



AGENDA

METROPOLITAN BOARD OF PUBLIC EDUCATION

2601 Bransford Avenue, Nashville, TN 37204

Regular Meeting – May 8, 2018 – 5:00 p.m.

Anna Shepherd, Chair

TIME

5:00

- I. CONVENE and ACTION
 - A. Establish Quorum
 - B. Pledge of Allegiance
 - C. 30 Seconds in My District...

- II. AND THE GOOD NEWS IS... - OUR STUDENTS, OUR COMMUNITY
 - A. Tom Joy Elementary School

- III. AWARDS AND RECOGNITION- OUR PEOPLE
 - A. 2018 Student Ambassadors of the Year
 - a. Antioch High School - Diana Son
 - b. Cane Ridge High School - DeWayne Johnson
 - c. Glenclyff High School - Sundus Sharhan
 - d. Hillsboro High School - Joshua West
 - e. Hillwood High School - Madeline Ginsburg
 - f. Hunters Lane High School - Melisa Lara Gomez
 - g. Maplewood High School - Jahkaya Foxx
 - h. McGavock High School - Kalli Cobb
 - i. Overton High School - Zepher Barber
 - j. Pearl Cohn Entertainment Magnet High School - Asia Lawrence
 - k. Stratford STEM Magnet High School - Robert Lilley-Sneed
 - l. Whites Creek High School - Devanshi Patel

- IV. PUBLIC PARTICIPATION - OUR COMMUNITY

The Board will hear from those persons who have requested to appear at this Board meeting. In the interest of time, speakers are requested to limit remarks to three minutes or less. Comments will be timed.

 - A. Erick Huth – Future of Public Education
 - B. Kaylie Williams –
 - C. Marissa Hicks –

V. GOVERNANCE ISSUES- OUR ORGANIZATION

A. Actions

1. Consent

- a. Approval of Minutes – 04/16/2018, 03/27/2018, 02/27/2018, 12/12/2017, 11/28/2017, 11/14/2017
- b. Recommended Approval of Change Order #3 for Martin Luther King, Jr. Magnet School Additions and Renovations – American Constructors
- c. Recommended Approval of Request #28 for Purchase of Furniture (Glenclyff, Inglewood, Rosebank, Warner, and Whitsitt Elementary Schools) – GBI Inc.
- d. Recommended Approval of Request #1 for Material Testing Services (Eagle View Elementary School) – S&ME
- e. Awarding of Purchases and Contracts
 - (1) Carver Construction Company
 - (2) East End Preparatory School
 - (3) KIPP Nashville, Nonprofit LLC
 - (4) LEAD Public Schools
 - (5) RePublic Schools
 - (6) TNTP, Inc.
 - (7) Vanderbilt University (3 contracts)
 - (8) Well Child Inc. (WCI)
- f. Section 3 Support Service Board Policies
- g. Section 5 Personnel Board Policies

2. Certification of Ten Day Suspension of Carlton Battle

VI.

REPORTS – OUR ORGANIZATION

A. Director's Report

1. Update on KPI Scorecard

B. Board Chairman's Report

- 1. Chair Report
- 2. Announcements

VII.

ADJOURNMENT

**METROPOLITAN BOARD OF PUBLIC EDUCATION SPECIAL CALLED MEETING
- Monday, April 16, 2018**

Members present

Sharon Gentry, Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce, Amy Frogge and Shawn Joseph

Meeting called to order at 6:50 PM

CONVENE and ACTION

A. Establish Quorum

Ms. Shepherd called the meeting to order.

GOVERNANCE ISSUES

A. Recommend Approval of General Fund Operating Budget

Motion to approve the General Fund Operating Budget

Motion by Sharon Gentry, second by Tyese Hunter

Final Resolution: Motion Passes

Yes: Sharon Gentry, Will Pinkston, Jo Ann Brannon, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce

No: Jill Speering and Amy Frogge

B. Recommend Approval of Nutrition Services Fund Budget

Motion to approve the Recommended Nutrition Services Fund Budget

Motion by Jo Ann Brannon, second by Tyese Hunter

Final Resolution: Motion Passes

Yes: Sharon Gentry, Will Pinkston, Jo Ann Brannon, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce

No: Jill Speering and Amy Frogge

C. Recommend Approval of Federal Programs and Grants Fund Budget

Motion to approve the Recommend Approval of Federal Programs and Grants Fund Budget

Motion by Jo Ann Brannon, seconded by Will Pinkston

Final Resolution: Motion Passes

Yes: Sharon Gentry, Will Pinkston, Jo Ann Brannon, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce

No: Jill Speering and Amy Frogge

ADJOURNMENT

Ms. Buggs adjourned the meeting at 7:02 p.m.



Chris M. Henson
Board Secretary

Anna Shepherd
Board Chair

Date

METROPOLITAN BOARD OF PUBLIC EDUCATION MEETING - Tuesday, March 27, 2018

Members present -

Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce, Amy Frogge, Shawn Joseph

Members absent – Sharon Gentry and Will Pinkston

Meeting called to order at 5:01 PM

CONVENE and ACTION

A. Establish Quorum

Ms. Shepherd called the meeting to order.

B. Pledge of Allegiance

Dr. Pelham, principal of Hillsboro High School, led the pledge.

C. 30 Seconds in My District...

Each Board member gave a brief update of each of their districts.

GOVERNANCE ISSUES

A. Consent

- a. Recommended Award of Contract for Professional Services (District-Wide Geotechnical Investigation and Construction Materials Testing) -- Beaver Engineering, Inc.
- b. Recommended Award of Contract for Professional Services (District -Wide Geotechnical Investigation and Construction Materials Testing) -- Professional Service Industries, Inc.
- c. Recommended Award of Contract for Professional Services (District-Wide Geotechnical Investigation and Construction Materials Testing) -- S&ME, Inc.
- d. Recommended Award of Contract for Professional Services (District-Wide Testing and Balancing Services) -- Thermal Balance, Inc.
- e. Recommended Approval of Supplement #2 for Tusculum Elementary School Additions -- Binkley Garcia Architecture LLC
- f. Awarding of Purchases and Contracts
 - (1) Advanced Mechanical Contractors, Inc.
 - (2) Cascio Interstate Music, Inc.
 - (3) Demand Mechanical
 - (4) Matthew Walker Comprehensive Health Center, Inc.

- (5) Washington Music Center
- g. Recommended Approval Textbook Adoptions for Science, P.E., Health and Wellness, Visual Arts and Performing Arts
- i. Recommended Approval of Textbook Adoptions for Physics, Visual Arts (2) and Science

Motion to approve the consent agenda as read.

Motion by Jill Speering, second by Jo Ann Brannon.

Final Resolution: Motion Passess

Yes: Jo Ann Brannon, Jill Speering, Anna Shepherd, Tyese Hunter, Mary Pierce, Amy Frogge

Not Present : Christiane Buggs

B. Resolution on School Safety and Gun Violence

WHEREAS, the powers and duties of the Board of Education of the Metropolitan Nashville Public Schools allow for the definition of the policies and positions and acts in furtherance of those policies, except where the organization is prohibited from doing so by law or other governing documents;

WHEREAS, there is a need for the nation's major city school systems to express their positions on school safety matters that affect its students and the children residing in its cities;

WHEREAS, thousands of our students have publicly expressed concern for their safety and well-being and have indicated that policymakers should act immediately to protect them in school and beyond;

WHEREAS, the leaders of the nation's major city public school systems respect the concerns of their students, and support the growing civic and social participation of high school students that was inspired by recent events;

WHEREAS, since the school shooting in Columbine in 1999, there have been numerous other school shootings, including those in Red Lake (MN), Lancaster (PA), Blacksburg (VA), Chardon (OH), Cleveland (OH), Sandy Hook (CT), Broward County (FL), and many others that have taken scores of young lives;

WHEREAS, too many of our young people are shot and killed on the streets of our major cities almost every day;

WHEREAS, Americans are 25 times more likely to be killed with a gun than people in other developed countries;

WHEREAS, Americans make up about 4.4 percent of the world's population but own some 42 percent of the world's guns;

WHEREAS, assault weapons have no place in society and other types of guns are too easily obtained;

WHEREAS, teachers are not trained law enforcement officers, and should not be asked or incentivized to keep weapons accessible in their classrooms;

WHEREAS, there is no reason, based on any viable research, to suggest that adding guns into a school setting or arming teachers would prevent these acts of violence;

WHEREAS, schools across the country need considerable additional resources to plan for the possibility of such acts of violence, coordinate with law enforcement, and secure their buildings from intruders;

WHEREAS, many schools lack the mental health counselors, psychologists, and social workers they need to identify and work with students showing warning signs for depression and violence;

WHEREAS, the nation's data collection on gun violence and gun ownership is inadequate to monitor, understand, or prevent these events from happening; and

WHEREAS, the multiple school shootings that the nation has witnessed over the years have complex causes requiring multiple solutions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Metropolitan Nashville Public Schools stands with the students of Broward County Public Schools and the nation in demanding effective and comprehensive action from the federal government to protect schoolchildren;

NOW, BE IT FURTHER RESOLVED that the Board of Education of the Metropolitan Nashville Public Schools calls on the Congress of the United States to ban the manufacture, sale, purchase, possession, and use of assault weapons and large-capacity ammunition cartridges, except those needed by the military and law enforcement;

NOW, BE IT FURTHER RESOLVED that the Board of Education of the Metropolitan Nashville Public Schools calls on the Congress of the United States to require and strengthen universal background checks to possess any type of firearm;

NOW, BE IT FURTHER RESOLVED that the Board of Education of the Metropolitan Nashville Public Schools calls on the President of the United States to charge all agencies of the federal government with the task of reducing the number of gun-related injuries and deaths in America.

NOW, BE IT FURTHER RESOLVED that the Board of Education of the Metropolitan Nashville Public Schools is opposed to the arming of teachers to protect schools and children;

NOW, BE IT FURTHER RESOLVED that the Board of Education of the Metropolitan Nashville Public Schools calls on the Congress of the United States to extend the perimeter of Gun-Free School Zones;

NOW, BE IT FURTHER RESOLVED that the Board of Education of the Metropolitan Nashville Public Schools calls on the Congress of the United States to appropriate adequate new funds to allow school districts across the nation to plan and coordinate school security efforts with law enforcement officials and make other building alterations that may be necessary to protect students, teachers, and staff;

ADOPTED BY THE ELECTED METROPOLITAN NASHVILLE BOARD OF PUBLIC EDUCATION, TENNESSEE, MEETING IN REGULAR SESSION ON THE __27__ DAY OF March, 2018.

Motion to adopt the resolution as read.

Motion by Amy Frogge, second Tyese Hunter

Motion Passes

Yes: Tyese Hunter, Jill Speering, Amy Frogge, Jo Ann Brannon, Anna Shepherd

Not present at vote: Christiane Buggs

REPORTS

A. Director's Report

1. HR Update – Ms. Story presented an HR update to the Board.
2. Winter MAP-R and MAP-M Data – Dr. Changas presented the Winter MAP-R and MAP-M Data to the Board.
3. Community Eligibility Program – Mr. Stark and staff presented the Community Eligibility Program report to the Board.

B. Board Chairman's Report

1. Ms. Shepherd gave a brief report concerning the budget process.

C. Announcements

1. Ms. Buggs announced that the Mayor's Art show would be held at the Frist Center on March 29 and April 12th from 5:00 – 7:00 p.m.
2. Ms. Hunter announced that the SE cluster held two community meetings during the week of 19th. Additional meetings will be scheduled in the near future.
3. Ms. Speering congratulated the Blue Ribbons Teachers winners from her district.
4. Dr. Brannon announced that the Blue Ribbon Teacher ceremony has been rescheduled to April 30th from 5:30 p.m. – 7:00 p.m.

WRITTEN INFORMATION TO THE BOARD

A. Sales Tax Collections as of March 20, 2018

B. Fiscal Year 2017-2018 Operating Budget Financial Reports

The meeting adjourned at 6:18 p.m.



Chris M. Henson
Board Secretary

Anna Shepherd
Board Chair

Date

METROPOLITAN BOARD OF PUBLIC EDUCATION MEETING - Tuesday, February 27, 2018

Members present

Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Mary Pierce and Shawn Joseph

Members Absent

Christiane Buggs, Tyese Hunter, Amy Frogge, Sharon Gentry

Meeting called to order at 5:10 PM

CONVENE and ACTION

A. Establish Quorum

Ms. Speering called the meeting to order.

B. Pledge of Allegiance

Led by Chris Henson, Chief Operating Officer

AND THE GOOD NEWS IS...

A. GOLD LEED Award - Tusculum Elementary School

The Board and Dr. Joseph recognized Tusculum Elementary for receiving the GOLD LEED Award.

B. Edutopia – Social Emotional Learning

Dr. Joseph showed a video by Edutopia which featured MNPS.

GOVERNANCE ISSUES

A. Consent

Ms. Speering read the consent agenda.

- a. Recommended Award of Contract for Construction Management and General Contracting Services - Hillwood High School Replacement Facility –
Messer Construction Company
- b. Recommended Award of Contract for Central Office Lighting Replacement and Energy Reduction Efforts - Enterprise Solutions Inc.
- c. Recommended Approval of Change Order #2 for Rosebank Elementary School Renovations –
Carden Company Inc.
- d. Awarding of Purchases and Contracts
 - (1) Cartridge Central
 - (2) Cartridge World Nashville

- (3) Computer Power Solutions of Illinois
- (4) TotalPrint
- e. Recommended Approval of Science, Health/Wellness, Physical Education and Arts Textbook Adoption Committees
- f. Tenure Eligibility List 2016-2017
- g. Legal Settlement #L-15840 (\$30,000)
- h. Legal Settlement #L-16362 (\$135,000)

Motion to approve the consent agenda as read.

Motion by Jill Speering, second by Jo Ann Brannon.

Final Resolution: Motion Passes

Yes: Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Mary Pierce

B. Resolution to Amend Letter Grading of Tennessee Public Schools

Ms. Speering gave a brief summary of the resolution. Mr. Pinkston suggested that the resolution be brought back at a later time when more Board members were present. Ms. Speering agreed and postponed the motion.

REPORTS

A. Chair Report

Ms. Shepherd gave a brief chair report.

B. Announcements

1. Ms. Pierce announced that on March 8th, The Hillsboro High School Players will present the musical, "Into the Woods".
2. Ms. Speering thanked One Generation Away for distributing food to families on February 17th.
3. Ms. Speering announced that for the 5th consecutive year, all of the seniors at Hunters Lane High School received band scholarships to attend college. She congratulated the school and students.
4. Ms. Speering announced that Dan Mills would be celebrating their 80th Jubilee on March 4th from 1:00 p.m. – 3:00 p.m.
5. Mr. Pinkston announced that on February 24th, he and others met with SEIU for the 2nd Annual Town Hall Meeting.
6. Ms. Shepherd announced that she attended an event with Communities and Schools on February 20th at Dupont Tyler Middle School.
7. Ms. Shepherd announced that she read to 3rd graders at Ruby Major Elementary on February 22nd during the Book 'Em event.

WRITTEN INFORMATION TO THE BOARD

A. Sales Tax Collections as of February 20, 2018

B. Fiscal Year 2017-2018 Operating Budget Financial Reports

Ms. Pierce adjourned the meeting at 5:42 p.m.



Chris M. Henson
Board Secretary

Anna Shepherd
Board Chair

Date

METROPOLITAN BOARD OF PUBLIC EDUCATION MEETING - Tuesday, December 12, 2017

Members present

Sharon Gentry, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce and Shawn Joseph

Members absent

Will Pinkston, Amy Frogge

Meeting called to order at 5:00 PM

CONVENE and ACTION

A. Establish Quorum

Ms. Shepherd called the meeting to order.

B. Pledge of Allegiance

Led by Nola Jones, Director of Visual and Performing Arts.

C. 30 Seconds in My District...

Each Board Member gave a brief update on their districts.

AWARDS AND RECOGNITIONS

- A. Cane Ridge High School – State Football Championship Runner – up
The Board and Dr. Joseph congratulated the Cane Ridge High School Football team for being State Football Championship Runner-ups.

B. Hume Award Finalists

The Board and Dr. Joseph recognized the Hume Award Finalists.

