

**Board of Education Regular Meeting**

September 25, 2018 6:00 PM

City Hall Council Chambers

<b>I. CALL TO ORDER BY BOARD CHAIR</b> Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by Ella Good, a 5th grade student at Bradley Elementary and Layla Hearn and Jaxton Vickers, both 4th grade students at Cason Lane Academy.	
B. Moment of Silence Procedural Item	
<b>II. APPROVAL OF AGENDA</b> Action Item	Chair Butch Campbell
<b>III. COMMUNICATIONS</b> Information Item Council Member Bill Shacklett-Proclamation for Dr. Linda Gilbert TSBA Mid Cumberland District Director Jimmie Garland to present Board of Distinction Plaque Congratulations to the Farm to School Program at Discovery and Siegel for winning 2 <sup>nd</sup> and 3 <sup>rd</sup> place in the School Garden Vegetable Competition for peppers at the Tennessee State Fair. A big shout out to Farmer Educator Viktoria Einecker for all of her help! Dr. Heather Knox was recognized by the TN Department of Education and the Tennessee Organization of School Superintendents at the Teacher of the Year Banquet held on September 20 as the Tennessee State Winner for the Presidential Awards for Excellence in Mathematics and Science Teaching . The PAEMST award is the nation’s highest honor for K-12 mathematics and science teachers. The awards program is administered by the National Science Foundation on behalf of The White House Office of Science and Technology Policy.	Mrs. Lisa Trail
<b>IV. CONSENT ITEMS</b> Action Item	Chair Butch Campbell
A. Approval of 9-11-18 Board Meeting Minutes Action Item	
B. Approval of School Fees Action Item	
C. Board Policy 1.102 Board Member Legal Status Action Item	
D. Board Policy 1.400 School Board Meetings Action Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Chair Butch Campbell
i. Board Policy BO 13-Board-Staff Communications-TO BE DELETED Action Item	Dr. Linda Gilbert
ii. Board Policy BO 22-Development of Administrative Rules-TO BE DELETED Action Item	Dr. Linda Gilbert
iii. Board Policy STU 56-Defining Student Race and Ethnicity Data-TO BE DELETED Action Item	Dr. Linda Gilbert

iv. Board Policy 1.502 News Releases, Interviews, Board Meetings Coverage Rescinds BO 25 Action Item	Dr. Linda Gilbert
v. Board Policy 1.6011 Administration in Absence of Policy Rescinds BO 23 Action Item	Dr. Linda Gilbert
vi. Board Policy 4.502 Parent and Family Involvement Rescinds IS 6, BO 27 Action Item	Dr. Linda Gilbert
vii. Board Policy 5.8021 Director's Compensation Rescinds BO 18 Action Item	Dr. Linda Gilbert
viii. Board Policy 6.4001 Student Surveys, Analyses, and Evaluations Rescinds STU 49 Action Item	Dr. Linda Gilbert
ix. Board Policy 6.4002 Use of Personal Information Rescinds BO 36 Action Item	Dr. Linda Gilbert
x. Board Policy 6.701 Student Solicitations/Promotional Activities Rescinds STU 46, BO 32 Action Item	Dr. Linda Gilbert
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. Revenue and Expenditure Report Information Item	Mr. Gary Anderson
<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 11, 2018 6:00 PM  
City Hall Council Chambers

In attendance: (First meeting of the new Board): Chair Butch Campbell, Wes Ballard, David Settles, Amanda Moore, Becky Goff, Roseann Barton, and David LaRoche.

Staff: Dr. Linda Gilbert, Gary Anderson, Lisa Trail, Ralph Ringstaff, Joe Marlin, Robin Newell, Adam Bryson, Tammy Garrett, Emily Spencer, Darla Sampson, Ava Jordan, Natalie Hopkins, Cares Dodson, Cindy Cliche, Sheri Arnette, Lea Bartch, Jenny Ortiz, Shavon Louis, Tiffany Strelvel, Julia Williams, Maria Johnson, Angela Fairchild

Assistant City Attorney Elizabeth Taylor 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 was 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. Mr. Campbell announced that Luke Ogawa was being honored tonight for reading 3,720 minutes over summer break and was invited by the Governor and First Lady Haslam to the Kids State Dinner. He was one of the top 100 readers in the statewide reading competition.

**2. Moment of Silence**

Procedural Item

During the moment of silence, Mr. Campbell asked that everyone remember the devastation that happened on 9-11 and the families of the victims of 9-11.

**II. ELECTION OF BOARD CHAIR AND VICE CHAIR** Elizabeth Taylor

Action Item

Assistant City Attorney, Elizabeth Taylor, quoted the law and board policy regarding board offices being elected annually. These offices will run from November 1, 2018 to October 31, 2019. Ms. Taylor took nominations for Board Chair.

Nominations for Chair-Mr. David Settles nominated Butch Campbell and that nomination was seconded by Ms. Becky Goff with roll call vote to follow.

