

Board of Education Regular Meeting

November 14, 2023 6:00 PM

MCS Administrative Offices

<p>I. CALL TO ORDER Procedural Item Present: Mr. Wesley Ballard, Mr. Butch Campbell, Ms. Karen Dodd, Ms. Barbara Long, Ms. Amanda Moore, Absent: Mr. Jimmy Richardson III, Mr. David Settles. Staff: Dr. Trey Duke, Don Bartch, Sheri Arnette, Ken Rocha, Chris George, Angela Fairchild, Amanda Adams, Natalie Hardiman, Beth Prater, Maria Johnson, Kim Williams, and Lisa Trail Assistant City Attorney Lauren Bush. City Liaison Bill Shacklett was absent.</p>	Chair Butch Campbell
<p>II. APPROVAL OF AGENDA Action Item Motion to approve the agenda. This motion, made by Mr. Wesley Ballard and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2</p>	Chair Butch Campbell
<p>III. PUBLIC COMMENT Procedural Item</p>	Chair Butch Campbell
<p>IV. CONSENT ITEMS Consent Agenda Motion to approve consent agenda.. This motion, made by Ms. Amanda Moore and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2</p>	Chair Butch Campbell
<p>A. Approval of 10-24 Board Minutes Consent Item</p>	
<p>B. Second Reading of Board Policies Consent Item</p>	
<p>i. Approval of Board Policy 1.500 Board Community Relations on Second Reading Consent Item Motion to approve Board Policy 1.500 Board Community Relations on First Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2</p>	
<p>ii. Approval of Board Policy 1.806 Advertising and Distribution of Materials in the Schools on Second Reading Consent Item Motion to approve Board Policy 1.806 Advertising and Distribution of Materials in the Schools on First Reading. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2</p>	
<p>iii. Approval of Board Policy 3.200 Building and Grounds Management on Second Reading Consent Item Motion to approve Board Policy 3.200 Building and Grounds Management on First Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 5, Nay: 0, Absent: 2</p>	
<p>iv. Approval of Board Policy 3.206 Community Use of School Facilities on Second Reading Consent Item Motion to approve Board Policy 3.206 Community Use of School Facilities on First Reading. This motion, made by Ms. Karen Dodd and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2</p>	
<p>v. Approval of Board Policy 5.301 Emergency and Legal Leave on Second Reading Consent Item Motion to approve Board Policy 5.301 Emergency and Legal Leave on First Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed.</p>	

<p>Yea: 5, Nay: 0, Absent: 2</p>	
<p>V. REPORTS AND INFORMATION</p>	<p>Chair Butch Campbell</p>
<p>Information Item</p> <p>A. Calm Coach Training Information Item</p> <p>Amanda Adams updated the board on the progress of the calm coach program. Dr. Duke said that this program will be recognized as a Spotlight on Education at an upcoming board meeting in January or February, but he wanted Mrs. Adams to let the Board know where how the program was going as of today.</p> <p>Ms. Adams told the Board that we have 12 calm coaches in the system. She covered the training process for the calm coaches and explained that they are used in a positive way in the school. She shared the flow chart of how the coaches respond to dysregulated students.</p> <p>Dr. Duke explained that the calm coach is not punitive but there to intervene before punishment is needed. He said that he has heard great things about the calm coaches at all schools.</p> <p>Chair Campbell asked if there is a special criteria to become a calm coach and Ms. Adams explained that they use the EA hiring criteria and like to see that the applicant has experience working in schools.</p> <p>Barbara Long asked if parents are notified when their child visits the calm coach. Amanda Adams said that yes, there is a form that is completed at the end of the session that goes to the teacher and one to the parent. The parent also has the option to sign a form that states that the student may need to visit the calm coach on a regular basis.</p> <p>Karen Dodd asked what the parents are saying about the calm coaches and Ms. Adams said that most of the parents get the calm coach confused with the counselor. Ms. Dodd said that we need to educate the parents on this.</p> <p>Chair Campbell asked if this was an original idea or is there another system using this. Ms. Adams told the Board that they went to Metro to observe this program. She explained that are program is very structured and based on research.</p> <p>Barbara Long said that this program must be a huge value to principals and APs with them not having to be called out all the time. She asked how teachers are responding to calm coaches, and Ms. Adams said that they are very appreciative.</p>	<p>Ms. Amanda Adams</p>
<p>B. Accountability Updates Information Item</p> <p>Dr. Duke and Dr. George explained what we know at this time about the new accountability system. They told the Board that letter grades will be released in December. They gave an update on how our schools will be graded under the new model. Dr. Duke shared a PowerPoint explaining how the letter grade will be generated. Dr. Duke did explain that this information is embargoed and asked the Board not to share.</p> <p>Amanda Moore asked if we could message and celebrate what the scores would have been under the metrics and Dr. Duke explained that we plan to do that.</p> <p>Dr. George said that this will not change anything about instruction. We will still continue to monitor these things each day.</p> <p>In Dr. Duke's PowerPoint, he explained the major changes which include the following: Removal of AMO pathway to meet the achievement goal</p>	<p>Dr. Trey Duke and Dr. Chris George</p>