C. Project Lit – Maplewood High School

The Board recognized Jarred Amato for his work with Project Lit at Maplewood High School.

D. National U.S. Presidential Scholars Program

The Board recognized Esther Nwozo, a student from Overton High School for being accepted into the National U.S. Presidential Scholars Program.

AND THE GOOD NEWS IS...

- A. Student Ambassadors - Antioch High School
Student Ambassadors from Antioch High School shared their experience within their academies.
- B. Hillsboro High School
Students from Hillsboro High School Pops Choir performed Christmas Carols for the Board and audience prior to the Board Meeting.
- C. Oliver Middle School
Oliver Middle School students displayed Christmas Art Winter Scenes in the Board Room prior to the meeting.

PUBLIC PARTICIPATION

- A. Jordan Simms – Ms. Simms addressed the return on investment of the International Baccalaureate Program.

GOVERNANCE ISSUES

- A. Consent Agenda
 - a. Recommended Approval of Request #3 for Overton High School Additions and Renovations - Beaver Engineering, Inc.
 - b. Recommended Approval of Request #26 for Purchase of Furniture (New Eagle View Elementary School) -GBI
 - c. Awarding of Purchases and Contracts
 - (1) QuaverMusic.com
 - (2) Tennessee Department of Children's Services
 - d. Legal Settlement Claim - C-35376 (\$12,000)
 - e. Board Policies – School Board Operations

Motion to approve the consent agenda as read.

Motion by Jill Speering, second by Jo Ann Brannon.

Final Resolution: Motion Passes

Yes: Sharon Gentry, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce

REPORTS

A. DIRECTOR REPORTS

1. Early College Proposal

Dr. Narcisse and other representatives from Nashville State Community College updated the Board on the expansion of the Middle College program.

B. COMMITTEE REPORTS

1. Governance

Ms. Hunter stated that the Governance Committee met to discuss the status of Smithson Craighead Academy.

2. Director Evaluation

Dr. Gentry gave a brief Director Evaluation Committee report.

3. Community Engagement

Ms. Buggs gave a brief Community Engagement Committee report.

C. BOARD CHAIRMAN'S REPORT

1. Chair's Report

Ms. Shepherd gave a chair's report.

2. Announcements

- a. Ms. Speering announced that Dr. Kessler, principal at Hunters Lane High School, was featured in Ed Leadership Journal.
- b. Ms. Speering announced that Lisa Pierce, the Community Engagement Manager at the Election Commission, will be visiting High Schools to register students to vote.
- c. Ms. Speering announced that she attended Maplewood Monday December 4th.
- d. Ms. Speering announced that Maplewood High School will hold the ribbon cutting for their new Energy and Power Outdoor Training Center.
- e. Ms. Speering also gave a brief report on her trip to Houston TX with other MNPS staff.
- f. Ms. Hunter announced that Antioch Middle Schools AVID's program completed their first college visit to Tennessee State University.
- g. Ms. Hunter announced that Apollo Middle School hosted their Equal Educational Opportunity Group incorporation with BMI.
- h. Ms. Hunter announced that JFK Middle School held a Donuts and Dad event at their school.
- i. Ms. Hunter announced that A.Z. Kelley Elementary hosted an All Pro Dads meeting on December 8th.
- j. Ms. Hunter announced that Cane Ridge Elementary School hosted their Data Date Night on November 30th.
- k. Ms. Hunter announced that Maxwell Elementary School hosted 200 grandparents at their school in Honor of Grandparents.

- l. Ms. Pierce thanked MNPS staff, Hillsboro High School and the community for their support after the tragic death of Jadontae Hancock Jr.
- m. Ms. Shepherd announced that the Academy of Opry Mills would be holding their winter graduation on December 13th at 9:00 a.m. at Opry Mills Mall afterwards the Academy at Hickory Hollow will hold their graduation at 12:00 p.m. at Hickory Hollow Mall.

Ms. Buggs adjourned the meeting at 6:19 p.m.



Chris M. Henson
Board Secretary

Anna Shepherd
Board Chair

Date

METROPOLITAN BOARD OF PUBLIC EDUCATION MEETING - Tuesday, November 28, 2017

Members present

Sharon Gentry, Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce, Amy Frogge and Shawn Joseph

Meeting called to order at 5:00 PM

CONVENE and ACTION

A. Establish Quorum

Ms. Shepherd called the meeting to order.

B. Pledge of Allegiance

Led by Dr. Susan Kessler, principal of Hunters Lane High School.

C. 30 Seconds in My District...

Each Board Member gave a brief update on each of their districts.

AWARDS AND RECOGNITIONS

A. Sara Hoyal - Hunters Lane High School – The Board and Dr. Joseph recognized Ms. Hoyal for helping Hunters Lane High School rate fourth in the state for Chemistry group.

AND THE GOOD NEWS...

A. Metro Historical Commission – Commemorating 60th Anniversary of School Desegregation – Updated the Board on historical markers that will be placed at several schools within the district.

B. Hunters Lane High School Band – The band performed outside of the Board room prior to the start of the Board meeting.

GOVERNANCE ISSUES

A. Consent Agenda

Ms. Speering read the consent agenda.

- a. Approval of Minutes – 10/24/2017 – Regular Meeting
- b. Recommended Approval of Change Order #3 for
Hume Fogg Magnet High School
Renovations – Messer Construction Company
- c. Awarding of Purchases and Contracts
 - (1) Allovue, Inc.
 - (2) American Paper & Twine Co.
 - (3) Amplify Education Inc.
 - (4) CDW Government
 - (5) Eskola LLC dba Eskola Roofing
 - (6) Frist Center for the Visual Arts
 - (7) Metis Associates, Inc. (2 contracts)
 - (8) Millsaps Gowan Government Relations

- (9) QuaverMusic.com
- (10) The New Teacher Project, Inc.
- (11) University of Pittsburgh dba Institute for Learning (3 contracts)
- d. Legal Settlement Claim #C-35559 (\$6,000)

Approve the consent agenda as read.

Motion by Jill Speering, second by Jo Ann Brannon.

Final Resolution: Motion Passes

Yes: Sharon Gentry, Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce, Amy Frogge

Ms. Pierce asked why the Quaver Music contract was pulled? Ms. Shepherd said there were capacity concerns that involved the contract and Ms. Nola Jones would attend the December 12th Board meeting to address the concerns.

B. Approval of MNPS Next Recommendations for Caldwell/Glenn/Murrell
Approve the MNPS Next Recommendations for Caldwell/Glenn/Murrell Schools

Motion by Sharon Gentry, second by Christiane Buggs.

Final Resolution: Motion Passes

Yes: Sharon Gentry, Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce, Amy Frogge

C. Smithson Craighead Academy
Accept the recommendation to revoke the approval of the Smithson Craighead Academy Renewal Application.

Motion by Sharon Gentry, second by Jo Ann Brannon.

Final Resolution: Motion Fails

Yes: Sharon Gentry, Jo Ann Brannon, Christiane Buggs, Mary Pierce

No: Will Pinkston, Jill Speering, Anna Shepherd, Tyese Hunter, Amy Frogge

Mr. Pinkston asked that the Board continue discussion of the Smithson Craighead Academy Renewal Application in the Governance Committee. Ms. Shepherd agreed.

REPORTS

A. Director's Report

1. Legislative Agenda
Mr. North presented the Legislative Agenda update to the Board.
2. Literacy Pilot Update – Dr. Felder and staff gave a comprehensive Literacy Pilot Update.

B. Committee Reports

1. Dr. Gentry stated that the Capital Needs Committee met before the Board meeting to review initial Capital Needs Budget. The next meeting will be held in the coming weeks.

C. Board Chairman's Report

1. Chair Report - Ms. Shepherd gave a brief Board Chair report.

D. Announcements

1. Ms. Pierce announced that West End Middle School would be presenting their winter play called, The Snow Queen on December 6th & 7th.
2. Ms. Speering announced that the Maplewood High School health clinic is open on Tuesday's and Thursday's from 7:00 a.m. – 4:00 p.m. She encouraged the community to support the clinic which is open to the public.
3. Ms. Speering announced that the Backpack Full of Cash documentary is scheduled to be shown on November 29th at 6:00 p.m. at Vanderbilt University. Ms. Frogge is featured in the documentary.
4. Ms. Speering announced that the M3 Summit for the Northwest Quadrant for Males will be held December 2nd at I.T. Creswell Middle Prep.
5. Ms. Speering read the following announcement for Ms. Frogge: On December 9th, Charlotte Park Elementary will host their annual Breakfast with Santa at 8:30 a.m.
6. Dr. Brannon announced that Oliver Middle Prep would put on the Little Mermaid Play starting December 10th.
7. Ms. Shepherd announced that she served as Principal for a Day at Dupont Hadley Middle Prep.

WRITTEN INFORMATION TO THE BOARD

A. Sales Tax Collections as of November 20, 2017

B. Fiscal Year 2017-2018 Operating Budget Financial Reports

ADJOURNMENT

Ms. Pierce adjourned the meeting at 8:07 p.m.



Chris M. Henson
Board Secretary

Anna Shepherd
Board Chair

Date

METROPOLITAN BOARD OF PUBLIC EDUCATION MEETING - Tuesday, November 14, 2017

Members present - Sharon Gentry, Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce, Amy Frogge, and Shawn Joseph

Meeting called to order at 5:00 PM

CONVENE and ACTION

- A. Pledge of Allegiance - Led by Dr. Mason, principal of Maplewood High School.
- B. 30 Seconds in My District... - Each Board Member gave a brief update of on each of their districts.

AWARDS AND RECOGNITIONS

- A. T.J. Williams - Maplewood High School – The Board and Dr. Joseph recognized Ms. T.J. Williams for her visionary work and generosity to MNPS.
- B. Latoya Cobb - Amqui Elementary School - The Board and Dr. Joseph recognized Ms. Cobb for performing the Heimlich maneuver on a kindergarten student' saving her life.
- C. Melissa Knapp - Harpeth Valley Elementary School - The Board and Dr. Joseph recognized Ms. Knapp for protecting a students from being hit by a vehicle.

AND THE GOOD NEWS IS...

- A. Student Ambassadors Stratford STEM Magnet School - Students from Stratford STEM Magnet School gave the Board an update on their academies.
- B. H.G. Hill Middle School students from the H.G. Hill Rock Band performed for the Board and audience before the Board meeting.
- C. J.T. Moore Middle School – Artwork from students at J.T. Moore Middle School was displayed during the Board meeting.

PUBLIC PARTICIPATION

- 1. Ahmed White – Smithson Craighead Academy – Mr. White asked the Board to support the Smithson Craighead charter renewal application.
- 2. John Raphael – Smithson Craighead Academy - Mr. Raphael asked the Board to support the Smithson Craighead charter renewal application.
- 3. Mark Faulkner – Smithson Craighead Academy - Mr. Faulkner asked the Board to support the Smithson Craighead charter renewal application.

GOVERNANCE ISSUES

A. Consent Agenda

- a. Approval of Minutes – 9/26/17 and 10/17/ 2017 – Regular Meetings
- b. Recommended Approval of Change Order #3 for East Nashville Magnet High School Stadium Improvements – Romach, Inc.
- c. Recommended Approval of Change Order #4 for Overton High School Additions and Renovations American Constructors, Inc.
- d. Awarding of Purchases and Contracts
 - (1) Allovue, Inc.
 - (2) Southern Kitchen Services, LLC
 - (3) Tennessee Department of Children's Services
- e. Legal Settlement L-16217 (\$55,000)
- f. Legal Settlement C-35328 (\$18,000)

Motion to approve the consent agenda as read.

Motion by Jill Speering, second by Jo Ann Brannon.

Final Resolution: Motion Passes

Yes: Sharon Gentry, Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce, Amy Frogge

REPORTS

A. Director's Report -

- 1. KPI Report - Dr. Joseph presented the KPI report to the Board.

B. Board Chairman's Report –

- 2. Chair's Report - Ms. Shepherd announced that the Board has partnered with TSBA to develop a set of model policies to better align the Board's policies. The first set of policies will be posted on the MNPS website for two weeks. She urged the community to review and offer feedback on the policies. Additional policies will be released for public review and feedback in the coming months.

ANNOUNCEMENTS

- 1. Ms. Frogge congratulated Saddle Frogge, a student at East High School, for competing in Tennessee Secondary School Championship in the Cross Country category and placing for the state competitions.
- 2. Mr. Pinkston reminded the Board to complete their Board Self-Assessment Evaluation. He also announced that a Director Evaluation committee would be held on December 12th.
- 3. Ms. Speering announced that Hunters Lane High School was awarded the TSSAA AF Bridges Award for Excellence in Sportsmanship.

4. Ms. Speering announced that the Maplewood High School health clinic is up and running and invited the community to utilize the clinic.
5. Ms. Speering announced that students from Hunters Lane High School connected with students in Africa via Skype. This experience was documented and will be aired on the show, "Good All Over" on the PBS network.
6. Ms. Speering announced that she will be Principal of the Day at Hunters Lane High School.
7. Ms. Speering announced that she and other administrative staff will be conducting school visits in Houston, TX on November 16th.
8. Ms. Shepherd announced that she attended the TSBA Annual Conference.
9. Ms. Shepherd announced that she attended and gave opening comments at the Simon Youth Foundation conference.
10. Ms. Shepherd announced that she attended the meeting with the Metro Council Budget and Education Committees and the Board of Education on November 9th.

ADJOURNMENT

Ms. Pierce adjourned the meeting at 7:47 p.m.



Chris M. Henson
Board Secretary

Anna Shepherd
Board Chair

Date

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

b. RECOMMENDED APPROVAL OF CHANGE ORDER #3 FOR MARTIN LUTHER KING, JR. MAGNET SCHOOL ADDITIONS AND RENOVATIONS – AMERICAN CONSTRUCTORS

We are requesting approval to make the following changes to this contract:

1. Add Auditorium Audio/Video and Lighting Systems	\$309,335.00
2. Allowance to provide HVAC to the Small Gym	\$375,000.00
3. Add to replenish Construction Contingency	<u>\$344,288.00</u>
Total	\$1,028,623.00

It is recommended that this change order be approved.

Legality approved by Metro Department of Law.

FUNDING: 45016.80404416

DATE: May 8, 2018

c. RECOMMENDED APPROVAL OF REQUEST #28 FOR PURCHASE OF FURNITURE (GLENCLIFF, INGLEWOOD, ROSEBANK, WARNER, AND WHITSITT ELEMENTARY SCHOOLS) – GBI INC.

We are requesting approval to issue a purchase order for furniture at Glenclyff, Inglewood, Rosebank, Warner, and Whitsitt Elementary Schools with the Magnet Schools Assistance Program (MSAP) Grant in the amount of \$370,600.

It is recommended that this request be approved.

Legality approved by Metro Department of Law.

FUNDING: 35400.80306901

DATE: May 8, 2018

d. RECOMMENDED APPROVAL OF REQUEST #1 FOR PURCHASE OF MATERIAL TESTING SERVICES (EAGLE VIEW ELEMENTARY SCHOOL) – S&ME

We are requesting approval to increase the purchase order for Material Testing Services at Eagle View Elementary School in the amount of \$9,535.51 to bring the total PO to \$107,351.45.

It is recommended that this request be approved.

Legality approved by Metro Department of Law.

FUNDING: 45016.80406616

DATE: May 8, 2018

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

e. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: Carver Construction Company

SERVICE/GOODS: IDIQ contract awarded from ITB 17-13 for asphalt patching, paving, and repair services.

TERM: May 9, 2018 through March 20, 2020

FOR WHOM: Facilities, Construction, and Maintenance

COMPENSATION: Rate Structure:

- Technician: \$36.88/hr.
- Helper: \$27.31/hr.
- Parts markup over cost: 15%

Total compensation under this contract is not to exceed \$300,000.

OVERSIGHT: Facilities, Construction, and Maintenance

EVALUATION: Based on deliverables in the contractor's proposal and benefits achieved relative to the cost.

MBPE CONTRACT NUMBER: 2-298971-00

SOURCE OF FUNDS: Operating Budget, Capital Funds

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

f. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: East End Preparatory School

SERVICE/GOODS: Amendment #3 to transfer responsibility of utilities (entire building) to East End Preparatory School, decrease lease rate, update square footage, grant one-year grace of 2% rent increase, and update term.