All board members voted for Butch Campbell; therefore, Mr. Campbell will continue as Board Chair.

Wes Ballard-Butch Campbell

Roseann Barton-Butch Campbell

Butch Campbell-Butch Campbell

Becky Goff-Butch Campbell

David LaRoche-Butch Campbell  
 Amanda Moore-Butch Campbell  
 David Settles-Butch Campbell  
 Nominations for Vice Chair-Wes Ballard nominated David Settles and that nomination was seconded by David LaRoche with a roll call vote to follow.  
 Wes Ballard-David Settles  
 Roseann Barton-David Settles  
 Butch Campbell-David Settles  
 Becky Goff-David Settles  
 David LaRoche-David Settles  
 Amanda Moore-David Settles  
 David Settles-David Settles  
 All members voted for Mr. David Settles; therefore, Mr. Settles will be Vice Chair.

**III. APPROVAL OF AGENDA**

Chair Butch Campbell

Action Item  
 Mr. Campbell asked that an action item be removed from the agenda, Board Policy 3.212. That policy will be discussed at a later meeting.  
 Roseann Barton made the motion to approve the agenda with the amendment.  
 Amanda Moore seconded the motion. All approved by saying aye.

**IV. COMMUNICATIONS**

Mrs. Lisa Trail

Information Item  
 Congratulations to Dr. Linda Gilbert for being named 2019 Tennessee Superintendent of the Year by the Tennessee Organization of School Superintendents (TOSS). Mr. Campbell said that Dr. Gilbert will represent the State of Tennessee at the National Superintendent of the Year conference in Los Angeles, CA. Mr. Campbell told Dr. Gilbert that the Board was very proud of her accomplishment and proud to have her as the MCS Superintendent. Dr. Gilbert thanked everyone and said that she was very humbled by this award. She said that she has learned that you do nothing by yourself. She also thanked the council and the school board for their support. Dr. Gilbert ended with a quote that she shared with all superintendents at the conference “Be yourself and believe that you can change the world, because you do that every day.”

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.

Congratulations to our friends at City TV for their National Recognition for Quality Government Television Programming. They do an outstanding job for doing great government programming.

Mr. Campbell welcomed Elizabeth Taylor tonight as our new Assistant City Attorney. He also welcomed the new school board members David LaRoche, Amanda Moore, Becky Goff, and Roseann Barton.

V. CONSENT ITEMS	Chair Butch Campbell
Action Item	
1. Approval of School Fees Action Item	
2. Approval of Sick Leave Bank Trustees-Amanda Moore and Becky Goff Action Item	
3. Approval of August 28 Board Meeting Minutes Action Item	
4. Second Reading of Board Policies Action Item	
1. Board Policy 6.309 Zero Tolerance Offenses Action Item	
5. Biennial Review of Policies Action Item	
1. Board Policy 1.100 School District—School Board Legal Status and Authority. Changes in lines 2 and 3. Action Item	
2. Board Policy 1.101 Role of the Board of Education. No change	

Action Item	
<b>3. Board Policy 1.102 Board Members Legal Status. Editorial Change line 9</b>	
Action Item	
<b>4. Board Policy 1.103 Board Self-Evaluation. No change</b>	
Action Item	
<b>5. Board Policy 1.105 School Board Legislative Involvement. No change</b>	
Action Item	
<b>6. Board Policy 1.106 Code of Ethics. 2nd page Lines 12 and 13 added</b>	
Action Item	
<b>7. 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 that policy relates to the complaint process</b>	
Action Item	
<b>8. Board Policy 1.108 Nepotism. Line 3 Added “member”</b>	
Action Item	
<b>9. Board Policy 1.200 Method of Election of Officers. Editorial Change lines 1, 3</b>	
Action Item	
<b>10. Board Policy 1.201 Duties of Officers. No change</b>	
Action Item	
<b>11. Board Policy 1.202 Duties of Board Members. No change</b>	
Action Item	
<b>12. Board Policy 1.203 New Member Orientation. No change</b>	
Action Item	
<b>13. Board Policy 1.204 Board Member Development Opportunities. No change</b>	
Action Item	
<b>14. Board Policy 1.205 Board-Director Relations. No change</b>	
Action Item	
<b>15. Board Policy 1.300 Board Committees. No change</b>	
Action Item	
<b>16. Board Policy 1.301 Executive Committee. No change</b>	
Action Item	
<b>17. Board Policy 1.303 Consultants. No change</b>	
Action Item	
<b>18. Board Policy 1.400 School Board Meetings. Page 2 line 8: Addition</b>	
Action Item	
<b>19. Board Policy 1.402 Notification of Meetings. No change</b>	
Action Item	
<b>20. Board Policy 1.403 Agendas. Line 2 Addition to align with line 16</b>	

Action Item	
<b>21.</b> Board Policy 1.405 Rules of Order. No change	
Action Item	
<b>22.</b> Board Policy 1.406 Minutes. Editorial change line 9	
Action Item	
<b>23.</b> Board Policy 1.501 Visitors to the School. No change	
Action Item	
<b>24.</b> Board Policy 6.205 Assignment of Students to Schools and Classes. Editorial change Lines 8 and 17	
Action Item	
Wes Ballard made the motion to approve the consent items. Roseann Barton seconded the motion. All approved by saying aye.	