<p>Removed performance of individual historically underserved subgroups. Decreased the remaining subgroup weight from 40% to 10%</p> <p>Removed ELPA as 10% of the school letter grade</p> <p>Removed Chronic Absenteeism improvement as 10% of school letter grade</p> <p>Dr. Duke said that he doesn't know when the grades will be released. He feels that we will have minimal notice and then they will be released. He added that we will be celebrating our schools. He said that we have new leadership this year and we are very confident in what we are seeing.</p> <p>Ms. Amanda Moore asked if the district gets an overall grade and Dr. Duke said no, the grade is just for schools. Dr. George added that we do not know about a district designation.</p> <p>Dr. Duke said that the message to principals will be to stay focused on attendance, double down on science, and continue to work with the lowest students. He said that we are not anticipating huge changes in our buildings.</p>	
<p>C. TN Educator Survey Information Item</p> <p>Dr. Duke gave a summary of the TN Educator Survey. He said that he pushed this extremely hard since he got here and this is the first year that every school is getting results back. He said that you have to have 40% of teachers take the survey to get results back. Dr. Duke explained that the survey comes from the state and the state gives us results. Dr. Duke went over some of the results with the Board and told them that the link to the entire survey was sent out in the Board Update, but he would send it to the Board again so that they could see all questions.</p> <p>Mrs. Arnette said that she was proud that 93% of teachers agree that professional development is aligned to instructional materials and several other categories on the survey.</p> <p>Dr. Duke also reviewed some areas that did not score as high.</p>	<p>Dr. Trey Duke</p>
<p>D. Fund Balance Update and Reeves Rogers Information Item</p> <p>Ms. Kim Williams presented information on the Fund Balance to the Board. She explained that this is for the GP budget only and no other budgets were included. She explained that this is the most recent information but is still a draft and unofficial and has not been approved.</p> <p>Ms. Williams stated that we are on the upward trend of adding to GP unassigned Fund Balance. She reviewed that trend with the Board. She said that the trend was to budget into Fund Balance every year, but we have added into Fund Balance every year. She said that this year FY23, we added 19.1 million-20%, a huge increase in spendable cash. She said that when we receive the email from the auditors' office, we will have the final number. She said that last year we added 7 million, the year before 2 million, and this year 19 million dollars.</p> <p>Dr Duke said that when the strategic plan was made, we were concerned if we could maintain it, and now we have doubled that in the last two years. He said that we used ESSER funds to assist with that, but we can now take care of some things that have needed to be done since it was managed so well.</p> <p>Dr. Duke went over the proposed use of fund balance with the Board. He told the Board that we feel very comfortable saying that we want to move ahead with the Reeves Rogers renovation.</p>	<p>Ms. Kim Williams/Mr. Don Barch</p>