TERM: July 1, 2018 through June 30, 2021

FOR WHOM: Construction

COMPENSATION: Commencing on July 1, 2018 and continuing through the first 12-month period of the Term, Lessee agrees to pay Lessor an annual "rent" for use of the Premises the amount of \$3.46 per square foot. The square footage to be utilized is indicated on the attached plan and totals approximately 91,970 square feet. Therefore, the initial monthly rent will be \$26,518.01.

Lessee shall pay rent to Lessor in monthly installments. Annually, beginning with July of each successive 12-month period, this rental rate shall increase by two percent (2%) each year throughout the Term of the Lease. This 2% increase will begin July 2019 or when a new lease agreement is agreed upon.

OVERSIGHT: Construction

EVALUATION: Based on prompt payment of rent and upkeep of building.

MBPE CONTRACT NUMBER: 2-769711-01A3

SOURCE OF FUNDS: Revenue

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

g. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: KIPP Nashville, Nonprofit LLC

SERVICE/GOODS: Amendment #4 to transfer responsibility of utilities (entire building) to KIPP Nashville Nonprofit LLC, decrease lease rate, update square footage, and grant one-year grace of 2% rent increase.

TERM: July 1, 2018 through June 30, 2025

FOR WHOM: Construction

COMPENSATION: Commencing on July 1, 2018 and continuing through the first 12-month period of the Term, Lessee agrees to pay Lessor an annual "rent" for use of the Premises the amount of \$1.23 per square foot. The square footage to be utilized is indicated on the attached plan and totals approximately 58,457 square feet. Therefore, the initial monthly rent will be \$5,991.84.

Lessee shall pay rent to Lessor in monthly installments. Annually, beginning with July of each successive 12-month period, this rental rate shall increase by two percent (2%) each year throughout the Term of the Lease. This 2% increase will begin July 2019 or when a new lease agreement is agreed upon.

OVERSIGHT: Construction

EVALUATION: Based on prompt payment of rent and upkeep of building.

MBPE CONTRACT NUMBER: 2-474614-07A4

SOURCE OF FUNDS: Revenue

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

h. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: LEAD Public Schools

SERVICE/GOODS: BRICK CHURCH COLLEGE PREP, NONPROFIT LLC: Amendment #3
CAMERON COLLEGE PREP, NONPROFIT LLC: Amendment #5
NEELY'S BEND COLLEGE PREP, NONPROFIT LLC: Amendment #2

These amendments transfer responsibility of utilities (entire building) to LEAD Public Schools, decrease lease rates, update square footage, and grant one-year grace of 2% rent increases.

TERM: BRICK CHURCH COLLEGE PREP: July 1, 2018 through June 30, 2022
CAMERON COLLEGE PREP: July 1, 2018 through June 30, 2021
NEELY'S BEND COLLEGE PREP: July 1, 2018 through June 30, 2025

FOR WHOM: Construction

COMPENSATION: Commencing on July 1, 2018 and continuing throughout the first 12-month period of the Term, Lessee agrees to pay Lessor an annual "rent" for use of the premises as follows:

For BRICK CHURCH COLLEGE PREP, the amount of \$1.23 per square foot. The square footage to be utilized is indicated on the attached plan and totals approximately 85,347 square feet. Therefore, the initial monthly rent will be \$8,748.06.

For CAMERON COLLEGE PREP, the amount of \$2.05 per square foot. The square footage to be utilized consists of the entire building totaling approximately 125,669 square feet. Therefore, the initial monthly rent will be \$21,468.45.

For NEELY'S BEND COLLEGE PREP, the amount of \$1.23 per square foot. The square footage to be utilized is indicated on the attached plan and totals approximately 99,131 square feet. Therefore, the initial monthly rent will be \$10,160.92.

Lessee shall pay rent to Lessor in monthly installments. Annually, beginning with July of each successive 12-month period, this rental rate shall increase by two percent (2%) each year throughout the Term of the Lease. This 2% increase will begin July 2019 or when a new lease agreement is agreed upon.

OVERSIGHT: Construction

EVALUATION: Based on prompt payment of rent and upkeep of building.

MBPE CONTRACT NUMBER: BRICK CHURCH COLLEGE PREP: 2-00631-00A3
CAMERON COLLEGE PREP: 2-00300-02A5
NEELY'S BEND COLLEGE PREP: 2-00657-00A2

SOURCE OF FUNDS: Revenue

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

i. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: RePublic Schools

SERVICE/GOODS: Amendment #2 to transfer responsibility of utilities (entire building) to RePublic Schools, decrease lease rates, update square footage, grant one-year grace of 2% rent increases, and update terms.

TERM: July 1, 2018 through June 30, 2021

FOR WHOM: Construction

COMPENSATION: Commencing on July 1, 2018 and continuing throughout the first 12-month period of the term, Lessee agrees to pay Lessor an annual "rent" for the use of the premises as follows:

For LIBERTY COLLEGIATE ACADEMY, at old Jere Baxter School, the amount of \$3.46 per square foot. The square footage to be utilized is indicated on the attached plans and totals approximately 35,158 square feet. Therefore, the initial monthly rent will be \$10,137.22.

For NASHVILLE PREPARATORY SCHOOL, at McCann School, the amount of \$3.25 per square foot. The square footage to be utilized is indicated on the attached plans and totals approximately 42,211 square feet. Therefore, the initial monthly rent will be \$11,432.14.

For NASHVILLE ACADEMY OF COMPUTER SCIENCE, at old Brick Church School, the amount of \$3.46 per square foot. The square footage to be utilized is indicated on the attached plans and totals approximately 42,317 square feet. Therefore, the initial monthly rent will be \$12,201.40.

Lessee shall pay rent to Lessor in monthly installments. Annually, beginning with July of each successive 12-month period, this rental rate shall increase by two percent (2%) each year throughout the Term of the Lease. This 2% increase will begin July 2019 or when a new lease agreement is agreed upon.

OVERSIGHT: Construction

EVALUATION: Based on prompt payment of rent and upkeep of building.

MBPE CONTRACT NUMBER: 2-00588-06A2

SOURCE OF FUNDS: Revenue

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

j. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: TNTP, Inc.

SERVICE/GOODS: Amendment #1 to add compensation and extend the contract term to September 30, 2018 in order to continue literacy support with six (6) MNPS schools in the Schools of Innovation. TNTP, Inc. will continue providing high touch support for four (4) schools and low touch support for two (2) schools.

TERM: May 9, 2018 through September 30, 2018

FOR WHOM: Buena Vista Enhanced Option Elementary School
(High Touch Support)

Jere Baxter Middle School (High Touch Support)

Joelton Middle School (High Touch Support)

Napier Elementary School (High Touch Support)

Pearl-Cohn Entertainment Magnet High School (Low Touch Support)

Robert Churchwell Museum Magnet Elementary School (Low Touch Support)

COMPENSATION: \$119,883 for High Touch Support for 2 Elementary and 2 Middle Schools with Low Touch Support for 1 Elementary and 1 High School.

Total compensation under this contract is not to exceed \$498,883.

OVERSIGHT: Federal Programs

EVALUATION: Literacy and academic progress will be monitored through winter and spring MAP Reading scores. In addition, classroom observations will occur bi-monthly utilizing the Instructional Practice Guide tool for reading to ensure instructional practice demonstrates key shifts to knowledge and skills based literacy instruction.

MBPE CONTRACT NUMBER: 2-650991-02A1

SOURCE OF FUNDS: Priority Schools State Grant 2018

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

j. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: Vanderbilt University

SERVICE/GOODS: Amendment #1 to the annex extending the term through June 30, 2019 and increasing available compensation. Vanderbilt, through its Center for Science Outreach, will design and implement the Interdisciplinary Science and Research (ISR) Program. The goal of the ISR Program is to provide students with a rigorous college preparatory science program. The program partners a Vanderbilt scientist with a Metropolitan Nashville Public Schools ("MNPS") teacher to co-teach the ISR program in selected MNPS high schools. Vanderbilt will recruit STEM PhDs to work as instructional partners with teachers in the ISR program.

TERM: July 1, 2018 through June 30, 2019

FOR WHOM: The program is expected to serve the following schools but is subject to change by contract amendment pending on-going discussions with Vanderbilt:

- Hillsboro High School
- John Overton High School
- Stratford STEM Magnet High School

COMPENSATION: Contractor shall be paid \$18,500 per month to fund the following program costs: Programmatic and administrative personnel costs (including full-time scientists in ISR classrooms), travel, instructional and meeting supplies, teacher stipends for summer professional development workshops, and indirect costs.

Total compensation under this contract is increased \$222,000 for a new not to exceed amount of \$444,000.

OVERSIGHT: Curriculum and Instruction

EVALUATION: Annual review by MNPS and Contractor, feedback from teachers and students and comparisons of ISR students to an appropriate MNPS control group.

MBPE CONTRACT NUMBER: 2-218740-26 Annex 70A1

SOURCE OF FUNDS: Operating Budget

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

k. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: Vanderbilt University

SERVICE/GOODS: Amendment #1 to the annex extending the term through June 30, 2019 and increasing available compensation. Vanderbilt, through its Center for Science Outreach, will support and enrich science classroom instruction through the design and implementation of its Resident Scientist Program. The goal of this program is to incorporate Vanderbilt scientists in science classrooms throughout Metropolitan Nashville Public Schools, particularly at, but not limited to, the elementary and middle grade levels. Vanderbilt will recruit Masters- or PhD-level scientists to act as instructional partners with teachers in the MNPS classrooms. The role of the resident scientist will be to serve as the science, technology, engineering, and mathematics ("STEM") expert resource persons at their assigned school(s). Duties may include, but not be limited to, outfitting and maintaining a science lab at the school, co-teaching in STEM classrooms, coordinating/facilitating after-school clubs, and/or other STEM activities, as needed.

TERM: July 1, 2018 through June 30, 2019

FOR WHOM: The program is expected to serve the following schools but is subject to change by contract amendment pending on-going discussions with Vanderbilt:

- Apollo Middle School
- Croft Design Center Middle School
- Dan Mills Elementary School
- Inglewood Elementary School
- Rose Park Math and Science Magnet Middle School
- Rosebank STEM Elementary School

COMPENSATION: Contractor shall be paid \$35,250 per month to fund the following program costs: Administrative and technical support, full-time resident scientists, instructional and meeting supplies, background check fees, travel, teacher stipends for summer professional development, and indirect costs.

Total compensation under this contract is increased \$423,000 for a new not to exceed amount of \$846,000.

OVERSIGHT: Curriculum and Instruction

EVALUATION: Annual review by MNPS and Contractor and feedback from teachers and students

MBPE CONTRACT NUMBER: 2-218740-26 Annex 71A1

SOURCE OF FUNDS: Operating Budget

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

I. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: Vanderbilt University

SERVICE/GOODS: Amendment #1 to the annex extends the term through 2019 and increases available compensation. Vanderbilt, through its Center for Science Outreach, will provide science and math instruction through its School for Science and Math at Vanderbilt (the "SSMV") for up to 26 entering MNPS 9th grade high school students each year during the school year and summer, as appropriate, up to a full complement of 104 total students grades 9th through 12th.

TERM: July 1, 2018 through June 30, 2019

FOR WHOM: Select students in grades 9-12

COMPENSATION: Vanderbilt shall be paid a fixed-price lump sum of \$22,083.33 per month upon receipt of an invoice. Funds are to be used for activities supporting instruction. These activities include, but are not limited to, salaries and fringe benefits for instructors and staff that deal directly with students and with curriculum development, direct administrative support, classroom technology and software, instructional and laboratory supplies, assessment and evaluation, transportation for field trips, and facilities and administration costs.

Total compensation under this contract is increased \$265,000 for a new not to exceed amount of \$530,000.

OVERSIGHT: Curriculum and Instruction

EVALUATION: Improved test scores

MBPE CONTRACT NUMBER: 2-218740-26 Annex 73A1

SOURCE OF FUNDS: Operating budget

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

m. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: Well Child Inc. (WCI)

SERVICE/GOODS: Annual vision and hearing screenings for select students. Contractor will provide all staff, equipment, and expertise necessary to complete the screenings. Screenings will take place at the school and will be completed in a single visit. Awarded through RFP 18-9.

TERM: July 10, 2018 through June 30, 2023

FOR WHOM: All students in grades Pre-K, K, 2, 4, 6, 8 and various Davidson County Private Schools

COMPENSATION: Years 1-3

- Vision Screening: \$1.87 per child
- Hearing Screening: \$1.87 per child

Years 4-5

- Vision Screening: \$2.00 per child
- Hearing Screening: \$2.00 per child

All costs are fully inclusive to provide services as required for delivery of screenings. Total compensation for this contract shall not exceed \$700,000.

OVERSIGHT: Student Services

EVALUATION: A. Deliverables as outlined in RFP 18-9 and Proposal.
B. Contractor's ability to work with the schools.
C. Responsiveness to MNPS request and overall customer service.

MBPE CONTRACT NUMBER: 2-00114-02

SOURCE OF FUNDS: Operating Budget (Pre-K, K, 2, 4, 6, 8 and private schools)
Federal Pre-School Development Expansion Grant (Pre-K)

Metropolitan Nashville Board of Education

3 - SUPPORT SERVICES

Descriptor Code	Policy Title	Issued Date
3.100	Business Management Goals	00/00/00
Facilities Management		
3.200	Buildings and Grounds Management	00/00/00
3.201	Safety	00/00/00
3.202	Emergency Preparedness Plan	00/00/00
3.203	Crisis Management	00/00/00
3.205	Security	00/00/00
3.206	Community Use of School Facilities	00/00/00
3.207	Facility Expansion - Goals	00/00/00
3.208	Facilities Planning	00/00/00
3.209	Estimating Facility Costs	00/00/00
3.210	Naming Facilities	00/00/00
3.2101	Memorials and Recognitions	00/00/00
3.211	New Project Planning	00/00/00
3.215	Board Inspection and Acceptance of New Facilities	00/00/00
3.216	Property Disposition	00/00/00
3.218	Service Animals in District Facilities	00/00/00
3.219	Use of Unmanned Aircraft Systems (Drones)	00/00/00
Equipment and Supplies Management		
3.300	Equipment and Supplies Management	00/00/00
3.301	Student Technology Loan Program	00/00/00
3.302	Employee Use of District Mobile Devices	00/00/00
Transportation Management		
3.400	Student Transportation Management	00/00/00
3.401	Transportation Eligibility, Scheduling, and Routing	00/00/00
3.402	Special Use of School Vehicles	00/00/00
3.403	Traffic and Parking Controls	00/00/00
3.404	Private Vehicles	00/00/00
Food Service Management		
3.500	Food Service Management	00/00/00
Insurance Management		
3.600	Insurance Management	00/00/00
3.601	Student Insurance Program	00/00/00

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Business Management Goals	Descriptor Code: 3.100	Issued Date:
		Rescinds:	Issued:

- 1 The board establishes these general goals for the conduct of its management program:
- 2 1. To develop a plan for the management of buildings and grounds which provides a safe, secure,
- 3 comfortable, and clean environment for instruction and administration;
- 4 2. To provide a building maintenance program which protects the taxpayer's investment in
- 5 facilities and ensures their continued use;
- 6 3. To provide sufficient supplies and equipment for effective teaching and learning;
- 7 4. To provide a student transportation system which meets state requirements;
- 8 5. To design and implement a program of food services which emphasizes nutritional needs of
- 9 children as the basis of growth and development of bodies and minds;
- 10 6. To collect and maintain data pertinent to educational planning; and
- 11 7. To provide a sound program of insurance protection for system employees, students, and
- 12 property.