**VI. ACTION ITEMS**

Chair Butch Campbell

Action Item

<b>1.</b> Approval to purchase CASE Assessment	Dr. Linda Gilbert
Action Item	
Dr. Gilbert explained that the system would like to purchase a testing program called TE21 CASE. She said that we used to have Think Link that was a predictive instrument to see if students were ready for TNReady. Once the standards changed, ThinkLink no longer made that assessment. Dr. Gilbert mentioned that several other systems now use the TE21 CASE Assessment. Caresa Dodson talked about what we have now with the Aimsweb program which is our benchmark assessment for students in 2nd-6th grade. Dr. Gilbert said that she would like to try this assessment this year with just the ELA portion to see if it is predictive.	
Dr. Gilbert explained that because of the savings in insurance and having funds with the safety grant, we were able to shift funds in the budget to purchase this assessment. This would still require a budget amendment.	
Roseann Barton asked if we would still do benchmark tests that are in place in addition to these tests. Mrs. Dodson said no we would not. Ms. Barton asked if there was more than one report with this new assessment. Mrs. Dodson said yes, it also digs down into the standards.	
David Settles asked the price for this assessment. Dr. Gilbert said that the ELA cost would be \$43,000.00 for the three benchmark tests and analysis and data review session.	
Mr. Settles asked how much it would cost if it does work and we go all in. Dr. Gilbert said that it would be \$72,000 for all 4 content areas every year.	
Ms. Barton asked if the test is done online or paper. Mrs. Dodson said that you can choose either but we will do paper and pencil.	

Wes Ballard asked if this is for 2<sup>nd</sup> through 6. Dr. Gilbert said yes. He then asked how does this play into the more testing issue? Dr. Gilbert said that we think we are on track but we have nothing to tell us that. We have nothing predictive. She said that teachers will know in November or December whether or not they are on track and can adjust teaching to match that. We will have a 48 to 72 hour turn around in results from this test. We will have an October benchmark and January benchmark before TNReady in April.

David Settles made the motion to purchase the ELA TE21 CASE Assessment. David LaRoche seconded the motion. All approved by saying aye.

**2. Approval of Committee to Name New School**  
Action Item

Chair Butch Campbell

Mr. Campbell had not had a chance to contact members to be on the school naming committee. It will require that a city council member, school board member, staff member and a member from the community. This particular item was deferred to the September 25<sup>th</sup> meeting.

**3. First Reading of Board Policies**  
Action Item

Chair Butch Campbell

**1. Board Policy 3.212 District Water Testing**  
Action Item

Dr. Linda Gilbert

This item was removed from agenda until a later meeting.

**VII. REPORTS AND INFORMATION**  
Information Item

Chair Butch Campbell

**1. Enrollment PTR Report**  
Information Item

Mr. Gary Anderson

Mr. Anderson told the Board that the enrollment report in E-meeting was for the first 20 day period. He gave each Board member a handout with information regarding enrollment for the 2<sup>nd</sup> day after Labor Day. He said that we are at 97% attendance which is excellent. Our PTR average is 20.11 students. He informed the Board that our Special Ed population continues to grow.

Roseann Barton asked whether hiring a 6<sup>th</sup> grade teacher at Black Fox was reflected in the numbers. Mr. Anderson said yes. Dr. Gilbert said that we are watching Northfield, K-3 ratios, Cason Lane, and Overall carefully.

**2. Personnel Report**  
Information Item

Mr. Ralph Ringstaff

Dr. Gilbert said that she would be happy to answer any questions preferably after the meeting. She said that we will be hiring some interims throughout the year.

Wes Ballard said that several months back the Board had a request to get the information as far as when a teacher left as to whether they were

tenured or not. He thought that Mr. Ringstaff was going to add that to the Personnel Report. He asked if that can be done for future reports. Mr. Ringstaff said that we can add that through Skyward.

Roseann Barton asked Mr. Campbell if at the last Board meeting, did he not ask for a report showing when people are leaving the system if it is a resignation or non-renewal. Mr. Campbell said that he did ask for that. Dr. Gilbert said that she would be happy to talk to the Board privately one-on-one about that; however, to discuss that publicly would not be a good idea.

**VIII. OTHER BUSINESS**

Chair Butch Campbell

Information Item

Mr. Campbell had some questions about policies under consent items. Policy 1.400 talks about location of meetings. He asked if we need to indicate that we will sometimes meet at Central Office. Ms. Taylor said that we could add the words “except as noted on the website” and we would need to publish the official meeting location. Ms. Taylor said that the location can be omitted all together from the policy. She felt that would be a better option as long as the meeting is posted in time for people to have the option to attend. This policy will be brought back at the September 25 Board meeting with the correction made.

