

## MINUTES

### MURFREESBORO CITY SCHOOL BOARD

Tuesday, January 26, 2010  
6:30 P.M.—Council Chambers

#### ATTENDANCE

Board: Chair Mary Wade, Susan Andrews, Ray Butrum, Butch Campbell, Nancy Duggin, David Hopper, Nancy Phillips, and Council Liaison Ron Washington.

Staff: Director Linda Gilbert, Gary Anderson, Crystal Farris, Cheryl Harris, Michelle Hummel, Danielle Kaminsky, Priscilla Van Tries, and Lee Wilkerson.

Others: City Staff Attorney Kelley Baker, principals, and others.

#### ORDER OF BUSINESS

##### I. CALL TO ORDER BY BOARD CHAIR

Chair Mary Wade acknowledged that this was the first Murfreesboro City School Board meeting to be held in Council Chambers and called the meeting to order at approximately 6:33 p.m. Preschool Supervisor Amie Walker led the Board and audience in the Pledge of Allegiance followed by a moment of silence.

#### OPENING CEREMONY

*Mayor Tommy Bragg – Proclamation in Recognition  
of Murfreesboro City School Board  
January 24-30, 2010—School Board Appreciation Week in Tennessee  
Theme: Count Me In!*

Mayor Tommy Bragg read a proclamation declaring January 24-30, 2010 School Board Appreciation Week. He also recognized Mr. Hopper for his twenty-seven years of service on the School Board, and thanked all Board members for their service to the children in our community. He also referenced the upcoming school board election noting that several will run in the election for a seat on the Board of Education.

##### II. APPROVAL OF AGENDA

On motion by Mrs. Duggin and second by Mr. Campbell, the agenda was approved as presented by acclamation.

### III. COMMUNICATIONS

Mrs. Wade welcomed Dr. Gilbert as the new Director of Schools. Dr. Gilbert pointed out that the students of Murfreesboro City Schools have sent notes and artwork to the Board recognizing the Board for their service to the school system.

- Read to Succeed—Mrs. Ronni Shaw, Executive Director, asked the Board to join the community in Read to Succeed’s “*One Book*” initiative in reading “The Soloist” by Steve Lopez. Chair Mary Wade received a complimentary copy, and Mrs. Shaw encouraged everyone to read the book and pass their copy on to another person in the community. She thanked MCS for their continued support of Read to Succeed.
- Candy Clifford would like to recognize the following: The MTSU Writing Center—Donated over 100 books to the Parenting Center at Bellwood; Riverdale R.O.T.C.—Donated 323 coats to the Community Outreach Program. (Over 1,000 coats have been donated over the past six years.)
- Principal Barbara Sales thanks the following for donations made to Hobgood: Ole South Properties--\$5,000; State Farm--\$1,000; Walmart Foundation--\$1,500; Olive Branch Missionary Baptist Church--\$500; Target Field Trip Grant (4<sup>th</sup> grade)--\$400.
- Principal Linda Clark reports that The Discovery School at Reeves-Rogers had eight winners in the DAR Junior American Citizens Contest: Fifth graders – Matthew Clark, Cooper Baughn, Rachel Massaro, Erika Martinez, Kaitlyn Kloss; Sixth graders – Shannon Miller, David Fox, Celina Viravouth.

### IV. CONSENT ITEMS (Tab 1)

On motion by Mrs. Duggin and second by Dr. Andrews, the following consent agenda item was approved by acclamation.

- A. Minutes of the regularly scheduled board meeting of December 15, 2009

### V. ACTION ITEMS

- A. Approval of Grant Agreement with MTMC Regarding the Mobile Health Unit (Tab 2)

Dr. Gilbert stated that the school system has a strong partner in Middle Tennessee Medical Center, and Mr. Timm Glover, Vice President of Missions and Leadership Development, has worked with Mr. Anderson to bring the Mobile Health Unit back into service for MCS.

Mr. Anderson provided information on the Le Bonheur Community Outreach Mobile Health Department in Memphis that has two units, one for education and one for health care. The MCS Mobile Health Unit will focus on education, health care, wellness, and mental health. He reviewed the eight components of Coordinated School Health: Health Education, Physical Education, Health Services, Nutrition Services, Counseling and Psychological, Health School Environment, Health Promotion for Staff, and Family/Community Involvement.

Mr. Glover stated that for individuals to flourish two entities are crucial, education and health care. This is another opportunity to bring together the two entities to meet holistically the needs of generations. It is exciting to be able to partner bringing each entity's skills together to provide preventative health education and information and skill development, a focus on wellness, good mental health, and some health services to meet those goals. Mr. Anderson stated that MCS is the first school system to actually run a mobile health unit. In response to Mrs. Phillips' question, Mr. Anderson explained that funding is provided through the grant from MTMC to employ a coordinator, and MTMC will provide volunteers from professionals they know can provide needed services. The job description and a sample of information are provided behind tab 2.