Cross References

School District Goals 1.700

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Building and Grounds Management	Descriptor Code: 3.200	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall develop and implement a program of maintenance of all district-owned
2 buildings and grounds which shall provide for the following:¹

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

7 The following are responsibilities of building principals:²

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

Legal References

1. TCA 49-2-301(b)(1)(G)
2. TCA 49-2-303(b)(1)

Cross References

Safety 3.201

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Safety	Descriptor Code: 3.201	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

- 1 In accordance with board policy, the principal of each school shall develop procedures for keeping
2 school facilities safe and free from hazards.
- 3 All staff members shall report current and potential hazards to their immediate supervisor(s).
- 4 Each principal is responsible for seeing that safety is a part of the instructional program of the school
5 as required by law.¹ The safety program shall include:
- 6 Fire prevention
7 Accident prevention
8 Warning systems
9 Emergency drills
10 Traffic safety
11 Safety inspections
12 First aid
13 Disaster preparation
- 14
- 15 The director of schools shall develop procedures for the utilization of student and employee
16 identification badges. Students shall have their Identification Badge on their person at all times during
17 the school day.
- 18 Only students assigned to the school, the staff of the school, parents of students, and other persons with
19 lawful and valid business shall enter onto the grounds or into the buildings of a school during the hours
20 of student instruction. All staff members shall report all persons appearing to be improperly on school
21 premises to the principal.²
- 22 The principal shall secure assistance from law enforcement officials when he/she deems it necessary in
23 order to maintain order or security. In addition, the director of schools or his/her designee shall provide
24 the local law enforcement agency with all safety and security plans.³

Legal References

1. TCA 49-6-1003
2. TCA 49-6-2008(a), (b)
3. TCA 49-6-804(c)

Cross References

Building and Grounds Management 3.200
Safety 3.201

Emergency Preparedness Plan 3.202
Visitors to the School 1.501
Care of School Property 6.311

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date:
		Rescinds:	Issued:

The director of schools shall be responsible for developing, maintaining, and acquiring board approval of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the director of schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students, and parents.

FIRE AND SAFETY DRILLS

The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.²

The principal shall ensure that three (3) additional safety drills are given during the school year.³ These drills may cover tornado/severe weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation. These drills shall include one tornado/severe weather drill in September and an additional drill in March. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.³

ARMED INTRUDER DRILLS

The director of schools or his/her designee shall ensure that each school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.⁴

AED DRILLS

Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill occurs.⁵

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

1 MEDICAL EMERGENCIES/PANDEMIC FLU

- 2 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
3 and consult with the local and state health departments and other local emergency or healthcare
4 providers in protecting students and the community from further infection. The director of schools
5 shall develop procedures for health emergencies in accordance with state law and regulations.⁶

Legal References

1. TRR/MS 0520-1-3-.03(18)
2. Public Acts of 2017, Chp. No. 451
3. TCA 68-102-137(b), (f)
4. Public Acts of 2017, Chp. No. 313
5. TCA 49-2-122(b)(2)(A)
6. Tennessee Department of Health Pandemic Influenza Response Plan,
http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Crisis Management	Descriptor Code: 3.203	Issued Date:
		Rescinds:	Issued:

- 1 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides,
2 shootings, and death of a student or faculty member. Within the development of such plan, the
3 principal shall appoint a Crisis Aftercare Response Event (CARE) Team which shall deal with specific
4 situations, make decisions, and disseminate information in the event of a crisis. Members of the Team
5 shall consist of the principal, mental health professional (school counselor, social worker, or
6 Psychologist), and at least two other staff members designated by the principal.
- 7 In the event of a crisis, the principal shall notify the CARE Team and the director of schools. If
8 necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).
- 9 All media attention shall be directed to the director of schools' office.

Cross References

News Releases, News Conferences, and Interviews 1.503
Safety 3.201
Emergency Preparedness Plan 3.202
Security 3.205

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 The director of schools shall establish procedures to protect school property which shall include, but not
2 be limited to:

- 3 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 4 2. Posting of all signage required by law and Metro Ordinance;
- 5 3. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
- 6 facilities or equipment without appropriate supervision;
- 7 4. Controlling the issuance of keys; and
- 8 5. Developing programs that contribute to the proper care and use of school facilities and
- 9 equipment.

10 Equipment purchased with federal funds shall be managed as directed by federal and state law.¹

11 The principal shall call law enforcement officials in cases involving illegal entry, theft, or vandalism.
12 The principal shall notify the director of schools as soon as practical but no longer than 24 hours after a
13 case of vandalism, theft, building damage, and/or illegal entry.

14 The director of schools or his/her designee is authorized to sign a criminal complaint and to press charges
15 against perpetrators for vandalism of school property.

16 **LAW ENFORCEMENT SERVICES**

17 The board may enter into collaborative partnerships with appropriate law enforcement agencies.
18 Partnerships may include, but not be limited to, education and recreational programs, delinquency
19 prevention, and mentoring initiatives.

20 The board may enter into a memorandum of understanding with the chief of a law enforcement agency
21 to provide school policing. Any memorandum of understanding shall address, at a minimum, the
22 following issues:²

- 23 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with
- 24 all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the
- 25 time of assignment and remain compliant throughout the tenure of his or her assignment.

2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.
3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency, subject to that agency's direction, control, supervision, and discipline.
4. No officer shall be assigned to a school, or continue in such an assignment, without the consent of the director of schools.
5. In the event that more than one SRO is assigned to a school system, the law enforcement agency shall designate one of the SROs as the senior SRO or such other appropriate title. The duties of the senior SRO, however designated, shall include, but not be limited to, the following:
 - a. To represent and carry out the policies of the law enforcement agency assigning the SROs;
 - b. To supervise the SROs in the performance of their duties;
 - c. To consult with the director of schools regarding the best use of the available resources for school policing; and
 - d. To resolve disputes between the SROs and students or faculty members.
6. The memorandum may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the memorandum. However, the memorandum shall contain a provision allowing the director of schools to suspend the active participation of the SROs in the event that the director of schools believes that such suspension is best for the health, safety, and/or wellbeing of the students and/or faculty members.

Legal References

1. 2 CFR § 200.313
2. TCA 49-6-4217

Cross References

Visitors to the Schools 1.501
Safety 3.201
Care of School Property 6.311

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date:
		Rescinds: EE-16	Issued:

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board.^{1,2}

1. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the school shall be permitted use of school facilities without charge;
 2. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;³
 3. All activities must be under adult supervision and approved by the building principal. If deemed necessary, the principal may assign a school employee to be present. The group using the facilities will be responsible for any damage to the building or equipment;
 4. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities indicated unless requested changes are approved by the principal;
 5. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
 6. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not permitted in school buildings;
 7. During emergencies or disasters, the board will cooperate with recognized agencies such as the Red Cross, National Guard, and Civil Defense to make suitable facilities available without charge;
 8. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of equipment;
 9. The board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit groups; and
- The director of schools shall develop a fee schedule, procedures, and forms to effectively implement this policy.

Legal References

1. TCA 49-50-201
2. TCA 49-2-203(b)(4); TCA 49-2-405
3. TCA 49-2-203(b)(4)(B)

Cross References

Tobacco-Free Schools 1.803
Care of School Property 6.311

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Facility Expansion – Goals	Descriptor Code: 3.207	Issued Date:
		Rescinds: EE-16	Issued:

The board shall authorize the construction of a sufficient number of school buildings to meet the demands of present and future enrollments. Plans shall include:

- Simplicity of design;
- Sound economics, including low long-range maintenance costs and low insurance rates;
- High educational utility; and
- Flexibility.

The board hereby establishes these broad goals for development of facilities:

1. To ensure that all new buildings or major renovations to existing buildings adequately support the instructional program;
2. To integrate facilities planning with other aspects of planning in a comprehensive program of educational problem solving;
3. To design facilities economically while planning the specifications to meet the needs of students;
4. To involve parents, staff, and members of the community on school construction and design; and
5. To design school buildings while being mindful of potential community use.

Cross References

Estimating Facility Costs 3.209
New Project Planning 3.211

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Facilities Planning	Descriptor Code: 3.208	Issued Date:
		Rescinds: EE-16	Issued:

1 ANNUAL ASSESSMENT

2 The director of schools shall present an annual assessment of facility needs to the board in October. The
3 needs assessment shall include a review of each school site. Each principal shall prepare the assessment
4 for his/her school with input from staff, parents, and community leaders. Funds, design, and all major
5 purchases and renovations must be approved by the board. Additionally, all changes shall meet or exceed
6 existing school standards.

7 The individual school needs assessment shall include the following information:

- 8 1. Building, site, and utility deficiencies
- 9 2. Maintenance issues
- 10 3. Number of classrooms with class sizes
- 11 4. Population and enrollment projections
- 12 5. Community needs
- 13 6. Other information as directed

14 The system-wide needs assessment shall include the following information:

- 15 1. Individual school assessments
- 16 2. System-wide population growth projections
- 17 3. Industrial and business forecasts
- 18 4. Other information as deemed necessary

19 TEN-YEAR FACILITIES PLAN

20 The director of schools shall maintain a ten-year facilities plan that addresses construction, renovation,
21 and maintenance projects to ensure equity in facilities across the district. The board shall approve the
22 building of schools.

23 ASBESTOS¹

24 The director of schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or
25 otherwise used as school buildings and update the plan to keep it current with ongoing operations and
26 maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

27 The director of schools shall:

- 28 A. Annually publish a notification on the Asbestos Management Plan availability and the status of
29 asbestos activities;

- 1 B. Educate and train maintenance and custodial staff about asbestos and how to deal with it in
2 accordance with state and federal statutes;
- 3 C. Notify short-term or temporary workers on the locations of the building materials containing
4 asbestos;
- 5 D. Post warning labels in routine maintenance areas where asbestos was previously identified or
6 assumed;
- 7 E. Follow set plans and procedures designed to minimize the disturbance of building materials
8 containing asbestos; and
- 9 F. Survey the condition of these materials every six (6) months to assure that they remain in good
10 condition.
- 11 The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)
12 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and
13 asbestos related issues should be directed to the AHERA Manager.

Legal References

1. 40 CFR § 763.91-93;
15 USCA § 2641-2656

Cross References

Estimating Facility Costs 3.209
New Project Planning 3.211
Property Disposition 3.216

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Estimating Facility Costs	Descriptor Code: 3.209	Issued Date:
		Rescinds:	Issued:

When new construction, renovation, and/or a building addition is proposed, the director of schools or his/her designee shall secure cost estimates for each project and submit such estimates to the board for approval.¹

Estimates are to include the total cost with a breakdown detailing the following:

1. Cost of site preparation;
2. Fees charged by governmental agencies;
3. Fees charged by utility companies;
4. Cost of landscaping;
5. Architect or construction management fees; and
6. Other costs and/or fees as required.

Recommendations shall include the budget impact to MNPS and the overall Metropolitan Nashville budget.

Qualified consultants and/or consulting firms may be involved when cost estimates are submitted. Employment of such persons requires board approval.

The cost of each project shall be presented to the board as a part of the project recommendation. In addition, consideration is to be given to costs of future maintenance, to any warranties that might be involved in construction, and the determination of easements.

Legal References

1. TCA 49-2-203(a)(3)(C)

Cross References

Facility Expansion – Goals 3.207
Facilities Planning 3.208
Naming Facilities 3.210
New Project Planning 3.211

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Naming Facilities	Descriptor Code: 3.210	Issued Date:
		Rescinds: GP-3	Issued:

Facilities of the school system shall be named through board action based upon the following criteria:

1. Schools shall not be named for living persons, except for those who have rendered exemplary service to public education as recognized and attested by a vote of the board.
2. Two schools in the system shall not be given the same name, and care should be taken to avoid similar names.
3. Schools shall be named for:
 - a. The area or community in which the school is located;
 - b. The street on which the school is located or a street bordering the school site, if that street is well known in the community; or
 - c. Presidents, governors, or recognized national, state, or local leaders who have made an outstanding contribution to public education.
4. A single building on a campus with multiple buildings or a specific area on the campus may be named for a living person, provided he/she has made an outstanding contribution to that school. The naming of such building or specific area shall not supplant the facility's name.
5. Facilities other than the school shall be given names which describe the facility or the geographic location in the city.
6. If the board decides an existing school or facility should be renamed, the criteria of this policy shall apply.

When a school or facility is to be named, the director of schools shall submit recommendations to the board prior to the selection of an architect. The director shall seek input from school personnel and the public.

BUILDING PLAQUES

The plaque for new buildings shall be included in the contract and designed by the architect. It shall include the names of the members of the Board of Education serving at the time the contract is executed. The building shall be formally dedicated during the first year of occupancy.

Cross References

Estimating Facility Costs 3.209

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Memorials and Recognitions	Descriptor Code: 3.2101	Issued Date:
		Rescinds:	Issued:

- 1 All memorials and recognitions intended as a permanent fixture that recognizes a special interest or
- 2 cause shall be approved by the board on a case by case basis. No memorial or recognition shall be
- 3 constructed or placed solely for the purpose of advertising a special interest or cause.
- 4 No recognitions of monuments shall contain religious symbols, verbiage, or references.

Cross References

Naming Facilities 3.210

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: New Project Planning	Descriptor Code: 3.211	Issued Date:
		Rescinds: EE-16	Issued:

1 SCHOOL DESIGN

2 The director of schools shall create a design team for any new school building or major renovation.
3 The design team shall include teachers, administrators, and members of the community in which the
4 school is to be built.

5 The design of all school facilities shall include:

- 6 1. A welcoming entrance that provides shelter from the rain;
- 7 2. An entrance/foyer design for new schools that routes visitors to the office and limits direct
- 8 access to the school for security purposes;
- 9 3. Safe and efficient traffic patterns for bus riders and car riders;
- 10 4. Sufficient natural light in every classroom;
- 11 5. A school exterior that blends into the community where it is built;
- 12 6. An outdoor playground or playing fields for middle and high schools, unless precluded by
- 13 space limitations;
- 14 7. Indoor air-conditioned space for elementary playground use.

15 SELECTION OF ARCHITECT¹

16 The board shall approve a registered architect for new projects of construction, expansion, and/or
17 maintenance as required by law. The board shall execute a contract with such architect for each
18 project.

19 SELECTION OF ENGINEER¹

20 Following the execution of a contract for architectural services, the architect or architectural firm shall
21 select a registered engineer for each project.

22 SITE SELECTION

23 The board shall have sole discretion with choosing sites for construction.² When determining where to
24 begin new projects, the board shall consider the following:

- 25 1. Proximity to students and other schools;
- 26 2. Current and future populations of the area;
- 27 3. Growth patterns;
- 28 4. Impact on surrounding neighborhoods and public infrastructure;
- 29 5. Construction factors, such as the suitability for the site for educational programs and building
- 30 standards;

6. Transportation routes and traffic patterns; and
7. Accessibility.

CHILDREN WITH DISABILITIES³

Prior to the construction, remodeling, renovation, expansion, or modification of a school building for use by children with disabilities, plans, and specifications shall be submitted for review to the Commissioner of the Department of Education. Such plans and specifications shall meet federal requirements.

Legal References

1. TCA 62-2-107
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. TRR/MS 0520-01-04-.01(4)

Cross References

Facility Expansion – Goals 3.207
Facilities Planning 3.208
Estimating Facility Costs 3.209

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Board Inspection and Acceptance of New Facilities	Descriptor Code: 3.215	Issued Date:
		Rescinds:	Issued:

- 1 New construction shall be inspected by the architect and the board's representative after the contractor
- 2 indicates that all work has been completed. The building shall not be accepted as complete until the
- 3 architect and the board's representative agree that all specifications have been met and the building is
- 4 ready for occupancy.
- 5 Acceptance of new construction shall be withheld until all details are complete and the buildings are
- 6 certified as complete by the director of schools.

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Property Disposition	Descriptor Code: 3.216	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall be responsible for assessing the utilization of school facilities and making
2 recommendations to the board. In June of each year, the director of schools or his/her designee
3 shall present the board with a list of vacant and underutilized properties.

4 The list shall include a recommendation for future use by the district, sale, or lease. The
5 director of schools or his/her designee shall develop procedures for the lease and sale of
6 district property.

7 When assessing the utilization of school facilities, the director of schools or his/her designee shall
8 consider the following:

- 9 1. Ability of the building to house a modern and flexible educational program;
- 10 2. Proximity to population served;
- 11 3. Enrollment capacity;
- 12 4. Cost of upkeep and maintenance; and
- 13 5. Ability of the building to meet safety standards.

14 The board may seek professional advice and community input before making a final decision regarding
15 retirement of a school facility.