Mr. Campbell also had a question about policy 1.102 on line 13 where it states replacing a Board member and it states that it will be done by a city council appointee. He said that we can no longer do that because the population of the city is over 100,000.

Mr. Settles said that he had the same question. This policy will also be brought back at the September 25 Board meeting after some investigation.

Dr. Gilbert asked Mr. Campbell to appoint a member to the Cable Commission tonight because they have a meeting that is scheduled. Mr. Campbell said that he had sent out a sheet asking for board members to indicate what committees they would like to be on and he hasn’t heard back from all of the members. He will get back to Dr. Gilbert about that.

**IX. ADJOURNMENT**

Chair Butch Campbell

Action Item

Roseann Barton made the motion to adjourn. David Settles seconded the motion. The meeting adjourned at 6:43 p.m.

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Director of Schools



<b>Murfreesboro City School Board</b>			
Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Board Members Legal Status</b>	Descriptor Code: <b>1.102</b>	Issued Date: <b>05/10/16</b>
		Rescinds:	Issued:

1 The legal status of board members shall be as follows:<sup>1</sup>

2 **NUMBER**

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

4 **QUALIFICATIONS**

5 Members of the Board shall be residents of Murfreesboro and elected on a non-partisan basis, and shall  
6 be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.<sup>2</sup> To  
7 qualify as a candidate, an individual must show proof of graduation from high school or receipt of a  
8 G.E.D, be a qualified voter of the City, have been a resident in the City for at least one year prior to the  
9 election and be at least twenty-five years of age at the time of such election.<sup>6</sup> No member of the City  
10 Council or any other city governmental official shall be eligible for election as a member of the  
11 Murfreesboro City School Board.<sup>3</sup>

12 **TERMS OF OFFICE**

13 Members of the Board shall serve four (4)-year terms.<sup>1</sup>

14 **VACANCIES**

15 Vacancies shall be declared to exist on account of death, resignation, removal from the city or school  
16 district,<sup>5</sup> or through due process proceedings.<sup>4</sup>

17 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the  
18 local legislative body.<sup>5</sup> This appointment shall be an interim appointment, valid only until the next  
19 primary or general election or referendum that is held after the vacancy occurs.<sup>6</sup>

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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)
6. Murfreesboro City Code Section 25-2

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

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.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and interested  
4 citizens.<sup>3</sup>

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.<sup>4</sup>

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.

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.<sup>2</sup>

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**<sup>5</sup>

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:

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- 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

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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)

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Cross References

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

## MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>BOARD/STAFF COMMUNICATIONS</b>	<b>Descriptor No:</b>  <b>BO 13</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>  <b>2/01; 4/10; 3/11</b>	

1 The Board desires to maintain open channels of communications between itself and the staff.  
2 The basic line of communication will, however, be through the Director of Schools.

### 3 4 Staff Communication to the Board

5  
6 All communications or reports to the Board or any Board committee from principals,  
7 supervisors, teachers, or other staff members shall be submitted through the Director of Schools.  
8 This necessary procedure shall not be construed as denying the right of any employee to appeal  
9 to the Board from administrative decisions on important matters, providing that the Director of  
10 Schools shall have been notified of the forthcoming appeal and that it is processed in accordance  
11 with the Board's policy on complaints and grievances. Staff members are also reminded that  
12 Board meetings are public meetings. As such, they provide an excellent opportunity to observe  
13 first hand the Board's deliberations on problems of staff concern.

### 14 15 Board Communication to Staff

16  
17 All official communications, policies, and directives of staff interest and concern will be  
18 communicated to staff members through the Director of Schools, and the Director of Schools  
19 shall employ all such media as is appropriate to keep staff fully informed of the Board's  
20 problems, concerns, and actions.

### 21 22 Visits to Schools

23  
24 Board members are encouraged to visit schools. Such visits shall be regarded as informal  
25 expressions of interest in school affairs and not as "inspections" or visits for supervisory or  
26 administrative purposes. Official visits by Board members which would include but not be  
27 limited to staff meetings and any other business meetings of the school system will be carried on  
28 only under Board authorization and with the full knowledge of staff including the Director of  
29 Schools, principal, and other supervisors.

### 30 31 Social Interaction

32  
33 Staff and Board members share a keen interest in the schools and in education generally, and it is  
34 to be expected that when they meet at social affairs and other functions, they will informally  
35 discuss matters as educational trends, issues, innovations, and general school problems.

36 However, staff members are reminded that individual Board members have no special authority  
37 except when they are convened at a legal meeting of the Board vested with special authority by  
38 Board action.

