1.101
Duties of Board Members 1.202

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Duties of Board Members</h2>	Descriptor Code: <h3 style="text-align: center;">1.202</h3>	Issued Date: <h3 style="text-align: center;">05/10/16</h3>
		Rescinds:	Issued:

- 1 The duties of an individual board member shall be as follows:
- 2 1. To become familiar with education laws, rules and regulations of the State Board of Education
 - 3 and the State Department of Education, and school board policies;
 - 4 2. To participate in State-mandated board training;¹
 - 5 3. To have a general knowledge of the educational aims and objectives of the system;
 - 6 4. To work harmoniously with other board members without trying either to dominate the Board or
 - 7 neglect his/her share of the work;
 - 8 5. To vote and act impartially for the good of the school system;
 - 9 6. To accept the will of the majority vote in all cases and give support to the resulting action;
 - 10 7. To represent the Board and the school system to the public in such a way as to promote both
 - 11 interest and support; and
 - 12 8. To refer complaints to the Director of Schools and to abstain from individual counsel and action
 - 13 in regard to staff members.

Legal References

1. TCA 49-2-202(a)(6); TRR/MS 0520-1-2-.11

Cross References

- Role of the Board 1.101
Ethics 1.106

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: New Member Orientation	Descriptor Code: 1.203	Issued Date: 05/10/16
		Rescinds: BO 12	Issued: 4/79;9/93;2/01;2/11

1 The Board considers board member development to be an ongoing process for all board members and a
2 vital responsibility for effective board membership.

3 It shall be the responsibility of the Director of Schools to provide to each new board member either
4 electronically or by hard copy access to:

- 5 1. A copy of the Board's *Policy Manual*;
- 6 2. Applicable portions of the *Tennessee Code Annotated* outlining the duties and responsibilities of
7 the Board and the Director of Schools;
- 8 3. Minutes of the board meetings for the previous year; and
- 9 4. Other appropriate materials which will acquaint the new member with the operation of the school
10 system and board service.

11 An orientation for new board members shall be conducted no later than thirty (30) days after new board
12 members take office. The Chair of the Board and the Director of Schools shall arrange and plan for such
13 an orientation.

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Board Member Development Opportunities	Descriptor Code: 1.204	Issued Date: 05/10/16
		Rescinds:	Issued:

1 The Board shall participate in activities designed to assist board members in improving their skills as
2 members of a policy-making body.

3 In order to control both the investment of time and funds necessary to implement this policy, the Board
4 establishes these principles and procedures for its guidance:

- 5 1. An annual calendar of school board conferences, conventions and workshops shall be maintained
6 by the board secretary and provided to each board member in order to ensure compliance with
7 the requirements for professional development.¹ The Board shall identify which meetings should
8 be attended and the benefits thereof.
- 9 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Finance
10 Director shall retain the authority to approve or disapprove the participation of members in
11 planned activities;
- 12 3. Reimbursement to board members for their travel expenses shall be in accord with the travel
13 expense policy for staff members;²
- 14 4. When a conference, convention or workshop is not attended by the full Board, those participating
15 will be requested to share information, recommendations and materials acquired at the meeting;
16 and
- 17 5. The public shall be kept informed through the news media about the Board's continuing in-
18 service education and about the programs anticipated for short- and long-range benefits to the
19 schools.

20 The Board regards the following as the kinds of activities and services appropriate under this policy:

- 21 1. Participation in school board conferences, workshops and conventions held by the State and
22 National School Boards Associations;
 - 23 2. Local and district-sponsored training sessions for board members; and
 - 24 3. Subscriptions to publications addressing the concerns of board members.
-

Legal References

1. TCA 49-2-202(a)(6)
2. TCA 49-2-2001(c)

Cross References

Board Self-Evaluation 1.103
Memberships 1.104
School Board Legislative Involvement 1.105
School District Goals 1.700
School Calendar 1.800
Expenses and Reimbursements 2.804

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Board-Director Relations	Descriptor Code: 1.205	Issued Date: 05/10/16
		Rescinds: BO 4	Issued: 4/79; 9/93;2/01;2/11

1 The Board shall be responsible for specifying its requirements and expectations of the Director of
2 Schools and then holding the Director accountable by evaluating how well those requirements and
3 expectations have been met. In turn, the Director shall be responsible for specifying requirements and
4 expectations for all administrators who report to the Director and then holding each administrator
5 accountable by evaluating how well requirements and expectations have been met.