<p>Don Barch went over some information as far as cost and timeline of the Reeves Rogers renovation.</p> <p>Barbara Long asked if we can keep the building open during construction and Mr. Barch said yes.</p> <p>Mr. Ballard asked if this renovation will be inclusive of all security measures and Mr. Barch said yes, it will be turn key safety and state requirements are already in the drawing.</p> <p>Dr. Duke said that we will bring budget amendments and then final plans to the Board.</p>	
<p>E. Feedback from 2024-2025 District School Calendar Information Item</p> <p>Sheri Arnette explained the 2024-2025 Calendar to the Board and said that winter, fall, spring, and Thanksgiving breaks align with Rutherford County. She said that Dr. Duke created a skeleton calendar and met with the Teacher Advisory Council last week and they reviewed it. She said that they had 179 days but had to get 180 days. They were given four options and most support was for option 2.</p> <p>Ms. Arnette explained that teachers return on July 31 instead of August 1</p> <p>Dr. Duke said that the calendar was sent to principals and he will have a parent meeting tomorrow and will also share with them.</p> <p>He add that TAC did not want to do a parent teacher conference at night and they did not want to increase their independent PD time.</p> <p>The student start date is the same as the county. Dr. Duke said that we have a good calendar. He said that it matches Rutherford County with our own spin on PD days, but we always have done that.</p> <p><u>We need to change November 5 to Tuesday.</u></p>	<p>Ms. Sheri Arnette</p>
<p>F. Director's Update Information Item</p> <p>Dr. Duke invited the Board to the Tenured Teachers Reception prior to the November 28 meeting in the rotunda at city hall from 5:15 to 5:45.</p> <p>Karen Dodd asked Dr. Duke's thoughts on celebrating our level 5 teachers. Dr. Duke said that we will definitely look at that for an upcoming board meeting. She also suggested that we showcase them on our website.</p> <p>Mr. Ballard asked about ending federal money and there was some discussion regarding that to end the meeting.</p>	<p>Dr. Trey Duke</p>
<p>VI. OTHER BUSINESS Information Item</p>	<p>Chair Butch Campbell</p>
<p>VII. ADJOURNMENT Action Item</p> <p>Motion to adjourn at X. This motion, made by Mr. Wesley Ballard and seconded by Ms. Karen Dodd, passed.</p> <p>Yea: 5, Nay: 0, Absent: 2</p> <p>Meeting adjourned at 7:36 p.m.</p>	<p>Chair Butch Campbell</p>

MINUTES

Board of Education Regular Meeting

October 24, 2023 6:00 PM

City Hall Council Chambers

<p>I. CALL TO ORDER Procedural Item Present: Mr. Butch Campbell, Ms. Karen Dodd, Ms. Barbara Long, Ms. Amanda Moore, Mr. Jimmy Richardson III, Mr. David Settles (6:48 p.m.)Absent: Mr. Wesley Ballard.</p> <p>Staff: Dr. Trey Duke, Sheri Arnette, Angela Fairchild, Beth Prater, Quinena Bell, Dr. Christy Robinson, Ken Rocha, Kim Williams, Don Bartch, Lisa Trail, Maria Johnson, Natalie Hardiman, Kathie Brown</p> <p>Assistant City Attorney Lauren Bush and City Liaison Bill Shacklett</p>	Chair Butch Campbell
<p>A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by Miller and Maddox Wilson and Kaleigha Grace Wilson, all kindergarten students, at John Pittard Elementary and Grant Goulet, a 1st grade student at Hobgood Elementary, along with his brother, Grayson Goulet, a 4th grade student also at Hobgood Elementary.</p>	
<p>B. Moment of Silence Procedural Item</p>	
<p>II. APPROVAL OF AGENDA Action Item Motion to approve the agenda. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2</p>	Chair Butch Campbell
<p>III. COMMUNICATIONS Information Item Reeves-Rogers would like to acknowledge and thank St. Marks Woman to Woman Sunday School Class for donation of school supplies, St. Marks Church Family for the donation of clothing and St. Marks Church Sunday School Class for snacks for teachers.</p> <p>Reeves Rogers would also like to thank Wal-Mart for donations of school supplies.</p> <p>Thank you to Jimmy John's for providing lunch for our bus drivers and maintenance team.</p> <p>Mitchell-Neilson would like to thank the Murfreesboro Airport for opening their doors and planes for a family field trip.</p> <p>You are invited to join Discovery School, MoreTreesBoro and the City of Murfreesboro for a tree planting celebrating Arbor Day on Firday, November 3 at 10 a.m. This is the first step in satisfying requirements for Murfreesboro to be designated a Tree City.</p> <p>Thousands of apples were crunched to celebrate National Farm to School Month. We appreciate our farmer educators and nutrition team for bringing farming to the classroom.</p> <p>The City Schools Foundation will be delivering over \$100,000 in grants to our schools on November 1. This will be the largest grant season for the foundation and our educators.</p>	Mrs. Lisa Trail