Cross References

Facilities Planning 3.208

Metropolitan Nashville Board of Education

Monitoring:

Review: Annually, in
October

Descriptor Term:

Service Animals in District Facilities

Descriptor Code:

3.218

Issued Date:

Rescinds:

Issued:

In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained miniature horses¹ (hereinafter referred to as service animals) are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform.² The district is not entitled to ask for documentation that the animal has been properly trained, but the individual bringing the animal into a district facility will be held accountable for the animal's behavior.

Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this policy.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

District staff may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control and the animal's handler does not take effective action to control it;

2. The animal is not housebroken; or

3. The animal's presence would fundamentally alter the nature of the service, program, or activity.³

If the district excludes a service animal due to the reasons listed above, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The district and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability.

The district shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

Legal References

1. 28 CFR § 35.104
2. 28 CFR § 35.136
3. 28 CFR § 35.130

Metropolitan Nashville Board of Education

Monitoring:

**Review: Annually, in
October**

Descriptor Term:

Use of Unmanned Aircraft Systems (Drones)

Descriptor Code:

3.219

Issued Date:

[Click here to
enter a date.](#)

Rescinds:

Issued:

An unmanned aircraft system (Drone) means a powered, aerial vehicle that:

1. Does not carry a human operator and is operated without the possibility of direct human intervention from within or on the aircraft;
2. Uses aerodynamic forces to provide vehicle lift;
3. Can fly autonomously or be piloted remotely; and
4. Can be expendable or recoverable.¹

Appropriate Use

Visitors and unsupervised students are prohibited from operating drones on district property. District personnel are authorized to use aerial drones.

Staff members, students, coaches, sponsors, or parents representing the district or any of its affiliated clubs shall operate any and all district drones in accordance with this policy and all applicable Federal Aviation laws and regulations such as the FAA Modernization and Reform Act of 2012.² This includes any additional certifications or authorizations that may be required from the Federal Aviation Administration based on the drone's intended use.³

The following guidelines must be adhered to by anyone flying a drone on district property:

1. All drones operating on district property must weigh no more than 55 lbs.
2. Operators must not operate a drone within five (5) miles of any airport without prior notification and confirmation from airport authorities.
3. Operators must not operate a drone above an altitude of 400 feet above ground level and remain clear of surrounding obstacles.
4. Operators must maintain safe control and line of sight with the drone during all stages of operation.

5. Operators must maintain a safe operating distance from crowds and ensure drone operations do not interfere with manned aircraft operations.
6. Data collected by a drone can only be used for hobby (educational) purposes and may not be sold for profit.
7. If there is a plan to fly drones over property that is not owned by the district, the director of schools shall first obtain written permission from the owner of the property at issue. District personnel operating drones on property not owned by the district must adhere to all requirements of this policy.³
8. Operators assume all risk of damage to property and bodily injuries that may occur due to unsafe operation of district owned drones.

Inappropriate Use

Inappropriate use of drones includes, but is not limited to, the following:

1. Violating any local, state, or federal statutes or regulations;
2. Taking pictures of property or persons without consent;⁴
3. Violating safe operating protocols as defined in drone user manual and classroom guidelines;
4. Failing to follow a district policy while using the district's drone technology or failing to follow any other policies or guidelines established by district administrators or their designees; and
5. Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others.

Violations

District staff shall monitor for inappropriate use of district drone technology as defined by this policy. Violators may be subject to disciplinary action, up to and including suspension and/or expulsion for students or suspension and/or termination for employees.

Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 336 (112th Congress, 2d session).
3. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 333 (112th Congress, 2d session); 14 CFR § 21
4. TCA 39-13-903(a)(3)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date:
		Rescinds: EE-7	Issued: 06/28/16

- 1 The director of schools shall develop procedures ensuring the equipment and supplies are properly
- 2 maintained and not subject to improper wear and tear. Equipment management shall be in accordance
- 3 with federal and state laws, regulations, and guidelines.
- 4 Employees of the system are responsible for the materials, equipment, and supplies assigned to them.
- 5 In addition, employees are responsible for the reasonable preservation and protection of materials,
- 6 equipment, and supplies not under their direct control.
- 7

Cross References

Inventories 2.702

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Technology Loan Program	Descriptor Code: 3.301	Issued Date:
		Rescinds:	Issued:

- 1 District owned computing devices may be loaned to students for their use during the academic year.
- 2 Students using district owned computing devices must comply with district policy on use of the
- 3 internet and district owned property.
- 4 The director of schools shall develop procedures for assignment, use, monitoring, and returns of
- 5 district owned computing devices. These procedures shall be given to any student using a district
- 6 owned computing device.
- 7

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Employee Use of District Mobile Devices	Descriptor Code: 3.302	Issued Date:
		Rescinds: IM 4.149, SS 3.125	Issued:

1 District owned mobile devices shall be provided to employees when essential to the operation of the
2 school system. The assignment of mobile devices shall be approved by the director of schools or
3 his/her designee. Mobile devices provided to employees are for official school business only and shall
4 not be used for personal purposes.

5 The director of schools shall develop procedures for assignment and use of mobile devices. These
6 procedures shall be given to any employee using a mobile device.
7

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date:
		Rescinds:	Issued:

1 General

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.²

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
9 including incidents in which any part of the bus contacts any other object or vehicle.

10 The director of schools shall develop procedures to ensure compliance with the statutory and
11 regulatory requirements for the transportation program.

12 TRANSPORTATION SUPERVISOR³

13 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
14 responsible for the monitoring and oversight of transportation services for the district.

15 The transportation supervisor shall complete a student transportation management training program
16 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
17 hours of training annually.

18 The director of schools shall ensure that training is completed and provide the state department of
19 education with appropriate documentation.

20 COMPLAINT PROCESS⁴

21 The following procedure will govern how students, teachers, staff, and community members shall
22 submit bus safety complaints:

- 23 1. All complaints shall be submitted to the transportation supervisor or his/her designee; and
- 24 2. Complaints may be submitted in person, via phone, mail, or email.
 - 25 a. Written complaints shall be submitted on forms located on the district's website. In the
 - 26 case of a complaint received via phone, the person receiving the phone call shall be
 - 27 responsible for filling out the form and submitting it to the transportation supervisor.
 - 28

The transportation supervisor or his/her designee shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

RECORDKEEPING⁵

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
3. Public Acts of 2017, Chapter No. 289(1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
5. Public Acts of 2017, Chapter No. 289(1)(d)(5)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Transportation Eligibility, Scheduling, and Routing	Descriptor Code: 3.401	Issued Date:
		Rescinds: SS 3.118	Issued:

ELIGIBILITY

The district provides, as a privilege, transportation to children that reside within the Davidson County. Students legally enrolled in the district will be eligible for transportation to their zoned school according to the following distance:

- Elementary Schools (Grades K-4) – greater than 1 ¼ miles
- Middle Schools (Grades 5-8) – greater than 1 ¼ miles
- High Schools (Grades 9-12) – greater than 1 ½ miles

The actual distance for eligibility shall be determined as follows:

- From the center of the driveway of the student's home where it intersects the public thoroughfare, and along the nearest public vehicular thoroughfare or pedestrian walkway. In the event no driveway exists on this thoroughfare, the center of the student's home where it would intersect with the thoroughfare will be the determining boundary.
- All apartment complexes, trailer courts, public housing projects, etc. will be measured from the center of said complexes, to the entrance of the zoned school.
- The limited boundary at the zoned school will be a point where the school bus normally discharges passengers.

After all eligible riders have been assigned, principals may recognize hardship conditions and temporarily assign empty seats on buses to students (grades K-12) that reside less than the eligible distance from the zoned school. These students will be picked up and discharged at the closest existing stop from the student's residence. In the event empty seats are not available, the principal may identify specific safety hazards and request additional seats.

Non-eligible bus riders may be transported unless their presence causes an overload or disturbance.

The director of schools or his/her designee shall approve all requests for empty seats.

SCHEDULING AND ROUTING

The transportation supervisor shall be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students. When determining a route, the transportation supervisor shall consider the economy of the route, student safety, and transit time.

Appeals of transportation decisions shall be made to the director of schools.

Students shall not be in transit to and from school more than one hour each way.¹

- 1 Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given the policies
2 and procedures relative to the transportation program.²
- 3 Once the official route is begun, stops shall only be made to take on, discharge, or transfer students. Buses shall
4 not make any nondesignated stops, except for emergencies, when transporting students.
- 5 No student may exit the bus at a destination other than that student's designated bus stop. The director of schools
6 shall develop procedures that would allow a student to exit the school bus at an alternative location. However,
7 no student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student
8 provides the driver with a signed note from the parent or guardian informing the driver of the change in the
9 student's bus stop for the day. The driver shall turn the note over to the principal as soon as practical after the
10 completion of the route.³
- 11 In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's
12 designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove
13 the offending student from the bus provided that the driver secures the safety of the student for the uncompleted
14 trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any
15 student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the
16 student's destination for that trip.⁴
- 17 Students who ride school buses shall attend the school designated unless the board designates an alternate
18 school. If a parent chooses to send his/her child to another school in the system, the parent must provide
19 transportation to and from that school.

Legal References

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c), (d)

Cross References

Bus Conduct 6.308

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date:
		Rescinds: FM 2.105, SP 6.128	Issued:

SCHOOL BUSES

All policies and procedures regarding student and driver conduct shall apply to all extracurricular trips.

System-owned buses may be used by athletic teams and other school groups, provided such trips are recommended by the principal.

The principal shall make all transportation arrangements with the supervisor of transportation.

Only qualified bus drivers may drive school buses for extracurricular trips.

BOARD-OWNED VEHICLES

The director of schools shall recommend for board approval a list of vehicles to be assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-related sites and must comply with IRS requirements, including implications for reporting taxable income.

Employees assigned full-time use of vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. The use of these vehicles for personal use is prohibited.

Cross References

Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Traffic and Parking Controls	Descriptor Code: 3.403	Issued Date:
		Rescinds: SS 3.117, SP 6.148	Issued:

1 *General*

2 The principal of each school shall develop a plan to ensure maximum safety with traffic and parking for
3 his/her campus and submit it to the director of schools for approval. This plan and other relevant
4 information regarding traffic and parking shall be published annually in student and employee
5 handbooks.

6 *Student Parking*

7 Students are responsible for the safe operation of their vehicles while on campus. Students will not be
8 allowed to operation a vehicle on school property without a valid driver's license and proof of
9 insurance. Each school shall retain a copy of the student's license and proof of insurance.

10 Building principals may charge students to park in district parking lots. Unauthorized and improperly
11 parked vehicles located on district property may be towed.

12 Any vehicle driven onto school property is subject to search by school authorities.¹

Legal References

1. TCA 49-6-4204

Cross References

Code of Behavior and Discipline 6.300
Interrogations and Searches 6.303
Suspension/Expulsion/Remand 6.316

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date:
		Rescinds:	Issued:

The board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the director of schools or his/her designee and proof of vehicle liability insurance coverage in a sufficient amount, as determined by the director of schools.
2. The school system shall assume no responsibility for liability in case of accident unless the employee has the proper authorization described above.
3. The board specifically forbids any employee to transport students for school purposes without prior authorization by the director of schools or his/her designee.
4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state board rules, regulations, and minimum standards.¹
5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The board recognizes that volunteer parent drivers are often needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate in a sufficient amount, as determined by the director of schools.²

Legal References

1. TRR/MS 0520-1-5-.02(1)
2. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date:
		Rescinds: IM 4.170	Issued:

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

The system's food service supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using a procurement plan which must comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.²

As required for participation in the School Nutrition Programs, the board agrees to the following:

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

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from other students during food service.

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

Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program, and Metro-Nashville Public Health Department are on file in the district food service procedures manual.

Students Requesting Modified Meals

The School Nutrition Program shall make reasonable modifications to accommodate children with disabilities. These modifications will be made on a case-by-case basis when supported by a written statement from a licensed healthcare professional who is authorized to write prescriptions under state law.

The director of schools shall develop procedures for notifying parent(s)/guardian(s) of the process for requesting meal modifications and arrange for an impartial hearing process to resolve grievances related to requests for modifications based on a disability.

1 *Competitive Foods*

2 The sale of competitive foods must comply with all local procedures, but at a minimum, must be as
3 stringent as the current state and federal regulations concerning competitive foods.³

4 *Charging Meals*

5 In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to
6 charge the meal.

7 The director of schools shall ensure that this policy is provided in writing to all households at the start
8 of each school year and to households that transfer to the school during the school year.

9 *Collection of Unpaid Meal Charges*

10 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
11 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
12 delinquent debt. The director of schools shall establish reasonable methods and a timeframe for
13 collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by
14 the board. Upon recommendation of the director of schools, the board may classify delinquent debt as
15 bad debt, which shall be considered uncollectable and categorized as an operating loss.⁴

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR 210.10-.13
3. 7 CFR 210.11
4. 2 CFR 200.426

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date:
		Rescinds: HR 5.126	Issued:

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

2 1. Property: Buildings and contents against fire, extended coverage, vandalism, and malicious
3 mischief, boiler and machinery explosion; and vehicles;

4 2. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

5 The director of schools shall continually review the insurance program to ensure that adequate
6 protection is being provided at a reasonable price.

7 **GROUP HEALTH**

8 The board may provide group health insurance for all full-time employees.¹ The director of schools,
9 after consultation with personnel, shall recommend any changes to the board. The board shall approve
10 all changes to group health insurance benefits.

11 The director of schools or his/her designee shall develop procedures to ensure the privacy of HIPAA
12 protected information.²

13 **RETIREES**

14 Health insurance shall be offered to those teachers that retire from Metro-Nashville Public Schools
15 (MNPS). To qualify, employees must have at least ten (10) years of service in MNPS, participate in the
16 district's health insurance plan during the last three (3) years of employment, and receive a pension
17 from the Tennessee Consolidated Retirement System (TCRS) or MNPS. If an employee defers
18 retirement, they shall have at least twenty (20) years of service in MNPS to be eligible.

Legal References

1. TCA 49-2-209
2. 45 CFR 164.316

Cross References

Payroll Procedures 2.802

Metropolitan Nashville Public Schools

Monitoring: Review: Annually, in October	Descriptor Term: Student Insurance Program	Descriptor Code: 3.601	Issued Date:
		Rescinds:	Issued:

- 1 Student accident insurance may be made available for purchase on an optional basis. The policy shall
2 be reviewed annually and approved by the board upon recommendation of the director of schools.
3 Applications and information brochures will be sent home with the students during the first week of
4 school.
- 5 Files shall be maintained in the principal's office listing students subscribing to the plan.
- 6 The principal shall ensure that each student, before participating in interscholastic athletics, either
7 purchases the insurance policy offered or presents a statement signed by the parent(s)/guardian(s)
8 which assures the school that the parent(s)/guardian(s) has personal insurance or is willing to accept all
9 financial responsibilities related to participation and travel. Forms for such permission and agreements
10 shall be furnished by the principal and will be kept on file in the principal's office.