6 The Board shall approve an annual budget with major categories and line items as well as develop a
7 policy manual for the operations of schools. The Director of Schools shall develop forms and procedures
8 to comply with the approved budget and implement Board policies. The Director of Schools will notify
9 the Board members as promptly as possible of any happenings of an emergency nature.

Legal References

T.C.A. §49-2-301(f)

Cross References

Role of the Board 1.101

Evaluation of the Director of Schools 5.803

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Board Committees	Descriptor Code: 1.300	Issued Date: 05/10/16
		Rescinds: BO 49	Issued: 03/25/14

- 1 The Chair of the Board shall be responsible for appointment of Board members to various
2 committees established by the Murfreesboro City School District with input from the Director of
3 Schools, but the final decision being that of the Board Chair. The Chair shall report any such
4 appointment to the Board at the next scheduled Board meeting.

Legal References

Cross References

School Board Meetings 1.400
Public Hearings 1.401

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date: 05/24/16
		Rescinds: BO 50	Issued: 03/25/14

1 The Chair of the Board and the Director of Schools shall constitute the executive committee of the
 2 Board, with the Chair of the Board serving as the Chair of the executive committee.¹ The duties shall
 3 be:

- 4 1. To prepare an agenda for each meeting of the Board;
- 5 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be
 6 submitted to the Board for its approval;²
- 7 3. To meet at the office of the Director of Schools as often as necessary to perform the duties
 8 required;¹
- 9 4. To advertise for bids and let contracts authorized by the Board;¹
- 10 5. To serve as the purchasing agent for the Board;¹
- 11 6. To examine all accounts authorized by the Board and ensure that the approved budget is not
 12 exceeded;¹
- 13 7. To submit for approval at each regular meeting of the Board a report of pertinent business
 14 transacted since the last regular meeting;¹ and
- 15 8. To transact any other business assigned to the committee by the Board.¹

16 The executive committee may delegate to other school personnel the exercise of any powers and the
 17 discharge of any duties imparted upon the executive committee by these policies or by vote of the
 18 Board. The delegation of power or duty, however, shall not relieve the executive committee of
 19 responsibility for the action taken under such delegation.

Legal References

1. TCA 49-2-206; TCA 49-2-205(3)
2. TCA 49-2-203(a)(10)(A)(i)

Cross References

- Duties of Officers 1.201
- Annual Operating Budget 2.200
- Purchasing 2.805
- Bids and Quotations 2.806
- Qualifications/Duties of the Director of Schools 5.802

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Consultants	Descriptor Code: 1.303	Issued Date: 05/24/16
		Rescinds: SS 1	Issued: 4/79; 2/98; 9/12

- 1 The Director of Schools may occasionally engage the services of qualified professional consultants.
- 2 Before engaging any consultant, the Director of Schools will require submission of a written proposal
- 3 which can be incorporated into a contract or purchase order. The proposal will detail:
 - 4 1. The specific objectives to be accomplished by the consultant;
 - 5 2. The specific tasks to be performed;
 - 6 3. The procedures to be used in carrying out the tasks;
 - 7 4. The target dates for the completion of tasks; and
 - 8 5. The method to be used to report results and/or to deliver any “product” to the school district.
- 9 The Director of Schools will establish procedures necessary to develop an efficient working
- 10 relationship between the consultant and all parties involved.
- 11 Board approval shall be received prior to entering into any consulting contracts that exceed \$10,000
- 12 annually or \$3,000 for a short-term agreement of one month or less.

Legal References

- 1.

Cross References

- Bids and Quotations 2.806
Purchase Orders and Contracts 2.808

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 05/24/16
		Rescinds: BO 5	Issued: 4/79; 7/98;2/01;7/08;2/11;1/13

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows
3 closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested
4 citizens.³

5 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic
6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
7 of efficient and orderly public meetings.⁴

8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held on the second and fourth Tuesdays of each month at 6:00
10 p.m. in the City of Murfreesboro Council Chambers located at City Hall.

11 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by
12 the Chair.

13 **SPECIAL MEETINGS**

14 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
15 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools
16 require it, or when requested to do so by a majority of the Board.²

17 Only business related to the call of the meeting, and details related to agenda items shall be discussed or
18 transacted by the Board at a special meeting.