MTSU Education Day for 4 th - 6 th grade students is scheduled for November 9. Join us for a great day.	
A. The Best of MCS-Kathie Brown-Reeves Rogers Procedural Item	Dr. Trey Duke
B. Spotlight on Education-School Improvement-OKRs Procedural Item Mr. Ken Rocha explained the OKR process and how each principal has established OKRs for their school. Principals Dr. Christy Robinson from John Pittard Elementary and Ms. Quinena Bell from Hobgood Elementary both shared one of their schools' OKRs with the board.	Mr. Ken Rocha
C. Public Comment Procedural Item	Chair Butch Campbell
IV. CONSENT ITEMS Consent Agenda Motion to approve consent agenda.. This motion, made by Ms. Amanda Moore and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2	Chair Butch Campbell
A. Approval of 9-26-23 Board Minutes Consent Item	
B. Approval of School Fees Consent Item	
C. Approval of Contract: Beacon Cooperative Agreement (under consent because less than \$50K) Consent Item	
D. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 1.405 Rules of Order on Second Reading Consent Item	
ii. Approval of Board Policy 1.407 Public Records on Second Reading Consent Item	
iii. Approval of Board Policy 3.600 Insurance Management on Second Reading Consent Item	
iv. Retirement of Board Policy 5.1101 Benefits for Full-time Employees Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Board Policy 1.500 Board Community Relations on First Reading Action Item Motion to approve Board Policy 1.500 Board Community Relations on First Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2	Ms. Lauren Bush
B. Approval of Board Policy 1.806 Advertising and Distribution of Materials in the Schools on First Reading Action Item Motion to approve Board Policy 1.806 Advertising and Distribution of Materials in the Schools on First Reading. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2	Ms. Lauren Bush
C. Approval of Board Policy 3.200 Building and Grounds Management on First Reading Action Item	Ms. Lauren Bush

Minutes
Page 2 of 5
October 24, 2023
Recorded by L. VanCleave

Motion to approve Board Policy 3.200 Building and Grounds Management on First Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 5, Nay: 0, Absent: 2	
D. Approval of Board Policy 3.206 Community Use of School Facilities on First Reading Action Item Motion to approve Board Policy 3.206 Community Use of School Facilities on First Reading. This motion, made by Ms. Karen Dodd and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2	Ms. Lauren Bush
E. Approval of Board Policy 5.301 Emergency and Legal Leave on First Reading Action Item Motion to approve Board Policy 5.301 Emergency and Legal Leave on First Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 5, Nay: 0, Absent: 2	Ms. Lauren Bush
F. Approval of ESSER 2.0 and ESSER 3.0 Carryover Budget Action Item Motion to approve ESSER 2.0 and ESSER 3.0 Carryover Budget. This motion, made by Ms. Amanda Moore and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2	Dr. Trey Duke
G. Approval of 2023 LEA Compliance Report Action Item Motion to approve 2023 LEA Compliance Report. This motion, made by Ms. Barbara Long and seconded by Ms. Amanda Moore, passed. Yea: 5, Nay: 0, Absent: 2	Dr. Trey Duke
H. Approval of Contract: Systems Integration Cooperative Agreement Action Item Motion to approve the Systems Integration Cooperative Agreement. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2	Dr. Trey Duke
I. Approval of Contract: Solar Response Cooperative Agreement Action Item Motion to approve the Solar Response Cooperative Agreement. This motion, made by Ms. Karen Dodd and seconded by Mr. Jimmy Richardson III, passed. Yea: 5, Nay: 0, Absent: 2	Dr. Trey Duke
J. Approval of Contract: Bradley Mutual Use Agreement with Murfreesboro Parks and Recreation Action Item Motion to approve the Bradley Mutual Use Agreement with Murfreesboro Parks and Recreation. This motion, made by Ms. Amanda Moore and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2 Mr. Campbell asked if we have always had a written agreement with Murfreesboro Parks and Recreation for Bradley students to use the facilities at Patterson Park. Dr. Duke explained that we have not, but Mr. Ken Rocha felt it best to put this agreement in place while he was principal at Bradley Academy so that everyone would know how to request needs for the facility.	Dr. Trey Duke
K. Approval of Tenured Teachers Action Item Motion to approve Tenured Teachers. This motion, made by Ms. Barbara Long and seconded by Ms. Amanda Moore, passed. Yea: 5, Nay: 0, Absent: 2	Dr. Trey Duke