Cross References

Interscholastic Athletics 4.301

Metro Nashville Board of Education

5 - PERSONNEL

Descriptor Code	Policy Title	Issued Date
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Employment Practices

5.100	Personnel Goals	00/00/00
5.102	Personnel Classification and Qualifications	00/00/00
5.103	Job Descriptions	00/00/00
5.104	Equal Opportunity Employment	00/00/00
5.105	Recruitment	00/00/00
5.106	Application	00/00/00
5.107	Orientation and Probation	00/00/00
5.108	Supervision	00/00/00
5.109	Evaluation	00/00/00
5.110	Compensation Guides and Contracts	00/00/00
5.1101	Differentiated Pay Plan	00/00/00
5.112	Extended Contracts	00/00/00
5.113	Payroll Procedures	00/00/00
5.114	Personnel Records	00/00/00
5.1141	Teacher Effect Data	00/00/00
5.115	Assignment/Transfer	00/00/00
5.116	Staff Positions	00/00/00
5.117	Teacher Tenure	00/00/00
5.118	Background Investigations	00/00/00
5.119	Employee Representative Organizations	00/00/00

Separation Practices

5.200	Separation Practices for Tenured Teachers	00/00/00
5.201	Separation Practices for Non-Tenured Teachers	00/00/00
5.202	Separation Practices for Non-Certified Employees	00/00/00
5.203	Recommendations and File Transfers	00/00/00

Employee Leaves

5.300	Short Term Leaves of Absence	00/00/00
5.301	Emergency and Legal Leave	00/00/00
5.302	Sick Leave	00/00/00
5.303	Personal and Professional Leave	00/00/00
5.304	Long Term Leaves of Absence	00/00/00
5.305	Family and Medical Leave	00/00/00
5.306	Military Leave	00/00/00
5.307	Physical Assault Leave	00/00/00
5.308	Sabbatical Leave	00/00/00
5.309	Public Service Leave	00/00/00
5.310	Vacations and Holidays	00/00/00

Employee Health Practices

5.400	Health Examinations/Communicable Diseases	00/00/00
5.401	Acquired Immune Deficiency Syndrome	00/00/00
5.402	Hepatitis B	00/00/00
5.403	Drug and Alcohol Testing	00/00/00

Grievances

5.500	Discrimination/Harassment	00/00/00
5.501	Complaints and Grievances	00/00/00

Employee Rights and Responsibilities

5.600	Staff Rights and Responsibilities	00/00/00
5.601	Staff Conflicts of Interest	00/00/00
5.602	Staff Time Schedules	00/00/00
5.605	Staff Gifts and Solicitations	00/00/00
5.606	Political Activities	00/00/00
5.607	Non-School Employment	00/00/00
5.608	Tutoring for Pay	00/00/00
5.610	Staff-Student Relations	00/00/00
5.611	Ethics	00/00/00

Temporary Personnel

5.700	Interim Employees	00/00/00
5.701	Substitute Teachers	00/00/00
5.702	Student Teaching, Internships, Practicum, and Observations	00/00/00

Recruitment and Employment of the Director of Schools

5.800	Director of Schools	00/00/00
5.801	Recruitment and Selection	00/00/00
5.802	Qualifications/Duties	00/00/00
5.803	Evaluation of the Director of Schools	00/00/00

Collaborative Conferencing

5.900	Collaborative Conferencing-Legal Status	00/00/00
5.901	Scope of Collaborative Conferencing	00/00/00
5.902	Board Collaborative Conferencing Agent	00/00/00
5.903	Director of Schools' Role in Negotiations	00/00/00

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personnel Goals	Descriptor Code: 5.100	Issued Date:
		Rescinds: EE-12	Issued:

- 1 The board's personnel goals are:
- 2 1. To recruit and employ the best qualified individuals to staff the school system;
- 3 2. To pursue quality teaching by recruiting and retaining excellent teachers for every classroom;
- 4 3. To provide compensation, benefits, and working environments sufficient to attract and retain
- 5 qualified employees;
- 6 4. To provide an in-service training program for all employees to improve their performance;
- 7 5. To conduct an evaluation program that will contribute to the continuous improvement of staff
- 8 performance; and
- 9 6. To ensure that personnel are assigned so that they are utilized as effectively as possible.

Cross References

School District Goals 1.700

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Classification and Qualifications	Descriptor Code: 5.102	Issued Date:
		Rescinds:	Issued:

1 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

2 To be considered for certificated administrative or supervisory positions, the applicant must show the
3 following qualifications:

- 4 1. Professional teaching certification; and
- 5 2. Administrative or supervisory certification and experience in accordance with state law and State
6 Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.

7 Non-certified administrative and supervisory personnel shall possess sufficient training and experience
8 to perform the services required and such additional qualifications as the board and the director of
9 schools shall determine.

10 PROFESSIONAL PERSONNEL

11 The professional staff members are the personnel whose employment status *requires* certification in
12 accordance with the rules and regulations of the State Board of Education.

13 SUPPORT PERSONNEL

14 The support staff members are personnel whose regular employment does not require certification in
15 accordance with rules and regulations of the State Department of Education.

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Job Descriptions	Descriptor Code: 5.103	Issued Date:
		Rescinds:	Issued:

- 1 The board shall approve the broad purpose and function of each position in accord with state laws and
- 2 regulations, and require the director of schools or his/her designee to draft a job description for each
- 3 position.
- 4 A copy of each job description shall be provided to the employee and the immediate supervisor and
- 5 included in the employee's personnel record. Copies of all job descriptions shall be maintained in the
- 6 director of schools' office and shall be used as guides in annual employee evaluations.

Cross References

Evaluation 5.109

Qualifications and Duties of the Director of Schools 5.802

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Equal Opportunity Employment	Descriptor Code: 5.104	Issued Date:
		Rescinds: HR 5.166	Issued: 10/01/09

- 1 Opportunity for employment, as well as continuation and advancement in employment, shall be
2 afforded equally to members of all races, creeds, colors, sex, religions, ages, national origins, and
3 individuals with disabilities or active duty/veteran status with regard only for qualifications for the
4 positions involved.¹

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; and 42 USC § 12101-12213

Cross References

Section 504 & ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Recruitment of Employees	Descriptor Code: 5.105	Issued Date:
		Rescinds: HR 5.108	Issued: 08/01/05

- 1 The authorization of all school system positions rests with the board while personnel decisions shall be
2 within the discretion of the director of schools.¹
- 3 The director of schools is responsible for the development of a program for the recruitment of licensed
4 personnel.²
- 5 Identification of personnel needs shall be the responsibility of the director of schools, supervisors, and
6 building principals.
- 7 Vacancies shall be advertised locally and through the closest placement offices. A deadline for receiving
8 applications shall be established and disseminated with the vacancy notice.

Legal References

1. TCA 49-2-301(b)(1)(EE); TCA 49-2-203(a)(1)
2. TRR/MS 0520-01-02-.14

Cross References

Equal Opportunity Employment 5.104
Staff Positions 5.116

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date:
		Rescinds: HR 5.106	Issued: 07/01/04

APPLICATION

An individual desiring a position with the board shall make application to the director of schools on forms developed by his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children.¹

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.²

Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The board may reimburse the applicant if a position is offered and accepted.³

Professional Employees

The application must include a transcript of credits earned at the colleges or universities attended along with references from persons such as previous employers, college professors, and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school system. If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach from the State Board of Education;⁴
2. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁵
3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁶
4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
5. Who does not receive a satisfactory background check.

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of the children;⁵

2. Who has not complied with the Immigration Reform and Control Act of 1986;⁷
3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
4. Who does not receive a satisfactory background check.

EMPLOYMENT

Professional Employees

After checking references and receiving written recommendations, the director of schools shall hire and assign qualified applicants.

Initial Employment

Upon initial employment, the director of schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall have fourteen (14) days to accept or reject, in writing, the offered employment.¹ From the date of the written acceptance, such person is considered to be under employment with the board and is subject to all rights, privileges and duties.

Support Employees

After checking references and receiving written recommendations from principals and/or supervisors, the director of schools shall hire and assign qualified applicants. The contract of each support employee shall contain a statement regarding the required ninety (90) day probationary period.

Legal References

1. TCA 49-5-406 (a)(1)
2. TCA 49-5- 406 (a)(2)(A)
3. TCA 49-5-413(c)
4. TCA 49-5-403; TCA 49-5-101
5. TCA 49-5-404;TRR/MS 0520-01-03-.08(2)(f)
6. TCA 49-5-405
7. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Orientation and Probation	Descriptor Code: 5.107	Issued Date:
		Rescinds:	Issued:

ORIENTATION

All new staff members, including administrative and supervisory personnel, to the school system shall participate in an orientation program prior to the beginning of the academic school year.

PROBATION OF SUPPORT PERSONNEL

A probationary period is defined as the first ninety (90) days of employment for a new, non-certified employee or for a non-certified employee who has been rehired following a break in service.

Purpose - The probationary period shall be used to allow the immediate supervisor to closely observe and evaluate the employee and to encourage effective adjustment to the position.

Evaluation - Newly hired non-licensed support personnel shall be evaluated once during the probationary period to aid in improving the employee's performance.

Conditions of Employment - The following shall apply during the probationary period:

Accumulation of and use of sick leave and vacation days

1. Probationary employees shall be allowed to accumulate sick leave and vacation days in accordance with the appropriate board policies during the probationary period.
2. Holidays for probationary employees shall follow the same procedures as for regular employees.

Transfer

A probationary employee shall not be allowed to submit a request for voluntary transfer during the probationary period.

Cross References

Evaluation 5.109

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Supervision	Descriptor Code: 5.108	Issued Date:
		Rescinds:	Issued:

- 1 Supervision of administrative and supervisory personnel shall be provided by the director of schools.
- 2 Apprentice teachers shall be assisted by supervising teachers in the development of competencies
- 3 required by the board.¹
- 4 Support personnel shall be supervised by the person designated on the approved job description.
- 5 The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to
- 6 the employee for the satisfactory performance of those duties.

Legal References

1. TCA 49-6-3004(c)(2)

Cross References

Nepotism 1.108
Line and Staff Relations 5.101
Job Descriptions 5.103
Staff Positions 5.116

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date:
		Rescinds: EE-4	Issued: 01/09/07

The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the part of the director of schools and administrative and supervisory personnel. The board shall use a state-approved model for evaluating administrative and supervisory personnel and shall approve standard forms to be used in evaluating support personnel. The director of schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

LICENSED TEACHING PERSONNEL

The board adopts the State evaluation model. The director shall draft procedures to ensure that the model is implemented throughout the school system. Additionally, the director of schools shall provide information to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the Tennessee State Board of Education.¹

Local Level Grievance Procedure

The director of schools shall develop procedures, consistent with state law, for processing evaluation grievances.²

NON-LICENSED PERSONNEL

Newly hired non-licensed administrative/support personnel shall be evaluated once during the evaluation period (up to 90 days) and at least one (1) additional time following successful completion of the evaluation period during the first year of employment. Support personnel employed for more than one (1) year shall be evaluated at least once a year.

Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

Legal References

1. TRR/MS 0520-02-.01-.01; TRR/MS 0520-02-01-.02
2. TRR/MS 0520-02-.01-.01(4)

Cross References

Evaluations of Instructional Programs 4.702
Job Descriptions 5.103
Orientation and Probation 5.107

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date:
		Rescinds: EE-5	Issued: 07/08/14

1 The director of schools shall establish salary schedules and pay plans for employees that are based on
2 the district's strategic compensation plan and are designed to attract and maintain top quality staff. The
3 salary schedules and pay plans shall be submitted to the board for its approval.¹

4 Certified personnel must make a written contract with the board at a fixed salary per month before
5 entering upon their duties.²

6 Contracts for administrators and system-wide professional personnel shall include two-hundred (200)
7 days of responsibility, plus twenty (20) days for each additional month assigned by the board. Each
8 contract shall provide:³

- 9 1. A minimum of one hundred and eighty (180) working days;
- 10 2. A minimum of five (5) days for in-service education;
- 11 3. Ten (10) vacation days; and
- 12 4. Five (5) days as designated by the board (teachers shall use one (1) day for parent-teacher
13 conferences).

14 The school calendar adopted by the board each year shall become part of each employee's contract.

15 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the
16 revenue is deposited with and salaries paid through the board. This includes donations or contributions
17 from individual, civic or other non-school related sources of funds from individual school activity funds,
18 such as gate receipts and concessions.^{1,4}

Legal References

1. TCA 49-5-402
2. TCA 49-2-203(a)(1); TCA 49-5-408
3. TCA 49-6-3004
4. TCA 49-6-2006(a); *Tennessee Internal School Financial Management Manual*, Section 5, Title 6

Cross References

School Calendar 1.800
Revenues 2.400
Payroll Procedures 2.802
Salary Deductions 2.803

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Differentiated Pay Plan	Descriptor Code: 5.1101	Issued Date:
		Rescinds:	Issued:

- 1 Annually, the director of schools shall recommend a differentiated pay plan to the board for approval.¹
- 2 The plan shall follow the guidelines established by the State Board of Education and will reflect the
- 3 needs of the district.
- 4 Once approved by the board, the differentiated pay plan shall be submitted to the Tennessee
- 5 Department of Education for review and approval.

Legal References

1. TCA 49-3-306(h)

Cross References

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Extended Contracts	Descriptor Code: 5.112	Issued Date:
		Rescinds:	Issued:

1 Annually, the director of schools shall be responsible for conducting a needs assessment to determine
2 the focus of extended contract activities. The assessment shall be conducted by an extended contract
3 committee, which shall advise on or certify to the need for specific programs served through extended
4 contracts. The committee shall consist of teachers and administrators.

5 Extended contract opportunities shall be available to all educators.

6 The director of schools shall be responsible for devising a plan for board approval consistent with the
7 needs assessment. The plan shall include at a minimum:

- 8 1. A description of each program and a discussion of the benefits of the program as required by
9 state law;
- 10 2. Time frames within which the program(s) shall be operated;
- 11 3. The number of students who will benefit from the program;
- 12 4. A list of additional duties which may be assigned to educators;
- 13 5. The number and special qualifications of employees desired for each program; and
- 14 6. Local costs to be involved in the program.

Cross References

Extended School Day/Year Programs 1.8012
Summer School 4.204

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date:
		Rescinds: EE-3	Issued:

The director of schools or his/her designee(s) shall be authorized to maintain personnel records and to permit inspection of the same, except for matters deemed confidential by law. The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;¹
3. Evaluations;
4. Cumulative information files; and
5. INS Form I-9.²

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. The director of schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;³
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.⁴
6. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, driver license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), or the results of individual teacher evaluations of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee.⁵
7. A record of the person inspecting and the date of inspection shall be recorded; and
8. Copies of records may be made under rules determined by the director of schools.⁶

Legal References

1. TCA 49-2-301(b)(1)(M)
2. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359
3. TCA 10-7-503, 504
4. 20 USCS 6311 § 1111 (6)(A)
5. TCA 10-7-504 (f)(1)
6. TCA 10-7-506; TCA 49-2-301(b)(1)(CC); TCA 8-50-108

Cross References

School District Records 1.407

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Teacher Effect Data	Descriptor Code: 5.1141	Issued Date:
		Rescinds: HR 5.124	Issued: 07/01/08

- 1 The estimates of specific teacher effects on the educational progress of students shall not be a public
2 record and shall be made available only to the specific teacher, school board members, and the teacher's
3 appropriate administrators, as designated by the board, for the fulfillment of lawful functions.¹
- 4 The guidelines for distribution, security, and application of the teacher effect data shall be kept on file in
5 the central office and shall be given to the teacher, the assigned administrator, and all school board
6 members and shall become an administrative procedure to be updated as needed by the director of
7 schools.
8

Legal References

1. TCA 49-1-606(b); TCA 10-7-504(a)(23)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Assignment / Transfer	Descriptor Code: 5.115	Issued Date:
		Rescinds:	Issued:

1 ASSIGNMENT

2 The director of schools shall assign personnel to the various schools or departments by June 15 preceding the
3 school year for which such persons are employed while allowing each principal or immediate supervisor to assign
4 more specific responsibilities within each school.¹

5 Assignment of employees shall be made by the director of schools based on the recommendation of the appropriate
6 division director and/or building principal. The assignment shall be determined by the applicant's training,
7 experience, and ability to perform the duties of the position and in the best interest of the schools.

8 Extra assignments for which supplements are provided and upon which initial employment was based may not be
9 relinquished in part by the employee without the approval of the person making the assignment. Other assignments
10 for which supplemental salary is provided shall be made on an annual contract basis.

11 TRANSFER (to move from one school or administrative unit to another)

12 The director of schools shall transfer employees as necessary for the efficient operation of the schools.²
13 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The director of schools is
14 responsible for developing and disseminating procedures for transfers.

15 The board shall be notified of transfers at its next regular scheduled meeting.

16 Transfers shall be made in accordance with board policy and state law.

17 REASSIGNMENT (to move to another assignment within the same school or administrative unit)

18 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be reassigned
19 as necessary for the efficient operation of the schools. The director of schools is responsible for developing and
20 disseminating procedures for reassignments.

21 Reassignments shall be made by the employee's immediate supervisor with approval by the director of schools.

Legal References

1. TCA 49-2-301(b)(1)(L); TCA 49-5-401
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510; TCA 49-2-303(b)(3)

Cross References

Nepotism 1.108
Line and Staff Relations 5.101
Job Descriptions 5.103
Recruitment 5.105

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Staff Positions	Descriptor Code: 5.116	Issued Date:
		Rescinds:	Issued:

1 CREATION OF POSITION

2 All staff positions shall be approved through the budget process in accordance with an organizational
3 plan submitted by the director of schools.¹ Before an additional position is established, the director of
4 schools shall present to the board a job description, qualifications, performance responsibilities and the
5 method by which the performance of these responsibilities will be evaluated.