19 **ELECTRONIC ATTENDANCE**⁵

20 Absent Board members may attend a regular or special meeting by electronic means if the member is
21 absent because of work, a family emergency, or the member's military service. If a board member is
22 absent due to military service, the board member may participate electronically as often as board member
23 is able to do so. However, a board member may not participate electronically more than two (2) times
24 per year for absences due to work and/or family emergencies.

25 *General Requirements*

26 The following requirements apply to all electronic attendance, regardless of the reason for the member's
27 absence:

- 1 1. A quorum of the Board must be physically present at the meeting in order for any member to
2 attend electronically.
- 3 2. Any member wishing to participate electronically must do so using technology which allows the
4 Chair to visually identify the member.
- 5 3. The responsibility for the connection lies with the member wishing to participate electronically.
6 No more than three (3) attempts to connect shall be made, unless the Board chooses to make
7 additional attempts.
- 8 4. If a member is participating via electronic means, there must be a roll call vote.

9 *Work Related Absence*

10 The following requirements apply to electronic attendance due to a work related absence:

- 11 1. The Board member must be absent from the county due to work.
- 12 2. The member wishing to participate must give the Chair and Director at least five (5) days notice
13 prior to the meeting of the member's desire to participate electronically.

14 *Family Emergency*

15 The following requirement applies to electronic attendance due to a family emergency:

- 16 The member must be absent due to the hospitalization of the member or the death or
17 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
18 law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law,
19 sister-in-law, or grandparents.

20

21

22

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. TCA 49-2-202(c)(1)
3. 28 CFR § 36.201(a); 36.202
4. OP Tenn. Atty. Gen. 95-126
5. TCA 49-2-203(c)

Cross References

- School Board Legal Status and Authority 1.100
Section 504 & ADA Grievance Procedures 1.802

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 05/24/16
		Rescinds: BO 6	Issued: 4/79; 9/93; 2/01; 02/01/11

1 Adequate public notice of all regular and special meetings of the Board shall be disseminated through a
2 local newspaper and shall be placed on the school system's website: www.cityschools.net.¹

3 Except in the case of a special meeting, this policy shall be interpreted to mean that notifications for all
4 special and/or rescheduled meetings shall be sent to the media in time for the public to be notified at
5 least forty-eight (48) hours in advance. All notices of special board meetings shall state the time, place
6 and purpose of the meeting.

7 The only exception permitted is in case of emergency, defined for this policy as "a sudden, generally
8 unexpected occurrence or set of circumstances demanding immediate action." In such exceptions,
9 notice shall be given to all appropriate parties as is practical.

10 Dates of regular meetings of the Board shall be provided in annual announcements made available in
11 printed form to the news media, the public, all Board members, and the president of the local education
12 association.²

13

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 06/13/16
		Rescinds: BO 7	Issued: 4/79; 9/93; 2/00;2/01;7/08;2/09;2/11

1 AGENDA FORMAT

2 The meeting shall be conducted under an agenda developed by the Director **and the Chair**. The
3 following is the agenda format which customarily will be used:

- 4 1. Call to Order
- 5 2. Pledge of Allegiance
- 6 3. Moment of Silence
- 7 4. Approval of Agenda
- 8 5. Communications
- 9 6. Consent Items
- 10 7. Action Items
- 11 8. Reports/Information
- 12 9. Other Business
- 13 10. Adjournment

14 AGENDA PREPARATION

15 The Director of Schools shall prepare all agendas for meetings of the Board. In doing so, the Director
16 shall consult with the Board Chair and appropriate members of the Director's administrative staff.
17 Items of business also may be suggested by any Board member. The agenda shall identify which Board
18 member requested the item. The Director, Board Chair or Board Counsel may add or remove items to
19 the agenda at any time before the approval of the agenda.

20 The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the
21 Director.

22 Public participation in Board meetings is subject to rules set forth in 1.401—Public Participation in
23 Board Meetings.

24 If possible, the agenda and supporting materials shall be distributed to Board members sufficiently
25 prior to the board meeting so that members may have time to give careful consideration to items of
26 business. Provision of laptops to Board members will allow distribution of the agenda and supporting
27 documents electronically.

28 AGENDA APPROVAL

29 The first item on the agenda shall be the approval of the agenda. Before the Board approves the
30 agenda, a Board member may only make a motion to approve the agenda as written, to rearrange the

1 order of the agenda items or to remove an item from the agenda. After the Board has approved the
2 agenda, no discussion or action shall be taken by the Board except on the subjects covered by the
3 approved agenda.