<p>Dr. Duke told the board after approval of the tenured teachers, that they will be invited to the November 28th meeting to be recognized and presented their letter.</p>	
<p>L. Approval of TISA Accountability Report Action Item Motion to approve the TISA Accountability Report. This motion, made by Ms. Karen Dodd and seconded by Mr. Jimmy Richardson III, passed. Yea: 5, Nay: 0, Absent: 2 Mrs. Moore said that these are great goals and great steps toward those goals. She wanted to know if there is a penalty if we don't meet these goals.</p> <p>Dr. Duke explained that the law specifies that if a district does not meet the goals, the committee can come in and make recommendations. At this point, the committee will review and provide feedback.</p>	<p>Dr. Trey Duke</p>
<p>M. Approval of Revenue and Expenditure Report Action Item Motion to approve the Revenue and Expenditure Report. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1 After Ms. Kim Williams presented the Revenue and Expenditure report, Dr. Duke explained to the board that the intent of this report is to inform the board of the impact of the loss of pennies and the flat sales tax to our budget. Dr. Duke told the Board that this is something that he and his team will watch closely.</p>	<p>Ms. Kim Williams</p>
<p>VI. REPORTS AND INFORMATION Information Item</p>	<p>Chair Butch Campbell</p>
<p>A. Enrollment (PTR) Report Information Item Mr. Ken Rocha welcomed the Leadership Rutherford class of 2024 to our meeting.</p> <p>Mr. Rocha explained the enrollment report to the Board along with truancy and chronic absenteeism. He explained that programs have been put in place to help families that are in a truancy or chronic absentee situation.</p> <p>Amanda Moore noticed a great decrease from last year in chronic absenteeism.</p> <p>Ms. Barbara Long asked what intervention for these families looks like. Mr. Rocha said that the rapport between the teacher and student/family is better and if they come to speak with Mr. Rocha, they understand that this is an opportunity to find out what their situation is and to provide supports for them. Ms. Long said that she appreciates the compassion that Mr. Rocha and his team has for these families.</p> <p>Dr. Duke said that Mr. Joe Marlin did a great job starting this program and Mr. Rocha is doing a great job keeping it going. Dr. Duke said that he knows that parents want their children in school and if they are not there, then it's our job to find out what the barrier is and help with that. He said that Mr. Rocha and dedicated principals have helped families be successful.</p>	<p>Mr. Ken Rocha</p>
<p>B. Personnel Report Information Item David Settles asked how we are doing with bus drivers.</p> <p>Mr. Don Bartch came forward to inform the Board that we are continuing to find bus drivers, and we have some drivers in the pipeline. He also said that every once in a while we have bus aides that decide to become drivers.</p>	<p>Dr. Trey Duke</p>

<p>Mr. Barch said that the struggle right now is that when we hire bus drivers, we also may lose some. He told the Board that he and Mr. Brian Rome are working on strategies to put in place that will help. He said that this is a national problem.</p> <p>Mr. Barch told the Board that the bus drivers work 7 hours a day (morning and afternoon) and may pick up a field trip during the middle of the day. He told them that bus drivers can apply on-line, and he is working with Ms. Trail to make the application process easier to find and understand.</p>	
<p>C. Director's Update Information Item</p> <p>Dr. Duke informed the Board that we've had alot of conversations about accountability and this very slow roll out. He said that there has been a state accountability group specifically looking at the letter grade system for schools. They have been meeting to finalize what this new system looks like and they will retroactively apply it to last year's scores. Dr. Duke told the Board that once this is applied, he will be sure to let the Board know what the scores would have been under the old system and we will celebrate those schools.</p> <p>Dr. Duke thanked Kim Inglis who is the Instructional Coach at Black Fox. He said that she serves on that committee and has done a tremendous job of representing MCS and also being in contact with Dr. George and him and making sure our voice is heard.</p> <p>Secondly, Dr. Duke updated the Board about the 3rd grade promotion law. He said that we are in our 2nd year of 3rd grade promotion law and he recently held a zoom with those parents to go over the law and helped explain the process to them. He told the Board that we did promote over 99% of our third graders last year.</p> <p>Dr. Duke also held a meeting for 4th grade parents because there is one line in the law that states that students in 3rd grade that are on a specific pathway must show progress in 4th grade to be promoted to 5th grade. He held a zoom meeting with those parents as well.</p> <p>He said that he and his team will continue to work with those parents. He told the board that there is an appeal process in the 3rd grade law but no appeal process or pathway for 4th grade, and they will be retained. Dr. Duke said that we will keep parents informed early and often regarding this law.</p> <p>Dr. Duke thanked the City Schools Foundation for the over \$100,000.00 in grants that are about to be awarded.</p> <p>He also invited everyone to the upcoming Tennis Tournament.</p>	<p>Dr. Trey Duke</p>
<p>VII. OTHER BUSINESS Information Item</p>	<p>Chair Butch Campbell</p>
<p>VIII. ADJOURNMENT Action Item</p> <p>Motion to adjourn. This motion, made by Mr. David Settles and seconded by Mr. Jimmy Richardson III, passed. Yea: 6, Nay: 0, Absent: 1 The meeting adjourned at 7:20 p.m.</p>	<p>Chair Butch Campbell</p>

Director of Schools

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Board-Community Relations	Descriptor Code: 1.500	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 It is the desire of the Board that stakeholders of the school system be informed of its policies and
2 actions regarding official matters.