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>DEVELOPMENT OF ADMINISTRATIVE RULES</b>	<b>Descriptor No:</b>  <b>BO 22</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>  <b>9/93; 2/01; 2/11</b>	

1 The Board shall, whenever practicable, delegate to the Director of Schools the function of  
2 specifying required actions and designing the detailed arrangements under which the schools will  
3 be operated. These detailed arrangements shall constitute the administrative regulations  
4 governing the schools. They shall be defined in written form and organized by subject or date  
5 with adequate indexing for easy use. Makeup and distribution will facilitate easy filing and  
6 proper use and copies will be distributed to the members of the Board upon request.  
7 Administrative Directives will be accessible via the school system's intranet. The administrative  
8 regulations must in every respect be consistent with the policies of the Board. *The Murfreesboro*  
9 *City Schools Handbook* and the *Administrative Directives Notebook*, revised annually, may serve  
10 as the instruments incorporating said rules and regulations.

11  
12 The Board itself shall strive to formulate and adopt administrative regulations only when specific  
13 state laws require Board adoption.

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>DEFINING STUDENT RACE AND ETHNICITY DATA</b>	<b>Descriptor No:</b>  <b>STU 56</b>	<b>Date Adopted:</b>  <b>6/10</b>
<b><i>Reviewed/Revision Adopted:</i></b>		

1 The collection of student data is associated with the disbursement of Federal funds.  
2 Murfreesboro City Schools will follow U.S. Department of Education guidelines on the use of a  
3 format to collect data on ethnicity and race. There are two different parts to the question,  
4 requiring two distinct responses. The ethnicity question must come first, followed by the  
5 question on race. The race question must ask respondents to select one or more of five racial  
6 groups.

7  
8 The ethnicity question is:  
9 What is the student's ethnicity?  
10 Hispanic or Latino  
11 Not Hispanic or Latino

12  
13 The race question is:  
14 What is the student's race? Mark one or more races to indicate what this person considers  
15 himself or herself to be.  
16 American Indian or Alaska Native  
17 Asian  
18 Black or African American  
19 Native Hawaiian or Other Pacific Islander  
20 White

21  
22 If a respondent does not respond to the question, Murfreesboro City Schools' policy is to use  
23 observer identification. If only one part of the two-part question is unanswered, Murfreesboro  
24 City Schools will take steps to ensure that the respondent has intentionally refused to complete  
25 both parts of the question, before using observer identification.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>News Releases, Interviews, Board Meetings Coverage</b>	Descriptor Code: <b>1.502</b>	Issued Date:
		Rescinds: <b>BO 25</b>	Issued: <b>4/79; 7/01; 3/11</b>

- 1 A copy of the agenda and agenda materials will be sent in advance to members of the news media who
- 2 request it. Additionally, all reports approved by the Board shall be made available to the media.
- 3 The Board Chair will be the official spokesman for the Board.
- 4 News releases which are of a district-wide nature or pertain to established district policy are the
- 5 responsibility of the Director of Schools or a designated member of the administrative staff.
- 6 When individual Board members or the Director of Schools express their views on any issue which is
- 7 in opposition to a view expressed in Board policy, they have the duty to make clear that the view
- 8 expressed is not the official view of the Board or school district.
- 9

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Administration In Absence of Policy</b>	Descriptor Code: <b>1.6011</b>	Issued Date:
		Rescinds: <b>BO 23</b>	Issued: <b>4/79; 9/93; 2/01; 2/11</b>

- 1 The Director of Schools shall have the power to take action if an emergency situation should develop
- 2 for which the Board has not established a policy. It is the Director of School's duty to inform the
- 3 Board of any such action and the need for an official policy.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Parent and Family Involvement</b>	Descriptor Code: <b>4.502</b>	Issued Date:
		Rescinds: <b>IS 6, BO 27</b>	Issued: <b>09/01/10</b>

## 1 GENERAL EXPECTATIONS

2 The Board is committed to increasing and ensuring the involvement of parents and other family members in the  
3 education of students.

4 The district shall put into operation programs, activities, and procedures for the involvement of parents in all  
5 schools<sup>1</sup> to increase the educational opportunities of children both in school and at home and to improve parent-  
6 school cooperation and communication. Those programs, activities, and procedures will be planned and  
7 operated through meaningful consultation with parents.

8 The district shall implement the following as required by federal or state laws or regulations:<sup>2</sup>

- 9 • Necessary supports to assist individual schools with planning and implementing parental involvement  
10 activities.
- 11 • Parent engagement with the development of required educational or improvement plans.
- 12 • A state-required district plan and individual school plans that shall include strategies for parent-school  
13 cooperation and sharing the course of study.
- 14 • Processes to ensure that all Title I schools are in compliance with federal laws.

15 The Director of Schools shall develop and implement any procedures necessary to accomplish the goals of this  
16 policy.