4 **CONSENT AGENDA**

5 While developing the agenda, the Chair and Director of Schools shall identify routine or
6 noncontroversial items to be placed on the consent agenda, which shall become a part of the regular
7 agenda. If any member objects to including an item on the consent agenda, that item shall be moved to
8 the regular agenda as an action item requiring discussion. The remaining consent items may be adopted
9 in a single vote without discussion.

10 **ANNUAL CALENDAR**

11 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-
12 by-month actions required by law and those required to carry out the Board's annual goals and
13 objectives, as well as policy monitoring review dates and the State Board of Education's performance
14 standards.

15 **OTHER BUSINESS**

16 "Other Business" is for the sole purpose of a Board member or the Director to discuss an item or issue
17 not included on the regular agenda that needs to be discussed prior to the next regularly scheduled
18 meeting.

19 During "Other Business," a Board member may move that such item or issue not be discussed or
20 considered until additional information is obtained.

21 **SPECIAL MEETING AGENDAS**

22 In the event of a special meeting, the Director shall furnish notice and an agenda of such meeting to
23 Board members. Other than the Director or Board Counsel bringing emergency items requiring action
24 prior to the next meeting, no other items shall be added to the agenda of a special meeting.

MURFREESBORO CITY SCHOOL BOARD POLICY

<h2 style="margin: 0;">Murfreesboro City School Board</h2>			
Monitoring: Review: Annually, in September	Descriptor Term: <b style="text-align: center;">Rules of Order	Descriptor Code: 1.405	Issued Date: 05/24/16
		Rescinds: BO 2	Issued: 2/01; 2/09; 2/11

- 1 **I. MOTIONS**
2
3 a. A motion must be made and seconded by different members of the Murfreesboro City
4 School Board before the Chair puts the question to a vote. A motion is adopted if at least
5 four members vote in favor of the motion.
6
7 b. The Chair shall state or re-state the motion immediately preceding a vote so that the
8 Board clearly understands the motion before them and the record clearly reflects the
9 motion at issue.
10
11 c. The Murfreesboro City School Board may discuss agenda items prior to a motion on such
12 item being made.
13
14 d. The Chair, Vice Chair, and/or Chair Pro Tem may make, second, and discuss motions.
15
16 e. If a motion is adopted which incorporates staff recommendations by reference, the staff
17 recommendations adopted should be described in detail in the minutes of the meeting or
18 attached to the minutes.
19
20 f. The maker of the main motion may amend the main motion following debate and the
21 second must agree with such amendment or withdraw their second and a new second
22 must be obtained before the amended motion may be put to a vote.
23
24 g. A motion to reconsider action already taken on an item on the agenda may be made at the
25 same meeting by any member of the Murfreesboro City School Board.
26
27 h. A motion to reconsider action taken at prior meeting may be made by any member of the
28 Board.
29
30 i. A motion to defer indefinitely or to a date certain is allowable but to motion to table
31 (permanently barring discussion on the topic) is not permitted.
32
33
34
35

36 II. VOTING METHOD

- 37
- 38 a. Pursuant to T.C.A. § 49-2-202, a majority of all of the members constituting the Board
- 39 (meaning four (4) members), and not merely a majority of the quorum, shall be required
- 40 to transact all business coming before the Board in regular or special meetings. If all
- 41 seven (7) members of the Murfreesboro City School Board are not present at a meeting,
- 42 and the Murfreesboro City School Board is unable to adopt a motion to approve an action
- 43 item, or to deny it, the item shall be deferred until the next meeting of the Murfreesboro
- 44 City School Board. If all seven (7) members of the Murfreesboro City School Board are
- 45 present and are unable to adopt a motion on an item, it shall be deemed denied.
- 46
- 47 b. Any member who does not intend to vote affirmatively or negatively shall announce that
- 48 the member is or has abstained from the vote. If a member is present but does not vote
- 49 affirmatively or negatively (“abstention”) for reasons including but not limited to a
- 50 conflict of interest, that member shall not be considered in determining the number of
- 51 members voting. A motion which receives an equal number of affirmative and negative
- 52 votes fails.
- 53
- 54 c. Roll call votes will be used at the discretion of the Chair or upon the request of any Board
- 55 member. Each member's vote shall be recorded in the minutes on a roll call vote. Upon
- 56 request, any member's individual vote may be recorded in the minutes. No secret votes
- 57 shall be used.
- 58
- 59 d. Board members shall ask to be recognized by the Chair prior to speaking, either by voice
- 60 or show of hand, to keep members from interrupting one another.
- 61
- 62 e. The Council Liaison may be recognized to speak regarding an issue in the same manner
- 63 as a Board member, but cannot make a motion, second a motion or vote on an issue.
- 64