3 In order to promote school district-community interaction relating to policy and operation of the
4 schools, the Director of Schools shall be responsible for establishing procedures to allow for
5 accessibility of Board policy and procedure by members of the public, communication of concerns or
6 complaints from stakeholders, interaction with news media, and engagement of stakeholders in the
7 operation of the schools.

8 The Director of Schools may, as the need arises, call public meetings for the purpose of presenting and
9 discussing information pertinent to the school system. Effort shall be exerted for such meetings to
10 solicit attendance from a cross-section of the community.

11 The principal of each school shall be responsible for the development of a public relations program and
12 shall promote programs which involve parents and the community with the school.

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Advertising and Distribution of Materials in the Schools	Descriptor Code: 1.806	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 No part of the school system, including the facilities, the name, the staff, and/or the students, shall be
2 used for advertising or promoting the interests of any commercial, political, or other non-school
3 agency or organization, except that:

- 4 1. The school, in coordination with the district's Communication Department, may cooperate in
5 furthering the work of any non-profit, community-wide social service organization or agency,
6 that is directly relevant to the mission and/or vision of the district provided that such
7 cooperation does not restrict or impair the educational programs of the schools; |
- 8
- 9 2. The school may participate in radio or television programs under acceptable commercial
10 sponsorship when such programs are educationally beneficial;
- 11
- 12 3. Community, educational, charitable, recreational, and other similar civic groups may advertise
13 events pertinent to students' interests or involvement. Such advertisement, including the
14 distribution of materials, shall be subject to any procedures related to time, place, and manner,
15 established by the -district;
- 16
- 17 4. The school may, upon approval of the Director of Schools, cooperate with another
18 governmental agency to promote activities which advance the education or other best interests
19 of the students;
- 20
- 21 5. Political literature or commercial advertising by a for-profit organization shall not be
22 distributed through the school to students or parents, nor placed in teachers' mail boxes or on
23 school premises;
- 24
- 25 6. The Communications Department shall screen all materials prior to distribution to ensure their
26 appropriateness. The District may prohibit materials that:
27 a. Would likely cause substantial disruption to the operation of the school;
28 b. Violate the rights of others;
29 c. Are obscene, lewd, or sexually explicit; or
30 d. That students would reasonably believe to be sponsored or endorsed by the school.
31

Commented [TD1]: can we add something here that the non-profit needs to be relevant to our population. I don't want to get in the business where we have to approve ALL non-profits.

I also want to provide direction that this should go through Lisa Trail.

- 1 7. School publications may accept and publish paid advertising under procedures established by
- 2 the Director of Schools. Schools may sell advertisements in the form of ads and/or signs as
- 3 fundraisers for specific school programs and/or interscholastic athletics subject to procedures
- 4 established by the Director of Schools.

Cross References

Board-Community Relations 1.500
Vendor Relations 2.809
Political Activities 5.606
Fundraising Activities 6.702

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Building and Grounds Management	Descriptor Code: 3.200	Issued Date: 02/27/18
		Rescinds: SS 6	Issued: 09/01/12

1 All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as
2 comfortable and convenient as the facilities will permit or the use requires.

3 School administrators, teachers, or volunteers shall not alter or change any part of the school building
4 structure or premises [without written permission from the Director of Schools](#). If changes or repairs are
5 necessary, the matter shall be reported to the Maintenance Department.

6 The Director of Schools or designee shall develop and implement a program of maintenance of all
7 district-owned buildings and grounds. The program shall provide for the following:

- 8 1. Adequate custodial programs for all schools;
- 9 2. Improvement and maintenance of school buildings and grounds;
- 10 3. Repairs, including repairs of equipment, and painting; and
- 11 4. Determination of obsolete/surplus equipment.

12 The following are responsibilities of building principals:

- 13 1. Overseeing the operation of the school and requiring that the personnel assigned to the building
14 keep it in a clean, healthy, and pleasant condition;
- 15 2. Inspecting the premises of the school to prevent, identify, or remedy hazardous conditions
- 16 3. Requesting, in a timely manner, appropriate maintenance and repairs through the appropriate
17 channels.