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### Legal References

1. TCA 49-6-7001
2. No Child Left Behind Act of 2001, Title 1, Part A,  
Sect. 1118; TCA 49-6-7001; State Board of  
Education - Tennessee Parent/Family Involvement  
Policy 4.207; TCA 49-2-305

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Director's Compensation and Benefits</b>	Descriptor Code: <b>5.8021</b>	Issued Date:
		Rescinds: <b>BO 18</b>	Issued: <b>4/79; 2/01; 2/11</b>

- 1 The salary of the Director of Schools, additional benefits, vacation entitlement, and other leave shall be
- 2 determined at the time of the Director's appointment and re-evaluated annually.
  
- 3 Additional benefits such as health and other forms of insurance, annual vacation, holidays, and
- 4 temporary extended leaves and absences shall be at least equal to those granted other professional staff
- 5 members.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Surveys, Analyses, and Evaluations</b>	Descriptor Code: <b>6.4001</b>	Issued Date:
		Rescinds: <b>STU 49, STU 56</b>	Issued: <b>10/01/02; 6/10</b>

1 Surveys, **analyses, and evaluations** for research purposes shall be allowed by the Board when the project  
2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does  
3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The  
4 Director of Schools shall develop administrative procedures for approving requests for conducting  
5 surveys, **analyses, or evaluations** by agencies, organizations or individuals. The requests shall outline  
6 what is to be done, who is to be involved and how the results will be used and distributed.<sup>1</sup>

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be  
8 notified of their ability to review the materials. **Such notification shall include information indicating**  
9 **the purpose of the survey, analysis, or evaluation as well as who will have access to the results.**  
10 **Following such notification and prior to the administration of the survey, analysis, or evaluation,**  
11 **parents/guardians may opt their child out of participation.**

12 **The Director of Schools shall develop procedures for granting such parental requests and to implement**  
13 **the other provisions of this policy.**<sup>5</sup>

14 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that  
15 reveals information concerning:<sup>2,5</sup>

- 16 1. mental or psychological problems of the student or the student's family;
- 17 2. sexual behavior or attitudes;
- 18 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 19 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 20 5. legally privileged relationships;
- 21 **6. income; or the collection of student biometric data involving the analysis of facial expressions,**  
22 **EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse,**  
23 **blood volume, posture, and eye-tracking**<sup>6</sup>

24 **without the prior consent of the student (if the student is an adult or emancipated minor), or in the case**  
25 **of an unemancipated minor, without the prior written consent of the parent.**<sup>5</sup>

26 The collection of the following student data is strictly prohibited:<sup>7</sup>

- 27 1. political affiliation or voting history;
- 28 2. religious practices; and
- 29 **3. firearm ownership.**

30 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING** <sup>3</sup>

31 In general, the district will not collect, disclose or use personal student information for the purpose of  
32 marketing or selling that information or otherwise providing that information to others for that purpose.

33 If any collected information is to be marketed or sold, parents will be directly notified at least annually  
34 at the beginning of the school year of the specific or approximate dates when such information will be  
35 collected. Parents, upon request, may inspect any instrument used to collect personal information for the  
36 purpose of marketing or selling that information before the instrument is administered or distributed to  
37 the student. All parents and students of appropriate age may decline to provide the information requested.

38 This portion of the policy does not apply to the collection, disclosure or use of personal information  
39 collected from students for the exclusive purpose of developing, evaluating or providing educational  
40 products or services for or to students or educational institutions to the extent allowed by law, such as  
41 the following: <sup>4</sup>

- 42 1. College or other postsecondary education recruitment or military recruitment.
- 43 2. Book clubs, magazines and programs providing access to low-cost literary products.
- 44 3. Tests and assessments used by elementary schools and secondary schools to provide  
45 cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about  
46 students (or to generate other statistically useful data for the purpose of securing such tests  
47 and assessments) and the subsequent analysis and public release of the aggregate data from  
48 such tests and assessments.
- 49 4. The sale by students of products or services to raise funds for school-related or education  
50 related activities.
- 51 5. Student recognition programs.

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Legal References

1. TCA 49-2-211
2. 20 USCS § 1232h
3. 20 USCS § 1232h(c)(4); No Child Left Behind, Part F § 1061(1)(E)—(F), (2)
4. 20 USCS § 1232h(c)(4); No Child Left Behind, Part F § 1061(4)(A)
5. TCA 49-2-211
6. TCA 49-1-706
7. TCA 49-1-705

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Cross References

Testing Programs 4.700

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Use of Personal Information</b>	Descriptor Code: <b>6.4002</b>	Issued Date:
		Rescinds: <b>BO 36</b>	Issued: <b>7/02</b>

- 1 The names of parents or custodial parents of the children of Murfreesboro City Schools, the names of
- 2 any employees or board members in their official capacities shall not be used in any connection with a
- 3 commercial concern, with any partisan interest, or for any personal benefits by a school, community
- 4 organization, employee, student or any other person without prior approval of the Director of Schools.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Solicitations / Promotional Activities</b>	Descriptor Code: <b>6.701</b>	Issued Date:
		Rescinds: <b>STU 46, BO 32</b>	Issued: <b>07/01/01</b>

## 1 SOLICITATIONS

2 Solicitations of funds from students may only be for charitable, cultural and civic organizations.

3 Students are not required to be agents for the distribution of solicitation materials or collection of funds.  
4 However, schools should inform and assist students to learn about programs, activities, or information  
5 which may be of help or service to them.