6 The director of schools may revise the organizational plan as long as budgetary amounts are not exceeded
7 and board policy is not violated. In the event of reorganization, the director of schools shall adhere to all
8 applicable reduction in force guidelines and shall inform, in a timely manner, the board of the change
9 and include the change in the director's report at the next board meeting. If changes in personnel create
10 additional encumbrances on a future budget, prior approval of the board is required.

11 REDUCTION IN FORCE

12 When it becomes necessary to reduce the number of positions in the system because of a decrease in
13 enrollment or for other good reasons, the board shall abolish the positions. The board or the director of
14 schools, as appropriate, shall dismiss such employees as may be necessary.²

15 Licensed Personnel

16 Reductions in staff shall be made in an attempt to have the least detrimental effect on children. In
17 general, this objective dictates a staff reduction policy which:

- 18 1. Retains the most effective teachers;
- 19 2. Avoids undue increases in class size; and
- 20 3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

21 The elimination of a position does not necessarily mean the person occupying the position will be dis-
22 missed. When an employee is released, the director of schools shall make the decision based upon a
23 composite of the following criteria:

- 24 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher
25 evaluation;
- 26 2. Adaptability to other assignments (academic and extracurricular);
- 27 3. Evidence of professional growth as well as specialized or advanced training;
- 28 4. Previous history of grade levels and subject areas taught; and

5. Type, length, and quality of service made to the teaching profession and the school system.

When a teacher is released because of reduction in staff, the teacher shall be given written notice of release explaining the circumstances or conditions making dismissal necessary.

Non-Licensed Personnel

When a non-licensed employee is released because of a reduction in the number of support positions, the director of schools shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary.³

The contract of each non-licensed employee shall contain a statement regarding the reduction in force policy.

RECALL

The director of schools shall maintain a preferred re-employment list for tenured teachers whose positions are abolished.³ The fitness of any teacher for re-employment shall be determined on the basis of the teacher's competence, compatibility and suitability to properly discharge the duties required by the position with consideration for the best interests of the students in the school where the vacancy exists.²

It shall be the responsibility of the separated teacher to notify the director of schools in writing of his/her availability and current address. A professional employee who is placed on the preferred re-employment list and subsequently refuses the offer of a comparable position shall be removed from the preferred list.⁴

Any teacher who has been on the preferred list for re-employment for two (2) consecutive years shall, by April 1 of the second consecutive year, receive notice that the teacher's name shall be removed from the list. The director shall send the notice to the last known address of the teacher. A teacher who wishes to remain on the preferred list for re-employment after the second year shall notify the director of schools in writing by April 15 of the second year and each subsequent year of his or her desire to remain on the preferred list for re-employment.⁴

Employees returning from lay-off shall have all previously accrued sick leave and years of service reinstated, but they shall not receive benefits for the period of the layoff.

Legal References

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)
2. TCA 49-5-409(c); TCA 49-2-301(b)(1)(EE); TCA 49-5-511(b)(1).
3. TCA 49-5-511(b)(1)—(4)
4. TCA 49-5-511(b)(4)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually in January	Descriptor Term: Teacher Tenure	Descriptor Code: 5.117	Issued Date:
		Rescinds: 5.134	Issued: 04/01/15

General

To attain tenure status, a teacher must: (1) meet tenure eligibility requirements; (2) be renewed and recommended by the director of schools; and (3) receive a majority vote of the board.

TENURE ELIGIBILITY²

Teachers that meet the following requirements are eligible for tenure:

- Has a degree from an approved four-year college or any career and technical teacher who has the equivalent amount of training established and is licensed by the state board of education;
- Holds a valid teacher license issued by the state board of education, based on training covering the subjects or grades taught;
- Has completed a probationary period of five (5) school years or not less than forty-five (45) months within the last seven-year period, the last two (2) years being employed in a regular teaching position rather than an interim teaching position; and
- Has received evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education, during the last two (2) years of the probationary period.

ACQUISITION OF TENURE STATUS

Once a teacher is eligible for tenure, he/she shall be either recommended by the director of schools for tenure or nonrenewed. If tenure is denied by the board, the teacher shall be dismissed.³

The following additional guidelines shall apply:

- The director of schools will recommend persons eligible for tenure at a board meeting in ample time to provide notice of non-renewal to each teacher not recommended for tenure within five (5) business days following the last instructional day for the school year.⁴
- The decision to grant tenure is solely within the discretion of the board.⁵ Only those teachers who receive a majority vote of the membership of the board will be granted tenure.⁶

3. A teacher who is eligible for tenure, but tenure is denied by the board, shall not be rehired beyond the current contract year.⁷

TEACHER RETURNING TO EMPLOYMENT

A teacher who has acquired tenure status in the school system and later resigns shall serve a two-year probationary period upon reemployment, unless the probationary period is waived by the board upon request of the director of schools. Upon completion of the two-year period, the teacher shall either be recommended by the director of schools for tenure or non-renewed. If tenure is denied by the board, the teacher shall be dismissed.⁷

TEACHER TRANSFERRING FROM ANOTHER SCHOOL SYSTEM⁸

A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another school system to begin employment in the Metropolitan Nashville School System shall serve the regular probationary period. The board, upon the recommendation of the director of schools, may waive the probationary period and grant tenure status or shorten the probationary period.

If a nontenured teacher with fewer than five (5) years of service transfers from another school system, such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when service in both school systems is counted.

All tenure decisions made under this section are subject to the requirements concerning overall teacher performance effectiveness levels.

TEACHER RETURNING TO PROBATIONARY STATUS⁹

Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “below expectations” or “significantly below expectations” shall be returned to probationary status by the director of schools until the teacher has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations.”

When a teacher who has returned to probationary status has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations,” the teacher is again eligible for tenure and shall be either recommended by the director of schools for tenure or nonrenewed; provided, however, that the teacher shall be dismissed if tenure is denied by the board.

This section does not apply to teachers who acquired tenure prior to July 1, 2011.

Legal References

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. TCA 49-5-504(b)
4. TCA 49-5-409
5. TCA 49-2-203(a)(1)
6. TCA 49-2-202(g)
7. TCA 49-5-504(d)
8. TCA 49-5-509
9. TCA 49-5-504(e), (f)

Metropolitan Nashville Board of Education

Monitoring:

Review: Annually, in January

Descriptor Term:

Background Investigations

Descriptor Code:

5.118

Issued Date:

Rescinds:

EE-4

Issued:

01/09/07

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children.¹ Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The board shall reimburse the applicant if the position is offered and accepted.²

USE AND DISSEMINATION

Fingerprints or other approved forms of positive identification shall be submitted with all requests for criminal history record checks for non-criminal justice purposes.³ The director of schools shall ensure the Originating Agency Identifier number is on file at all times.

Tennessee and FBI Criminal History Record Information ("CHRI") obtained by the district shall be solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered confidential and only accessible to district personnel identified by the director of schools. CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

All persons directly associated with the accessing, maintaining, processing, dissemination or destruction of CHRI must sign an awareness statement and shall indicate that they have been specially trained on the subject. The training shall provide those with access to criminal history record information with a working knowledge of federal and state regulations and laws governing the security and processing of criminal history information. The director of schools is responsible for ensuring that authorized personnel receive such training within 60 days of employment or job assignment and every three years.

RETENTION AND SECURITY

The director of schools shall develop procedures to ensure CHRI is stored in a secure location. Areas in which CHRI is processed and handled shall be restricted to authorized personnel identified by the director of schools. The area shall be out of the view of the public and unauthorized personnel. The director of schools shall maintain a list of all employees who have access to, can process, disseminate, and/or destroy CHRI.

DISPOSAL OF CHRI

When CHRI is no longer needed, it shall be destroyed by burning, shredding or other method rendering the information unreadable. Record destruction must be conducted under the supervision of the director of schools.

MISUSE

Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and including termination. Any employee with knowledge of misuse shall immediately report a violation to the director of schools.

Legal References

1. TCA 49-5-406 (a)(1)
2. TCA 49-5-413 (c)
3. 42 U.S.C. § 14616 (a)

Cross References

Metropolitan Nashville Board of Education

Monitoring:

Review: Annually, in
January

Descriptor Term:

Employee Representative Organizations

Descriptor Code:

5.119

Issued Date:

Rescinds:

EE-18

Issued:

04/12/16

The board acknowledges that employee representative organizations are an important resource available to non-certificated employees. The board recognizes that employees should be allowed to form, join, and assist any employee representative organization, or to refrain from belonging to such organization(s), without fear of penalty or reprisal, and to choose representatives to meet and confer on matters relating to working conditions and other terms and conditions of employment on a regular basis. To that end, the board encourages the director to facilitate each of the following actions:

1. Recognize employee representative organizations on a non-exclusive basis upon the submission of a petition signed by at least 15% of the full time, non-certificated employees of the school district in an appropriate unit. Any organization representing non-certificated employees at the time this policy becomes effective should not be required to go through the exercise of submitting another petition as long as they maintain membership of at least 15% of the full-time, non-certificated employees in the appropriate unit.
2. Within five working days of the receipt of the petition, the Employee Relations Office would verify the petition as containing the requisite names and signatures. Upon verification, the employee organization is to be recognized.
3. Any employee organization should maintain its representative status so long as at least 15% of the full-time, non-certificated employees in the appropriate unit remain members of that organization. The Employee Relations Office should annually determine whether this minimum membership requirement has been met at the close of the annual enrollment period for employee benefits.
4. Once the Employee Relations Office has verified that an employee organization's petition includes the requisite names and signatures, the representatives of that organization should be permitted to act for that organization, and the director, or his or her designee(s), should make good faith efforts to meet and confer with such representatives on a reasonable basis.
5. Upon the written authorization of any participating employee, on forms provided by the representative organization, the director should advise Metro's payroll department to deduct from the payroll of the employee the amount of dues as certified by the representative organization, and deliver the same to the designated official of the representative organization. Such payroll deduction should remain in effect unless and until an employee submits a written revocation to Metro's payroll department. For any organization representing non-certified employees at the time this policy becomes effective, Metro's payroll department should automatically continue deducting dues for the organization from the payroll of any employee who previously authorized such deduction and did not revoke his/her authorization.

- 1 6. Establish written policies and procedures, through the MNPS Employee Handbook or a non-
- 2 binding memorandum of understanding, in order to codify the guidance in this policy and
- 3 implement the concepts therein.

Cross References

Salary Deductions 2.803

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date:
		Rescinds: G-3	Issued: 08/12/14

1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The director of schools may suspend a teacher at any time that may seem necessary, pending investigation, or
3 final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an
4 ongoing criminal investigation or a department of children's services investigation, and if no charges for dismissal
5 have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no
6 circumstances shall the director of schools suspend a teacher with pay. If vindicated or reinstated, the teacher shall
7 be paid full salary for the period of suspension.

8 **SUSPENSION OF THREE DAYS OR LESS^{2,3}**

9 The director of schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
10 unprofessional conduct, and insubordination. Before an employee is suspended, he/she shall be: (1) provided with
11 written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an
12 opportunity to respond to the director at a conference, if requested within five (5) days; and (3) given a written
13 decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference,
14 which shall be recorded.

15 Under no circumstances shall a director of schools suspend a tenured teacher with pay. If reinstated, the tenured
16 teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an
17 appropriate penalty.

18 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS⁴**

19 The board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing
20 officers as defined under Tennessee law.

21 When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal
22 or a suspension greater than three days, the charges shall be made in writing, specifically stating the offenses
23 which are charged, and shall be signed by the party or parties making the charges.

24 If, in the opinion of the board, the charges are of such nature as to warrant the dismissal or a suspension greater
25 than three days of the teacher, the director of schools shall give the teacher a written notice of this decision, a copy
26 of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the
27 teacher of his/her legal duties, rights, and recourse.

28 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt
29 of notice give written notice to the director of schools of his/her request for a hearing.

30 The director of schools shall, within five (5) days after receipt of request, assign a hearing officer from the list
31 maintained by the board.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The director of schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the board within twenty (20) days of the receipt of the notice of appeal.

The board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes, unless the board should vote to extend additional time. At the conclusion of the hearing, any member of the board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the board is appealed to the chancery court, the board shall transmit the entire record prepared by the director and reviewed by the board to the chancery court for its review.

RESIGNATION

A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.⁵

The conditions under which it is permissible to break a contract with the board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the board; or
2. The release by the board of the teacher from the contract which the teacher has entered into with the board.⁶

Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

Upon a breach of contract, the board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's license. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the license for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁸

RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw

benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the director of schools certifies in writing to the division of retirement that no other qualified personnel are available to substitute teach.⁹

The director of schools may employ teachers retired for at least one year for full-time employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions, which include but are not limited to the following:¹⁰

1. The director of schools of the employing system must certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education must certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by board for teachers with comparable training and years of experience filling similar positions.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. Public Acts of 2017, Chapter No. 287
10. TCA 8-36-821

Cross References

Recommendations and File Transfers 5.203

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date:
		Rescinds: GP-3	Issued: 08/12/14

1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The director of schools may suspend a teacher at any time that may seem necessary, pending
3 investigation, or final disposition of a case before the board or an appeal. If the matter under investigation
4 is not the subject of an ongoing criminal investigation or a department of children's services
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
6 not exceed ninety (90) days in duration. Under no circumstances shall the director of schools suspend a
7 non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full salary
8 for the period of suspension.

9 **SUSPENSION OF THREE DAYS OR LESS²**

10 A director of schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect
11 of duty, unprofessional conduct, and insubordination. Before an employee is suspended, he/she shall be:
12 (1) provided with written notice, including the reasons for the suspension along with an explanation of
13 the evidence; (2) given an opportunity to respond to the director at a recorded conference, if requested
14 within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties
15 may be represented by counsel at the conference, which shall be recorded.

16 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

17 The director of schools may dismiss or suspend for more than three days any non-tenured teacher **during**
18 **the contract year** for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty
19 after giving the non-tenured teacher, in writing, due notice of the charges.

20 The director of schools shall give the non-tenured teacher an opportunity for a full and complete hearing
21 before an impartial hearing officer.

22 The board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
23 hear the case and the employee shall have the right to:

- 24 1. be represented by counsel;
- 25 2. call and subpoena witnesses;
- 26 3. examine all witnesses; and
- 27 4. require that all testimony be given under oath.

28 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
29 affected employee within ten (10) working days following the close of the hearing. The employee may
30 appeal the decision to the board within ten (10) working days of the hearing officer rendering the written
31 decision to the employee. Written notice of appeal to the board shall be given to the director of schools.

1 Within twenty (20) days of receipt of notice, the director of schools shall prepare a copy of the
2 proceedings, transcript, documentary, and other evidence presented and provide the board a copy of the
3 same.

4 The board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may
5 appear in person or be represented by counsel and argue why the decision should be modified or reversed.
6 The board shall take one of the following actions:

- 7 1. sustain the decision;
- 8 2. send the record back if additional evidence is necessary; or
- 9 3. revise the penalty or reverse the decision.

10 Before any decision to dismiss is made, a majority of the membership of the board shall concur in
11 sustaining the charges. The board shall render a decision on the appeal within ten (10) working days
12 after the conclusion of the hearing.

13 The director of schools shall also have the right to appeal any adverse ruling by the hearing officer in
14 same manner as the non-tenured teacher.

15 Within twenty (20) days after receipt of notice of the decision of the board, either party may appeal to
16 the chancery court in the county where the school system is located. The board shall provide the entire
17 record of the hearing to the court.

18 **NONRENEWAL**

19 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
20 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
21 or tenure protections.

22 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
23 tenured teacher and providing assistance for overcoming these deficiencies.