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Community Use of School Facilities</h2>	Descriptor Code: 3.206	Issued Date: 04/23/19
		Rescinds: BO 30	Issued: 04/79; 07/01, 06/07, 09/07, 05/08, 03/11

1 Public school buildings, playgrounds, and other facilities (collectively “facilities”) of the Murfreesboro
 2 City School System have been constructed for the purpose of housing the educational programs of the
 3 school system.

4 School facilities may also be used for the limited purpose of conducting educational, recreational or
 5 governmental activities involving or benefiting the students enrolled in the Murfreesboro City Schools
 6 provided that any such use shall not interfere or conflict with the regular educational programs of the
 7 school system, including the ESP program.

8 School facilities will only be made available to residents or organizations operating within the City of
 9 Murfreesboro for this limited educational, recreational or governmental purpose.

10 School facilities may not be used for private profit, except that unused facilities may be leased for private
 11 day-care centers which provide educational and child care services to the community.¹

12 Kitchen facilities are only available for school-related activities including fundraising activities that
 13 benefit the school or the school system. When school kitchens are used, at least one member of the
 14 cafeteria staff must be present to supervise the use of equipment.

15 **FUNDRAISING USAGE**

16 School facilities will not be made available to any such business or organization for the purpose of
 17 conducting revenue generating activities unless such activities are for the primary purpose of raising
 18 funds to benefit the Murfreesboro City Schools, the City Schools Foundation, the Family Resource
 19 Center, the Indigent Children’s Fund, Parent Teacher Organizations or Parent Teacher Associations of
 20 Murfreesboro City Schools, or are fundraising drives approved by the principal for the benefit of students
 21 at a particular Murfreesboro City school.

22 Any fundraising activity conducted in one location to benefit students at more than one school or that is
 23 conducted at multiple schools must be preapproved in writing by the Director of Schools.

24 **III. APPROVAL OF USE**

25 The use of a school facility while that school is not in session must be approved in writing by the principal
 26 and the ~~Director of Schools~~. Assistant Superintendent of Operations.

1 **IV. COSTS INCURRED**

2 In opening school facilities to use for the limited purpose of conducting educational, recreational and
3 governmental activities involving or benefiting the students enrolled in the Murfreesboro City Schools,
4 the Board incurs certain expenses but shall not impose a fee for the organizations set forth below unless
5 unusual costs are incurred with such usage. The Board has the right to bill any organization for its basic
6 operational costs and for any extraordinary costs that may be incurred as the result of the organization's
7 use of facilities. Such fees may be established in an administrative directive. Such administrative
8 directive may also establish the days and hours that school facilities will be available for use pursuant to
9 this policy. The Director has the right to change such days and hours.

10 **V. WEEKLY/MONTHLY USAGE**

11 The following organizations may be preapproved to use school facilities on a weekly or monthly basis
12 during the school year upon approval of the school principal:

- 13 1. Parent-teacher organizations/associations
- 14 2. Murfreesboro Education Association
- 15 3. City Schools Foundation
- 16 4. City of Murfreesboro Governmental Entities
- 17 5. ELL Parent Meetings

18 Use of school facilities by not-for-profit organizations, whose exclusive purpose is to involve students
19 enrolled at the school where the meeting is being held or to involve students from other schools within
20 the system, require approval by the Director of Schools or designee. A minimum of five students must
21 participate in the event and must be supervised by an adult. The organization must perform criminal
22 background screenings on all adults supervising the children during its program that at a minimum
23 determines whether such individual has been convicted of, pled guilty to, or pled nolo contendere to any
24 sexual offense regardless of the amount of time since the offense, any violent felony regardless of the
25 amount of time since the offense, or any felony offense other than violence or sex within the past ten
26 (10) years.

27 Such organizations must sign an annual usage agreement which requires the organization to indemnify
28 and hold harmless the school system to the extent permitted by law and to follow all laws and all rules
29 and regulations established by the Board, the Director of Schools and the principal.

30 Groups receiving permission for building use are restricted to the dates and hours approved and to the
31 building area and facilities indicated, unless requested changes are approved by the principal and/or
32 Director of Schools.

33 **VI. OCCASIONAL USAGE**

34 The following organizations may be approved to use school facilities (even if such usage is not for the
35 direct and immediate benefit of the students) on a per event, per request basis due to the benefits that
36 such organizations provide the Murfreesboro City Schools upon approval by the principal of that
37 school and the Director of Schools and upon signing of a use agreement:

- 1 1. Higher Education Institutions located in Rutherford County
- 2 2. County, State and Federal Agencies

3 Such organizations must sign a usage agreement which requires the organization to indemnify and hold
4 harmless the school system to the extent permitted by law and to follow all laws and all rules and
5 regulations established by the Board, the Director of Schools and the principal.