Dr. Gilbert added that the possibilities are limitless with a great variety and number of partners. The coordinator is seen as a facilitator of the services. It is very important that the system gets the word out and educates parents about available services. Mr. Anderson added that the only cost to the system will be fuel and changing the oil. The hospital will keep ownership of the vehicle so major maintenance will be provided by MTMC. Due to the size of the vehicle, the driver will not be required to have a Commercial Driver's License. In response to Mrs. Phillips' question, Mr. Glover stated that the exterior and interior design will be kid-friendly and will be identifiable with the school system. The projected start date will be March or April.

Mrs. Phillips moved that the grant agreement be approved; Dr. Andrews seconded the motion. The motion carried unanimously by acclamation.

## VI. REPORTS/INFORMATION

### A. Reports Regarding Information Shared at TSBA Conference and Convention – Board Member Input

Mrs. Duggin stated that the session on National Board Certification was very good; independent research indicates that having this certification can impact student scores. She hopes at some point MCS will look into this opportunity for teachers. Mrs. Wade

complimented Mrs. Duggin on the class she facilitated adding that Dr. Butrum has also been a facilitator at the convention. Mrs. Phillips stated that she and Mrs. Wade participated in the Ambassadors' training. She also attended a session on "social networking" and how it affects school systems/city governments and will share additional information at the Board's February 19-20 retreat. Mr. Campbell complimented the entertainment provided by students, and Mrs. Wade complimented the presenters.

B. Board Policies (Tab 3)

*Proposed Revision:* PER 10—Payroll Deductions

Mr. Wilkerson explained that the proposed revision to PER 10—Payroll Deductions is to bring the policy into compliance as the school system attempts to meet the new IRS regulations that became effective on January 1, 2010 regarding tax-sheltered investment programs. The goal is to provide availability to all eligible employees to have a supplemental retirement plan. The plan document was developed to assure that the system monitors contribution limits and catch-up contributions, loans and loan repayments, as well as hardship contributions. At one time, this was between the company and the employee, but with the new regulations, this responsibility now falls on the local education agencies. Mr. Wilkerson referred to the handout and reviewed the documents: Notice to 403(b) & Retirement Plan Representatives, Retirement Plan Policy Statement, Policies and Procedures for Retirement Plan Providers and Representatives, 403(b) Plan Solutions, Notification to STOP/Decrease Payroll Deductions, and the 403(b) Provider List.

The goal of the system is to provide high quality retirement products. Mr. Wilkerson stated that if the system were monitored and found not following the plan document, then every account within the 403(b) would become taxable with employees losing their tax deferred status. In response to Mrs. Phillips' question, Mr. Wilkerson stated that the system has a third-party administrator which also serves as the common remitter for plan contributions. The plan document was developed through TSBA with the assistance of consultants Ron and Diane Johnson. The policy will be brought back next month for Board approval. Responses have not been received from representatives yet. Plan participants that have 403(b) accounts are being served until the paperwork has been received from representatives.

Mr. Hopper voiced a concern and asked for more information to assure that the best choices are provided to the employees although the system does not pick the investments. Mr. Wilkerson stated that basically the plan policy statement contains what type of annuities may be sold, the exceptions to Rule 97, the types of mutual funds that can be offered and the fees that can be charged, advisory services, product services, etc. with

an effort to avoid long surrender charges. He will provide more information to Mr. Hopper. Dr. Gilbert stated that the Board will not be asked to approve the policy until the next board meeting and more research will be done for the Board.

In response to Mr. Campbell's question, Mr. Wilkerson stated that since paperwork has not been returned, no one is eligible to sell the product. He anticipates the paperwork will be received from various providers as the twelve providers who currently serve employees in the system received this information. During the March 5 scheduled professional development day, all employees will be educated on what a 403(b) can do for them, and will then be asked to sign off that they received this information. Appointments will then be set up with plan representatives to offer the products. In order to avoid having a single vendor, vendors can participate if they apply and align their product/service to our plan. Mrs. Duggin asked if this would affect our retired employees. Only contributions made since January 1, 2005 fall within these guidelines and are the responsibility of MCS to monitor. Mr. Wilkerson stated that retirees could certainly attend these educational sessions, but the difficulty would be in finding out the contributions made since January 1, 2005 as contributions prior to that date would fall under the responsibility of the employee and vendor. The third-party administrator is responsible for IRS compliance. Dr. Andrews commented and Mr. Wilkerson agreed that employees are more protected with this process. Mrs. Wade asked that Board members forward any additional questions to Dr. Gilbert, and she will forward them to Mr. Wilkerson.

C. Personnel Update (Tab 4)

Mr. Wilkerson shared the following personnel information with the Board. He responded to Mrs. Duggin's question noting that the system has had strong applicants for the previously hard-to-fill positions, such as math, ELL, etc. One ELL position is currently open.