6 Before a school can participate in a non-profit campaign, it must receive approval from the Director of  
7 Schools/designee. Schools are limited to two non-profit campaigns per school year unless written  
8 approval is obtained from the Director of Schools/designee.

9 Participation by employees in United Way is not included as one of the two campaigns.

10 Charitable, cultural, and/or civic organizations must be registered with the Tennessee Secretary of State's  
11 office as being eligible to solicit and receive monetary funds.

12 Any commission payable by companies shall be paid in the form of reduced prices to the students or  
13 paid into the activity fund of the school for use by the school. No school employee shall personally  
14 benefit from any fundraising activity.

15 The principal must obtain written approval from the Director of Schools/designee for all fundraising  
16 activities that involve the participation of the general student population in the marketing process of the  
17 fundraising effort. All other fundraising activities must have written approval from the principal and  
18 comply with all administrative procedures issued by the Director of Schools. The authorization request  
19 shall contain the following information: <sup>1</sup>

- 20 1. A list of the proposed fundraising activities;
- 21 2. Purpose of the fundraising activity;
- 22 3. Proposed uses of funds raised;
- 23 4. Expected student involvement in fundraising activity (school-wide or individual class or club);  
24 and
- 25 5. Margin of profit and how it is to be paid to the school.

## 26 PROMOTIONAL ACTIVITIES

27 Promotional activities for any external associations or organizations which involve student participation  
28 (poster contests, essay contests, art displays, etc.) shall be subject to the following guidelines so that  
29 these activities may be incorporated into the appropriate areas of the curriculum:

- 30 1. All requests for student participation in promotional activities will be submitted in writing to the  
31 Director of Schools/designee.  
32
- 33 2. The Director's approval or non-approval will occur after consultation with the principals and will  
34 take into consideration the request in terms of educational value, public relations, time  
35 limitations, demand on teacher and student time, and the number of community activities in  
36 which a school has already become involved or to which a commitment has been made.  
37
- 38 3. The Director of Schools/designee will provide an answer to the requesting party giving  
39 appropriate directions, including which schools plan to participate.

40 This policy has no bearing on School Support Organizations or City Schools Foundation activities.  
41 School Support Organizations or City Schools Foundation solicitations are regulated by each  
42 organization's Board.

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Legal References

1. *Tennessee Internal School Uniform Accounting  
Policy Manual*, Section 4-32

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Cross References

Student Activity Funds Management 2.900  
Staff Gifts and Solicitations 5.605

**YEAR-TO-DATE REVENUE COMPARISON**

*AUGUST 2018*

*PAGE 1*

	<b>BUDGET CLASS.</b>	<b>2017-18 BUDGET</b>	<b>2017-18 YTD REV.</b>	<b>2017-18 OVR/(UNDR) BUDGET</b>	<b>2017-18 %</b>	<b>2018-19 BUDGET</b>	<b>2018-19 YTD REV.</b>	<b>2018-19 OVR/(UNDR) BUDGET</b>	<b>2018-19 %</b>
1	40110-Current Prop. Tax	\$13,523,000.00	285.00	(13,522,715)	0.0%	\$13,972,500.00	385	\$ (13,972,115)	0.0%
2	40210-Local Option Sales Tax	10,968,000	864,829	(10,103,171)	7.9%	10,980,000	966,466	(10,013,534)	8.8%
3	40000-41110-Other County Rev	1,773,000	141,287	(1,631,713)	8.0%	1,736,000	149,799	(1,586,201)	8.6%
4	44000-Other Local Revenue	515,750	49,448	(466,302)	9.6%	582,750	126,337	(456,413)	21.7%
5	46511-Basic Educ. Program	40,843,453	4,063,600	(36,779,853)	9.9%	44,430,513	4,341,900	(40,088,613)	9.8%
6	46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
9	46990-Other State Funds	337,100	-	(337,100)	0.0%	650,190	2,052	(648,138)	0.3%
10	46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
11	46595-Family Resource ARRA	-	-	-	N/A	-	-	-	N/A
12	46595-SSMS ARRA	-	-	-	N/A	-	-	-	N/A
13	47000- Federal Funds	45,000	-	(45,000)	0.0%	24,325	-	(24,325)	0.0%
14	49810-Approp./City Gen. Fund	5,310,103	885,017	(4,425,086)	16.7%	6,585,103	1,097,517	(5,487,586)	16.7%
15	49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
	<b>TOTALS</b>	<b>\$ 73,315,406</b>	<b>\$6,004,466</b>	<b>\$ (67,310,940)</b>	<b>8.2%</b>	<b>\$78,961,381.00</b>	<b>\$ 6,684,456</b>	<b>\$ (72,276,925)</b>	<b>8.5%</b>