6 During emergencies or disasters, the Board will cooperate with recognized agencies, such as the Red
7 Cross, National Guard, and Civil Defense to make suitable facilities available without charge.

8 **VIII. SUPERVISION**

9 All activities must be under adult supervision and approved by the building principal and ~~or Director of~~
10 ~~Schools~~ the Director of Schools or designee. If deemed necessary, the principal may assign a school
11 employee to be present. The group using the facilities shall be liable for any damage incurred as a result
12 of their use.

13 **IX. SMOKING AND ALCOHOLIC BEVERAGES PROHIBITED**

14 The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not
15 permitted in school buildings or on school grounds.

16 **X. ADHERENCE TO FIRE AND SAFETY CODES**

17 Any group using school facilities must adhere to all rules, regulations, and safety codes as set forth by
18 law and the various regulatory agencies of local, state and federal governments. This includes, but is not
19 limited to, meeting exit requirements, announcements regarding building evacuation in case of an
20 emergency, not parking in fire lanes, and safety precautions to prevent intruders.

21 When the projected attendance will require a greater number of exits than normally available, the
22 organization must employ needed personnel (usually one of the school custodians) to assure that an
23 ample number of exits are unlocked and at the same time maintain adequate security for the entire school
24 facility.

25 The school principal will supply all organizations using that principal's facilities a copy of this policy
26 plus any other information related to meeting fire and safety codes.

27

Legal References

1. TCA 49-2-203(b)(4)(B)

Cross References

- Tobacco-Free Schools 1.803
Drug-Free Workplace 1.804

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date: REVIEWED 02/20; 02/21 02/12/19 09/12/17
		Rescinds:	Issued:

1 EMERGENCY LEAVE

2 An immediate supervisor may grant an employee emergency leave during the workday for a sudden,
3 unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,¹ sick
4 leave, or leave without pay. The employee who uses emergency leave shall confirm said leave on
5 appropriate forms the day after returning to work.

6 Principals or administrative supervisors shall keep a tally of the amount of time individual employees
7 are released under this policy and when the total time reaches one (1) day, the employee shall be
8 charged with one (1) day of applicable leave.

9 JURY DUTY

10 If an employee is summoned for jury duty, they shall present written evidence that they have been
11 summoned to serve on a jury. The employee shall be entitled to the usual compensation, ~~less the~~
12 ~~amount paid by the court.~~²

13 COURT APPEARANCES

14 If an employee appears in court as a plaintiff, defendant, witness,³ or voluntarily appears on behalf of
15 family or friends, personal leave or leave without pay shall be granted.

16 VOTING LEAVE⁴

17 Any person entitled to vote in an election held in Tennessee may be granted paid leave on the day of the election
18 for a reasonable period of time, not to exceed three (3) hours, to vote during the time polls are open in the
19 county where the employee resides. Requests for such leave shall be made to the supervisor before 12:00 p.m.
20 on the day before the election. Time off to vote is recorded for non-exempt employees as non-worked time when
21 calculating overtime.

22 No time off will be granted if the polls in the county where the employee is a resident are open three (3) or more
23 hours before the employee is scheduled to begin work or if the polls close three (3) or more hours after the
24 employee's work schedule ends.

25 A voting machine technician appointed by the county election commission who performs such duties on a part-
26 time basis and who is a full-time employee of the school district shall be excused without pay from the
27 employee's assigned duties for the day(s) required for the performance of the technician's duties.⁵ No employee

Formatted: Font: Bold

Formatted: Font: 12 pt, Bold, Superscript

Formatted: Font: Bold

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman, Superscript

Formatted: Font: (Default) Times New Roman

- 1 [being excused under this section shall be required to use annual or compensatory leave to perform the](#)
- 2 [technician's duties. An employee may request compensatory or annual leave in lieu of time without pay](#)
- 3

Formatted: Don't suppress line numbers

Legal References

- 1. TCA 49-5-711(c)(8)
- 2. TCA 22-4-106(b); TCA 22-1-103
- 3. [TCA 16-15-708; TCA 24-2-109](#)
- 4. [TCA 2-1-106](#)
- 3.5. [TCA 2-9-103](#)