65 III. CONFLICTS OF INTEREST

- 66
- 67 a. Murfreesboro City School Board members shall announce direct and indirect conflicts of
- 68 interest as required by state law, local ordinance or Board policy. A member with an
- 69 indirect conflict of interest may participate in the discussion and may vote or abstain.
- 70

71 IV. CHAIR'S PARTICIPATION

- 72
- 73 a. The person chairing a meeting may participate in discussion, make motions, and vote on
- 74 all issues as any other member without relinquishing the chair.
- 75

76 V. QUESTIONS OF PROCEDURE

- 77
- 78 a. To the extent questions of procedure arise, the ruling of the Chair shall be controlling,
- 79 unless the Board votes to the contrary. Robert's Rules of Order Newly Revised may be
- 80 used as a reference in making procedural determinations.
- 81

82

83 Legal References:

84

85 T.C.A. §49-2-202(g)

86 T.C.A. §8-44-104(b)(2)

87

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 05/24/16
		Rescinds: BO 9	Issued: 4/79; 9/93; 2/01; 2/11

1 The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings
2 of the Board.¹ A draft of the minutes of the previous meeting shall be sent to all board members with
3 the agenda for the upcoming meeting. Following their approval by the Board, the minutes shall be
4 signed by the Chair and Director of Schools. The minutes shall become permanent records of the
5 Board and shall be made available to interested citizens and the news media upon request.^{2,3} The
6 minutes shall be made available to all board members, the president of the local education association,
7 and to each of the schools no more than thirty (30) days after approval by the Board through placement
8 on the school system website: www.cityschools.net.⁴ Board meeting minutes will remain on the
9 website for a minimum of a two (2)-year period.

10 The minutes shall include:

- 11 1. The nature of the meeting (regular or special), time, place, date, board members present or
12 absent, and the approval of the minutes of the preceding meeting;²
- 13 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with
14 the names of the members making and seconding the motions, and a record of the members
15 voting “aye” and “nay” in the event of a roll call vote;²
- 16 3. Names of persons addressing the Board and the purpose of their remarks; and
- 17 4. A brief account of those items discussed, and whether or not any motions were made regarding
18 those items.

Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104
3. TCA 10-7-503(a)(1)(B)(2)(B)(i)-(iii)
4. TCA 49-2-203(a)(11)

Murfreesboro City School Board			
Monitoring: Review: Annually, in September	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 06/28/16
		Rescinds: BO 29	Issued: 07/11/16

1 A “visitor” is defined as anyone other than the enrolled students in the school and school employees or officials.
 2 Except on occasions, such as school programs, athletic events, open houses and similar public events; all visitors
 3 will report to the school office when entering the school and will sign a log book. In addition, the principal or
 4 principal’s designee shall have the discretion to require an adult visitor to present photo identification at the time
 5 of registration. Authorization to visit elsewhere in the building or on the school campus will be determined by
 6 the principal or designee. Guest passes shall be issued for all persons other than students and employees of the
 7 school system.¹ Visitors shall return to the school’s office before leaving the building, and record their time of
 8 departure in the school’s visitor log

9 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the
 10 grounds or into the school buildings during the hours of student instruction except students assigned to that school,
 11 the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

12 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.
 13 Individuals who come onto school property or who contact employees on school or district business are expected
 14 to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

- 15 • Cursing and use of obscenities;
- 16 • Disrupting or threatening to disrupt school or office operations;
- 17 • Acting in an unsafe manner that could threaten the health or safety of others;
- 18 • Verbal or written statements or gestures indicating intent to harm an individual or property;
- 19 • Physical attacks intended to harm an individual or substantially damage property; and
- 20 • Violation of any Murfreesboro City School rules or violation of any federal, state, or city laws,
 21 regulations or rules.

22 The principal or designee has the authority to exclude from the school premises any persons disrupting the
 23 educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on
 24 the premises for the purpose of committing an illegal act.²

25 The principal shall contact law enforcement officials when the principal believes the situation warrants such
 26 measures.