**YEAR-TO-DATE EXPENDITURE COMPARISON**

AUGUST 2018

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	<b>2017-18 BUDGET</b>	<b>2017-18 YTD EXP.</b>	<b>2017-18 OVR/(UNDR) BUDGET</b>	<b>2017-18 %</b>	<b>2018-19 BUDGET</b>	<b>2018-19 YTD EXP.</b>	<b>2018-19 OVR/(UNDR) BUDGET</b>	<b>2018-19 %</b>
1 <b>71100-Reg. Instruction</b>	41,477,278	3,814,431	\$ (37,662,847)	9.2%	42,911,896	3,829,657	\$ (39,082,239)	8.9%
2 <b>71200-Sp. Ed. Instr.</b>	7,644,423	631,214	(7,013,209)	8.3%	7,888,139	637,479	(7,250,660)	8.1%
3 <b>71400-Student Body Ed.</b>	38,706	10,604	(28,102)	27.4%	40,000	5,689	(34,311)	14.2%
4 <b>72110-Attendance</b>	152,743	29,376	(123,367)	19.2%	152,854	30,625	(122,229)	20.0%
5 <b>72120-Health Services</b>	730,446	75,775	(654,671)	10.4%	768,990	84,297	(684,693)	11.0%
6 <b>72130-Guidance</b>	1,998,065	219,066	(1,778,999)	11.0%	2,393,876	226,111	(2,167,765)	9.4%
7 <b>72210-Reg. Instr. Spprt.</b>	2,251,653	252,428	(1,999,225)	11.2%	2,026,910	246,751	(1,780,159)	12.2%
8 <b>72220-Sp. Ed. Support</b>	1,625,873	166,639	(1,459,234)	10.2%	1,559,456	169,668	(1,389,788)	10.9%
9 <b>72250-Technology</b>	1,435,989	368,857	(1,067,132)	25.7%	1,620,382	428,525	(1,191,857)	26.4%
10 <b>72310-Bd. Of Educ.</b>	1,109,057	21,426	(1,087,631)	1.9%	1,706,403	22,332	(1,684,071)	1.3%
11 <b>72320-Office of Supt.</b>	324,923	50,528	(274,395)	15.6%	369,519	59,005	(310,514)	16.0%
12 <b>72410-Office of Prin.</b>	4,170,150	521,024	(3,649,126)	12.5%	4,329,922	520,623	(3,809,299)	12.0%
13 <b>72510-Fiscal Services</b>	538,980	114,455	(424,525)	21.2%	555,488	128,196	(427,292)	23.1%
14 <b>72520-Personnel Services</b>	372,495	80,275	(292,220)	21.6%	415,523	86,984	(328,539)	20.9%
15 <b>72610-Oper. Of Plant</b>	5,827,275	595,919	(5,231,356)	10.2%	5,823,596	623,775	(5,199,821)	10.7%
16 <b>72620-Maint. Of Plant</b>	2,254,631	235,957	(2,018,674)	10.5%	2,448,445	213,363	(2,235,082)	8.7%
17 <b>72710-Pupil Transp.</b>	2,865,694	228,132	(2,637,562)	8.0%	2,896,934	212,422	(2,684,512)	7.3%
18 <b>73300-Community Servic</b>	506,730	73,804	(432,926)	14.6%	514,247	73,618	(440,629)	14.3%
19 <b>73400-Early Childhood Educ</b>	89,500	5,350	(84,150)	6.0%	16,500	245	(16,255)	1.5%
20 <b>76100-Reg. Cap. Outlay</b>	747,824	114,957	(632,867)	15.4%	607,034	178,046	(428,988)	29.3%
21 <b>99100-Operating Transfers</b>	822,909	63,960	(758,949)	5.0%	860,431	63,960	(796,471)	7.4%
<b>TOTALS</b>	<b>76,985,344</b>	<b>7,674,177</b>	<b>\$ (69,311,167)</b>	<b>10.0%</b>	<b>79,906,545</b>	<b>7,841,371</b>	<b>\$ (72,065,174)</b>	<b>9.8%</b>

**COMPARISON OF BUDGET TOTALS**  
**July 1, 2018 Through August 31, 2018**

<b>TOTAL INCOME</b>	<b>7/1/18 - 8/31/18</b>	<b>\$</b>	<b>6,684,456</b>
<b>TOTAL EXPENSES</b>	<b>7/1/18 - 8/31/18</b>		<b><u>7,841,371</u></b>
<b>NET INCOME</b>	<b>8/31/18</b>	<b>\$</b>	<b><u><u>(1,156,915)</u></u></b>