1. Persons Completing Ninety Days of Employment:

Rachel Cole	Nurse	CLA
Camron Jackson	Special Ed. E.A.	John Pittard
Salome Matano	E.A.	Hobgood
Anna Potts	ESP Secretary	CLA
Brenda Rosson	Special Ed. Secretary	C.O.
2. New Hires for 2009-2010
3. Interim Teachers Hired for 2009-2010
4. Retirements, Resignations, and Leaves of Absence 2009-2010

D. MCS Budget Development Timeline for 2010-2011 (Tab 5)

Mr. Anderson referred to the budget timeline noting that the first five items have been completed. At the retreat, the Board will be asked for input on the budget. Each school and department will present his or her budget request to the Budget Review Team consisting of himself, Dr. Gilbert, and Golena Bell. Dr. Gilbert stated that in an effort to achieve open communication, it is important that principals and supervisors discuss with them their budgetary needs. Board members are asked to bring their calendars to the retreat to schedule dates for budget meetings.

E. Monthly Revenue and Expenditure Report (Tab 6)

Mr. Anderson reported that 50% of the fiscal year has been completed, and the system is in the red by \$3,806,044; but last year at this time, this amount was \$4,252,000. On the revenue side, the system is behind \$192,713 on sales tax collections, and on property tax down \$269,000 compared to this time last year. But in terms of budget preparation, we had already decreased the anticipated property revenue by \$468,000 and sales tax revenue by \$192,000, so the impact was not as great as it could have been. The system is at 40.1% collections on revenue compared to 39.4% last year. Property tax revenue will not really be reflected in the budget until March or April. He thanked the City for advancing funds to cover payroll and other expenses until these revenues are received. Expenditures are at 46.7% compared to 47.6% last year. Again, the budget was prepared with the economy in mind. Sales tax revenue will not really be received until February so would be reflected in the March board report. Due to the process, receipts are usually two months behind. In response to Mr. Hopper's question, Mr. Anderson stated that if revenues are less than budgeted, the fund balance would be used to cover any shortfalls. The budget is being carefully monitored this year, and the budget planning process will also be carefully reviewed in anticipation of not only the economic situation but things that the state has mandated to school systems.

F. Attendance Report (Tab 7)

Mr. Anderson reported that since the first attendance reporting period, the system has gained 16 regular ed students, 8 special ed students, and 18 pre-k students. The budget was based on 6,890 students, and current enrollment is at 6,939, so there is growth that might potentially result in revenue although it is uncertain if the state has money for growth. Attendance is at 95.6%. Enrollment has increased 24 students since the beginning of the school year. In response to Mrs. Phillips' question regarding whether the system has to experience 2% growth to receive additional funding, Mr. Anderson stated it depends on available funding and how the state decides to divide it.

## VII. OTHER BUSINESS

Mrs. Wade stated that with the recent publicity regarding the provision of meals to the Board prior to Board meetings, she would like to have input from other Board members. Mr. Hopper shared that when he first became a Board member, they met at 4:30 p.m. and meetings adjourned before dinner. Board members were not compensated for their service. Later in his tenure, Board meetings were held at schools during the lunch hour, and the Board was served food from the cafeteria. When meetings began to convene at 6:30 p.m., some members could not get home for dinner, so the Board was provided dinner, still not being compensated. Eventually, the City Council approved Board members be compensated \$200 a month regardless of the number of meetings they attended. Mrs. Phillips noted that evening meetings did pose a problem for some Board members and staff members who were unable to go home for dinner prior to board meetings. She added that it does promote congeniality among the Board members and with the Director and staff.

Mr. Campbell stated he did not have problem if they have or do not have dinner before a Board meeting. He did state that some of the expenditures noted in the media were for recognition of retirees and teachers of the year, which he did not think was inappropriate but deserved accolades to these employees. He noted that it would have been better for more research to have been done before the media reported the information. Dr. Andrews added that meals were also provided for the PTO for their volunteer, non-paid, support of the system. The Board does spend additional time outside of meetings to serve the children of the city. She regretted that the media turned the attention away from what is being done for children in the system. Mrs. Wade stated that it would be the will of the Board, but that if this had taken anything away from a child, it would not have been done. Dr. Butrum also pointed out that the money is coming from a line item that has been approved, but agreed that recognition of employees should continue. Mr. Hopper stated that during their meals, Board members have an opportunity to get to know each other personally and to also get to know staff members helping Board members to function better as a unit.

Mrs. Duggin moved that the topic be discussed further at retreat with additional information from Mr. Anderson about the cost of feeding the Board to determine if this will continue; Dr. Andrews seconded the motion. The motion carried by acclamation. After further discussion, it was determined no motion was needed so Mrs. Duggin rescinded the motion and Dr. Andrews as second agreed. Mrs. Wade stated that this topic will be discussed at retreat. Mrs. Phillips stated that dinner for the PTO is a small recognition for their support and advantageous when professional guests attend dinner.

VIII. ADJOURNMENT

There being no further business, Chair Wade adjourned the meeting at approximately 8:00 p.m.

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Director of Schools

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