27
 28 **CENTRAL OFFICE AND ALL OTHER NON-SCHOOL FACILITIES**

29 Except on occasions such as special programs, public meetings, open houses, and similar public events, all
 30 visitors shall use the appropriate entrance and report to the reception desk or designated area when entering the
 31 facility and must sign the visitors’ log during normal office hours. Guest passes shall be issued for all visitors.

1 Authorization to visit elsewhere in the facility shall be determined by the Director of Schools or the Director's
2 designee.

3

4 The Director of Schools, supervisors, and their designees shall have the authority to exclude from the premises
5 any persons disrupting the work environment at a facility, disturbing the employees in the facility, or
6 committing an illegal act in the facility. The Director of Schools, supervisors, or designees shall contact law
7 enforcement officials when the situation warrants such measures.

Legal References

1. TCA § 49-2-203(b)(4)
2. TCA § 49-6-2008; TCA § 39-14-406

Cross References

Section 504 & ADA Grievance Procedures 1.802
Vendor Relations 2.809
Security 3.205
Care of School Property 6.311

Murfreesboro City School Board			
Monitoring: Review: Annually, in September	Descriptor Term: Assignment of Students to Schools and Classes	Descriptor Code: 6.205	Issued Date: 06/28/16
		Rescinds: STU 5	Issued: 4/79; 7/01;5/12;4/14

1
2 **SCHOOL ASSIGNMENT**

3
4 Pupils entering the Murfreesboro City School System will be assigned to the school which services their
5 respective school zone unless the student has been accepted for attendance at a “controlled choice”
6 school.¹ The boundaries of these zones may be adjusted from year to year. An exception made to the
7 above is: Students living outside the city limits may be assigned to schools where space is available
8 pursuant to Board Policy ~~STU-3~~ 6.203.
9

10 “Controlled choice” school includes a school with a designated zone but other students may attend if
11 space is deemed available.
12

13 **APPEALS**

14 Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the
15 assignment make application to the Board for a hearing requesting a transfer to another school.² Any
16 appeal for exception to this policy or determination of the proper application of the policy shall be
17 reviewed by a special committee, including at least one (1) Board member, appointed by the Board. The
18 committee shall consider appeals based on a student’s specific curricular and/or documented needs.
19 Principals shall review all specific curricular exceptions annually; when the conditions upon which the
20 exception was granted are not adhered to, the out-of-zone approval shall be revoked. The decision of the
21 special committee regarding appeals is final.
22

23 **ZONE WAIVERS**

24
25 Applications for waivers on school zone requirements must be submitted in writing to the Director of
26 Schools or designee. The Director of Schools or designee may, in hardship cases, grant waivers on school
27 zone requirements. Students on zone waivers cannot be sent back to their zoned school without approval
28 of the Director of Schools or the Director’s designee.
29

30 **OPEN ZONING**

31
32 Upon recommendation of the Director, each year the Board will approve which schools will be available
33 for open zoning.³ That decision will be based on current and future available space for students, principal
34 recommendation, and any other appropriate consideration needed at that time. If the transfer is granted,
35 the parents or guardians are responsible for transportation of the student to the new school. The student
36 shall maintain satisfactory attendance, behavior and effort to remain in the new school. All out-of-zone
37 transfer requests must be submitted for approval by May 15th.
38

39 **CLASSROOM ASSIGNMENT**

40

41 Principals have the authority and responsibility for assigning students to the individual classrooms within
42 the school.

43

44 Students who enter the system from another school system are to be placed by the principal in the grade
45 and/or level as indicated by records from the former school. If the student's placement is inappropriate in
46 the grade or level assigned, the student may be reassigned by the principal to another grade level. Parents
47 shall be kept advised.

48

49 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the
50 abuse allegedly occurred while the child was under the supervision or care of the school. If available and
51 appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and the
52 perpetrator has been (1) substantiated by the department of children's services; (2) adjudicated by a
53 juvenile court to have committed the child sexual abuse; or (3) criminally charged.⁴

54

55 Legal References:

56 1. T.C.A. §49-6-3102 through 3103

57 2. T.C.A. §49-6-3201

58 3. T.C.A. §49-2-128

59 4. T.C.A. §49-6-3102

60

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: District Water Testing	Descriptor Code: 3.212	Issued Date:
		Rescinds:	Issued:

1 *General*

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two
 3 (2) years.¹

4 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing
 5 and address any necessary corrective action.

6 **RESPONSE TO TESTING RESULTS¹**

7 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts
 8 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue
 9 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall
 11 immediately remove the drinking water source from service. The drinking water source shall not be
 12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion
 13 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours
 15 of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb).
 16 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

Legal References

1. Public Acts of 2018, Chapter No. 977

PTR Worksheet 2018-2019 End of First Period (180830)

SCHOOL	Pre - K			Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total Students	
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	Total w/o Pre-K	Building Total
DISCOVERY				60	3	20.00	61	3	20.33	60	3	20.00	61	3	20.33	242	12	20.17	65	3	21.67	66	3	22.00	19	1	19.00	150	7	21.43	392	392
BLACK FOX	40	2	20	104	6	17.33	106	6	17.67	107	5	21.40	132	6	22.00	449	23	19.52	108	6	18.00	122	5	24.40	108	5	21.60	338	16	21.13	787	875
	15	2	7.5																									24	2	12.00	24	
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC				
BRADLEY				53	3	17.67	51	3	17.00	49	3	16.33	63	4	15.75	216	13	16.62	62	3	20.67	51	3	17.00	45	2	22.50	158	8	19.75	374	374
CASON LANE	40	2	20	118	6	19.67	128	6	21.33	115	6	19.17	126	6	21.00	487	24	20.29	131	7	18.71	135	6	22.50	71	3	23.67	337	16	21.06	824	917
	14	2	7																									29	3	9.67	30	
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC				
ERMA SIEGEL	10			95	5	19.00	104	5	20.80	112	6	18.67	122	6	20.33	433	22	19.68	123	6	20.50	134	6	22.33	20	1	20.00	277	13	21.31	710	754
	13	2	6.5													4	1	4.00										17	3	5.67	21	
	CDC			CDC			CDC			CDC			CDC			Deaf and Vision Ed			CDC			CDC			CDC			CDC				
HOBGOOD	60	3	20	117	6	19.50	105	6	17.50	103	5	20.60	82	4	20.50	407	21	19.38	97	5	19.40	105	5	21.00	78	4	19.50	280	14	20.00	687	747
MITCHELL-NEILSON	40	2	20	102	6	17.00	117	6	19.50	101	5	20.20	99	5	19.80	419	22	19.05	89	4	22.25	91	4	22.75	72	3	24.00	252	11	22.91	671	725
																7	1	7.00										7	2	3.50	14	
	CDC			CDC			CDC			CDC			CDC			Best			CDC			CDC			CDC			CDC				
NORTHFIELD	40	2	20	96	5	19.20	82	4	20.50	78	4	19.50	90	4	22.50	346	17	20.35	92	4	23.00	99	4	24.75	33	2	16.50	224	10	22.40	570	703
	30	3	10																									48	5	9.60	48	
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC				
OVERALL				174	8	21.75	162	8	20.25	169	9	18.78	185	9	20.56	690	34	20.29	184	8	23.00	154	8	19.25	44	2	22.00	382	18	21.22	1072	1072
REEVES-ROGERS				71	4	17.75	54	3	18.00	68	4	17.00	54	3	18.00	247	14	17.64	55	3	18.33	63	3	21.00	47	2	23.50	165	8	20.63	412	412
PITTARD				112	6	18.67	116	6	19.33	97	5	19.40	98	5	19.60	423	22	19.23	112	6	18.67	129	6	21.50	65	3	21.67	306	15	20.40	729	767
																												38	4	9.50	38	
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC	
SCALES				154	8	19.25	167	8	20.88	150	8	18.75	149	8	18.63	620	32	19.38	145	7	20.71	145	7	20.71	83	4	20.75	373	18	20.72	993	1045
	13	2	6.5																									29	3	9.67	29	
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC	
OFF SITE PRE-K	CDC			KINDERGARTEN			1ST GRADE			2ND GRADE			3RD GRADE			4TH GRADE			5TH GRADE			6TH GRADE			CDC			CDC				
Oakland Court	40	2	20	1256	66	19.03	1253	64	19.58	1209	63	19.19	1261	63	20.02	Individual Grade Level Students/Teachers/PTR			1263	62	20.37	1294	60	21.57	685	32	21.41	REGULAR ED SUB TOTAL			8221	
Mercury Court	40	2	20																									SPED K-6 CDC, BEST, DEAF			204	
TOTAL OFF SITE	80	4	20																									SPECIAL ED PRE-K			85	
PRE-K SUBTOTALS	PRE-K Peer Models			54	AVERAGE ATTENDANCE PERCENTAGE			REGULAR EDUCATION PTR			Students	Teachers	PTR	GROWTH OVER LAST YEAR			TOTAL BEP FUNDED			8425	TOTAL ALL OTHER PRE-K			354	DISTRICT TOTAL STUDENTS		8864					
Pre-K Regular Ed	300	15	20	97 %			Kindergarten thru Third Grade			4979	256	19.45	End of 2017-2018			8855			TOTAL ALL OTHER PRE-K			354	DISTRICT TOTAL STUDENTS		8864							
Pre-K Special Ed	85	11	7.73				Fourth Grade thru Sixth Grade			3242	154	21.05	Growth from 17-18 to 18-19			9																
PRE-K TOTALS	439	26	16.9				District Totals			8221	410	20.05																				

CERTIFIED PERSONNEL HIRED 8/09/2018 - 09/07/2018

Last Name	First Name	Hire Date	Location	Position
PERRIN	STACEY	08/24/2018	BLACK FOX	SPECIAL EDUCATION TCH
ROOKER	RUTH ANN	08/28/2018	BLACK FOX	GRADE 5 TEACHER

INTERIM TEACHERS HIRED 8/09/2018 - 9/07/2018

Last Name	First Name	Hire Date	Location	Position
SPARKS	ALESIA	8/22/2018	OVERALL CREEK	INTERIM GRADE 2
OUELLETTE	AMY	8/20/2018	BLACK FOX	INTERIM GRADE
DENT	ANNA	8/22/2018	BRADLEY	INTERIM ACADEMIC INTERVENTION
EDWARDS	KATHRYN	8/30/2018	PITTARD	INTERIM SPED

CERTIFIED PERSONNEL RESIGNATIONS/RETIREMENTS/TERMINATIONS 08/09/2018 - 09/04/2018

Last Name	First Name	Term Date	Location	Position
NORTON	NATALIE	8/29/2018	PITTARD	SPED TEACHER

CLASSIFIED PERSONNEL HIRED 08/09/2018 - 09/07/2018

Last Name	First Name	Hire Date	Location	Position
BERRY	HOLLIE	08/21/2018	OVERALL CREEK	MDA
BLACKBURN	JESSICA	09/04/2018	NORTHFIELD	CUSTODIAN
BORKMAN	LEVAR	08/21/2018	OVERALL CREEK	CUSTODIAN
BURTNER	MICHELLE	08/28/2018	ERMA SIEGEL	MDA
CLEMMER	MORGAN	08/24/2018	NORTHFIELD	SPED EDUCATIONAL ASST
COOK	KEDAR	08/23/2018	MAINTENANCE SHOP	MAINTENANCE GENERAL
CURRY	MAKALA	08/28/2018	CENTRAL OFFICE	CUSTODIAN
GREEN	TAKELA	08/10/2018	MAINTENANCE SHOP	BUS AIDE
HUNT	TABITHA	08/13/2018	SCALES	MDA
JAMISON	JADEN	08/17/2018	NORTHFIELD	CUSTODIAN
JOY-KNOX	VIVIAN	08/10/2018	NORTHFIELD	CUSTODIAN
LAWSON	HEATHER	08/24/2018	ERMA SIEGEL	MDA
LEWIS	TA'NAUTIKA	08/15/2018	BRADLEY	CUSTODIAN
MAZUR	DEANNA	08/20/2018	CASON LANE	MDA
MILLER	WADE	08/27/2018	MAINTENANCE SHOP	MAINTENANCE TECH
PETRAITIS	DANITA	08/21/2018	CASON LANE	MDA
SHAW	BENJAMIN	09/04/2018	BLACK FOX	SPED EDUCATIONAL ASST
WEATHERSPOON	RICKY	08/10/2018	CASON LANE	CUSTODIAN

CLASSIFIED PERSONNEL RESIGNATIONS/RETIREMENTS/TERMINATIONS**08/09/2018 - 09/07/2018**

Last Name	First Name	Term Date	Employee Type Description	Position Job Type Code
ANDERSON	ROBERTO	8/22/2018	BUS DRIVER	TERM
HART	KRISTIN	8/10/2018	SPED ASSISTANT	TERM
LITTLEJOHN	TERRY	9/4/2018	CUSTODIAN FT	TERM
MCNEAL	TRISTON	08/10/2018	CUSTODIAN PT	TERM
MURRY	ERIC	08/16/2018	EDUC ASSISTANT	TERM
WARRICK	VERA	08/16/2018	SPED EA	TERM