24 The director of schools is under no obligation to re-employ non-tenured teachers at the end of their
25 contract period. If the director of schools determines not to renew the contract of a non-tenured teacher,¹
26 the following action shall be taken:

- 27 1. The board shall be notified at the next regular board meeting; and
- 28 2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail
29 so that it will be received by the employee within five (5) business days following the last
30 instructional day for the school year.³

31 **RESIGNATION**

32 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the
33 effective date of the resignation.⁴ The board may waive the thirty (30) days-notice requirement and
34 permit a teacher to resign in good standing.

35 The conditions under which it is permissible to break a contract with the board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the board; and
2. The release by the board of the teacher from the contract which the teacher has entered into with the board.

Any teacher on leave shall notify the director of schools in writing at least thirty (30) days' prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁵

Upon a breach of contract, the board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁶

RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the director of schools certifies in writing to the division of retirement that no other qualified personnel are available to substitute teach.⁷

The director of schools may employ teachers retired for at least one year for full-time employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions, which include but are not limited to the following:⁸

1. The director of schools of the employing system must certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education must certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by board for teachers with comparable training and years of experience filling similar positions.

- 1 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
2 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*
3 *non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this policy.)*

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411(b)(4)
7. Public Acts of 2017, Chapter No. 287
8. TCA 8-36-821

Cross References

Recommendations and File Transfers 5.203

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date:
		Rescinds:	Issued:

1 **SUSPENSION**

2 A director of schools/designee may suspend an employee at any time when deemed necessary.¹

3 Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the employee
4 shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate
5 penalty.

6 **DISMISSAL**

7 All non-certified (classified) employees are employed at the will of the director. The director of schools may
8 dismiss any non-certified employee during the year for any lawful reason.

9 **RESIGNATION**

10 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten
11 (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be
12 waived by the director of schools for justifiable reason.

13 The immediate supervisor shall forward copies the day received to the director of schools' office. The payroll
14 office will prepare final payment for the next appropriate scheduled pay day.

15 **RETIREMENT**

16 Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits
17 from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire
18 at any age according to the provisions of the retirement system.

19 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
20 responsibility of the retiring employee to obtain verification of eligibility in writing from TCRS to the central
21 office. It shall be the responsibility of the retiring employee to file for eligible benefits. Employees who retire
22 under TCRS may be employed up to one-hundred-twenty (120) days per year without loss of retirement benefits.
23

Legal References

1. TCA 49-2-301(b)(1)(EE)—(FF)

Cross References

Recommendations and File Transfers 5.203

Metropolitan Nashville Board of Education

Monitoring:

**Review: Annually, in
January**

Descriptor Term:

Recommendations and File Transfers

Descriptor Code:

5.203

Issued Date:

Rescinds:

Issued:

Other than the routine transmission of administrative and personnel files, district employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that the person seeking a job change engaged in sexual misconduct regarding a minor or student in violation of the law.

These requirements shall not apply if:

1. The information giving rise to probable cause has been properly reported to the appropriate law enforcement agency; and
2. The matter has been officially closed in one of the following ways:
 - a. The prosecutor or police have investigated the allegations and notified school officials that there is insufficient information to establish probable cause;
 - b. The employee, contractor, or agent has been charged and either acquitted or exonerated; or
 - c. The case remains open, and there have been no charges or indictment filed within four (4) years of the date the information was reported to the law enforcement agency.

The director of schools shall develop administrative procedures to enforce this policy and comply with federal law.

Legal References

1. 20 U.S.C. 7926

Cross References

Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201
Separation Practices for Non-Certified Employees 5.202
Child Abuse and Neglect 6.409

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Short Term Leaves of Absence	Descriptor Code: 5.300	Issued Date:
		Rescinds:	Issued:

Short term leaves of absence shall consist of the following: Emergency, legal, sick, personal, and professional leave.¹

Legal References

1. TRR/MS 0520-1-2-.04(8)

Cross References

Emergency & Legal Leave 5.301
Sick Leave 5.302
Personal & Professional Leave 5.303
Vacations and Holidays 5.310

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date:
		Rescinds: HR 5.149	Issued: 02/01/12

1 **EMERGENCY LEAVE**

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

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

9 **JURY DUTY**

10 If an employee is summoned for jury duty, he/she shall present written evidence that he/she has been summoned
11 to serve on a jury. The employee shall be entitled to the usual compensation, in addition to the amount paid by the
12 court.²

13 **COURT APPEARANCES**

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

Legal References

1. TCA 49-5-711(c)
2. TCA 22-4-106(b)
3. TCA 16-15-708

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date:
		Rescinds: HR 5.148	Issued:

1 *General*

2 Sick leave is provided for all employees except temporary, part-time and seasonal employees.

3 "Sick leave" shall mean leave of absence from post of duty one-half (1/2) day or more because of illness
4 of an employee due to natural causes or accident other than in line of duty, or illness or death of a member
5 of the immediate family of an employee.¹ "Immediate family" shall include only the following: wife,
6 husband, parent, parent-in-law, children, children-in-law, and any other person living in the home as a
7 member of the family at the time.

8 Sick leave for employees shall be granted with full pay. This sick leave is earned at the rate of one-half
9 (1/2) day per each ten (10) working days employed not to exceed twelve (12) days per fiscal year, and
10 shall be cumulative throughout the employment.² The employee must be on payroll, with pay, for at least
11 six (6) days within the ten (10) day pay period.

12 When a new employee reports for duty, sick leave allowed for a fiscal year or fraction of a fiscal year,
13 shall be available immediately except that whatever portion is used shall be charged to his/her annual
14 sick leave. If the employee has left and has not accumulated the time advanced, it will be deducted from
15 the last pay check.

16 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
17 school system, provided that the director of schools of the system in which the accumulated leave was
18 held provides notarized verification.³

19 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
20 _____'s office **(insert appropriate location, i.e Human Resource Director's office)**.

21 *Using Sick Leave*

22 Accrued sick leave or uncompensated sick leave may be granted for absences due to temporary disability
23 of an employee caused or contributed to by pregnancy, miscarriage, childbirth, and recovery provided
24 the cause of such temporary disability is certified by the attending physician as medically necessary.

25 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
26 by the director of schools and shall promptly be given to the immediate supervisor in support of all
27 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

28 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit
29 of his/her sick leave accumulation.

Legal References

1. TRR/MS 0520-01-02-.04(2)
2. TCA 49-5-710(a)(1)
3. TCA 49-5-710(a)(5)

Cross References

Family and Medical Leave 5.305
Physical Assault Leave 5.307

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date:
		Rescinds:	Issued:

1 Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee
2 and the rules and regulations of the State Board of Education.

3 Certified employees shall earn personal and professional leave at the rate of one day for each half-year
4 employed for a total of two (2) days per year. Any personal and professional leave remaining unused at
5 the end of a year shall be credited to sick leave.¹

6 If, at the termination of services, any employee has been absent for more days than leave has been earned,
7 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary
8 payment.

9 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

10 1. Except in emergency, each employee shall give the principal at least one day's notice in writing
11 of intent to take leave;

12 2. The approval of the principal of the school shall be required:²

13 a. If more than ten percent (10%) of the teachers in any given school request its use on the
14 same day;

15 b. If requested during any prior established student examination period;

16 c. If requested on the day immediately preceding or following a holiday or vacation period;

17 d. If personal leave is requested for days scheduled for professional development or in-
18 service training, according to a school calendar adopted by the local board of education
19 prior to the commencement of the school year; or

20 e. If personal leave is requested for days scheduled for parent-teacher conferences,
21 according to a school calendar adopted by the local board of education prior to the
22 commencement of the school year.

23 Professional leave is a short, temporary absence for the purpose of attending workshops and other
24 meetings relating to school business or serving on boards and commissions which meet during daytime
25 hours when appointed by a mayor, city council, county executive or county commission.³

26 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(c)(1)
3. TCA 49-5-205

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Long-Term Leaves of Absence for Professional Personnel	Descriptor Code: 5.304	Issued Date:
		Rescinds: HR 5.142	Issued: 02/01/12

All personnel holding a position that requires a teacher's license shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, or visitation of a spouse, child or parent deployed for military duty out of the country who has been granted rest and recuperation leave. Such personnel may be granted leave for educational improvements or other sufficient reasons as determined by the director of schools. If granted, such leave shall not result in the forfeiture of accumulated leave credits, tenure status or other fringe benefits.¹

All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the director of schools. The 30-day notice may be waived or reduced by the director of schools upon submission of a certified statement by a physician. The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.¹

Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each applicant shall be notified in writing of the action of the director and the beginning and ending dates of the leave which is granted.²

All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the director of schools upon written request from the teacher. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave.

Leave to visit a spouse, child, or parent deployed for military duty out of the country who has been granted rest and recuperation leave shall be granted for no longer than ten (10) days.³

Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the interim teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or a comparable position upon return.⁴

Part-time leaves may be granted by the director of schools upon written request for the same conditions as for full-time leave.

Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she is on leave. Failure to give such notice shall be considered breach of contract.⁵

1 **PAY AND BENEFITS**

2 All leave granted in conformance with this policy shall be without pay except as may be covered by
3 sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to
4 continue participation, at their own expense, in group insurance plans subject to restrictions of the
5 insuring carrier.
6

Legal References

1. TCA 49-5-702
2. TCA 49-5-703
3. TCA 49-5-704
4. TCA 49-5-705
5. TCA 49-5-706

Cross References

Family and Medical Leave 5.305
Military Leave 5.306
Physical Assault Leave 5.307
Sabbatical Leave 5.308
Legislative Leave 5.309
Interim Employees 5.700

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date:
		Rescinds: HR 5.155	Issued: 02/01/11

PURPOSE

To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition.

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility¹) during the previous twelve-month period.²

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

- the birth of a child;
- the placement of a child with the employee for adoption or foster care;
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her job position;
- the care of a spouse, child, parent, or next of kin of the employee who has a serious health condition; and
- any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

- Relationship between FMLA leave and Tennessee Maternity Act leave-* FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth and nursing of a newborn child.³
- Teachers' Sick Leave-* In accordance with state law, upon written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy, any teacher who goes on maternity leave shall be allowed to use all or a portion of the teacher's accumulated sick leave for maternity leave purposes during the period of the teacher's physical disability only, as determined by a physician. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also

be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴

Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.⁵

LEAVE FOR A SERIOUS HEALTH CONDITION⁶

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies as Family and Medical Leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*⁷ - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impending call to active duty status, in the Armed Forces. Qualifying exigencies may include:
 - a. issues arising from the service member’s short notice deployment;
 - b. military events and related activities (e.g. official ceremonies, support programs);
 - c. making or updating financial and legal arrangements, attending counseling;
 - d. taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
 - e. attending post-deployment activities.
2. *Military Caregiver Leave*⁸ - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8, 2013. The “single twelve (12) month period” for leave to military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE⁹

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*¹⁰- For foreseeable leave, the employee shall provide the director of schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the director of schools/ designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.¹¹ The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.¹²

2. Certification Requirement¹³

- a. The director may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. the date on which the serious health condition commenced;
 - ii. the probable duration of the condition;
 - iii. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - iv. a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
- b. If there is any reason to doubt the validity of the certification provided, the director may require, at the expense of the school system, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)¹⁴

- a. If leave is taken more than five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
- b. If the leave is taken five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

1 REQUIREMENTS OF THE BOARD¹⁵

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The board may recover the premium paid under the following conditions:
 - a. the employee fails to return from leave after the period of leave has expired.
 - b. the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act 1993, 29 U.S.C.A. § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2)
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 U.S.C.A. § 2614

Cross References

Sick Leave 5.302
Long Term Leaves 5.304

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Military Leave	Descriptor Code: 5.306	Issued Date:
		Rescinds: HR 5.153	Issued: 09/01/09

1 Permanent employees who are members of any military reserve component will be granted military leave
2 for such time as they are in the military service on field training or active duty for periods not to exceed
3 twenty (20) calendar days per calendar year plus such additional days as may result from any call to
4 active state duty. Such leave will be granted by the department head after seeing orders from proper
5 military authorities.

6 An employee ordered for pre-induction physical examination shall be given necessary time for this
7 purpose by showing his orders to his department head.

8 An employee who is called to active duty with the armed forces will be granted a leave of absence for
9 military duty from his employment. He will be paid for any accrued vacation and given an additional
10 twenty (20) days full pay provided he has not been granted the maximum of twenty (20) military leave
11 during the year.¹

12 An employee called to active duty by the governor to enforce the laws of the state shall be paid his/her
13 regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent
14 in active state duty shall not count against the twenty-day period of leave allowed for military service.²

15 An employee who volunteers or is called to active duty with the armed forces will be granted a leave of
16 absence for military duty from employment. The employee will be paid for any accrued vacation.

17 Upon release from military service, the employee will be entitled to re-employment rights as provided
18 by State or Federal law.

Legal References

1. TCA 8-33-109; TCA 49-5-702(a)
2. TCA 58-1-106(d); TCA 58-1-109

Cross References

Long Term Leaves of Absence 5.304

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date:
		Rescinds:	Issued:

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or
2 other violent criminal acts committed in the course of the teacher's employment duties shall receive
3 workers' compensation or comparable benefits without loss of accumulated or granted sick, personal, or
4 professional leave.¹

5 The school system shall continue to pay the teacher's full benefits including, but not limited to health
6 insurance benefits, until the earlier of the date on which the teacher is released by the teacher's physician
7 to return to work or the date on which the teacher is determined by the teacher's physician to be
8 permanently disabled from returning to work.²

9 A signed statement listing the cause of the absence shall be provided by the employee on forms
10 furnished by the director of schools and shall promptly be given to the immediate supervisor in support
11 of all claims. A certificate from the physician on forms furnished by the director of schools may also
12 be required to verify the extent of the injury.³
13

Legal References

1. TCA 49-5-714(a)
2. TCA 49-5-714(b)
3. TRR/MS 0520-01-02-.04(5)(b)

Cross References

Worker's Compensation 3.602
Long Term Leaves of Absence 5.304

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Sabbatical Leave	Descriptor Code: 5.308	Issued Date:
		Rescinds:	Issued:

- 1 Regular employees or teachers shall be entitled to a leave of absence without pay not exceeding one (1)
2 year to further education on a full-time basis, provided such academic work entails a minimum of at least
3 eight (8) hours per semester or twelve (12) quarter hours per quarter. No regular employee or teacher
4 shall be eligible for more than one (1) such leave every seven (7) years of consecutive service with the
5 school system.

Cross References

Long Term Leaves of Absence 5.304

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Public Service Leave	Descriptor Code: 5.309	Issued Date:
		Rescinds: HR 5.142	Issued: 01/01/05

1 *Legislative Leave*

2 Certified employees who have been elected to state or local law-making bodies shall be granted personal
3 leave or leave without pay for the time those law-making bodies are in official session or while attending
4 official meetings outside the session.¹

5 In addition, certified employees shall be granted leave to serve on any board or commission of the state
6 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted
7 against any other accumulated leave credits. The employee shall notify the principal at least five (5)
8 days prior to leave being taken.²

9 *State Department of Education Leave*

10 Special leave of absence shall be granted not to exceed two (2) years, with or without pay, for a teacher
11 or administrator who has been requested by the Commissioner of Education to work in a special
12 program in the State Department of Education. If leave is with pay, salary and fringe benefits will be
13 paid by the State Department of Education.

14 If on leave for less than twelve (12) months, the teacher or administrator may return to the same
15 position. If the leave exceeds twelve (12) months, the teacher or administrator will be placed in the
16 same or comparable position upon return from leave.

17 Unless the position held by the teacher or administrator prior to leave has been altered by board action,
18 comparable shall be defined as: (1) at a salary specified for the position had the teacher or
19 administrator retained it; (2) no change in level of assignment; (3) no change in length of contract.
20

Legal References

1. TCA 49-5-702(a); TCA 49-5-713
2. TCA 49-5-205

Cross References

Long Term Leaves of Absence 5.304

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date:
		Rescinds:	Issued:

HOLIDAYS

The following are established as paid holidays for employees of the district. Depending on the length of an employee's contract, paid holidays are as follows:

New Year's Day
Martin Luther King, Jr.'s Birthday
President's Day
Good Friday
Memorial Day (11 and 12 month employees only)
Independence Day (12 month employees only)
Labor Day
Columbus Day
Thanksgiving, and the day following Thanksgiving
Christmas Eve
Christmas Day

Permanent part-time employees (10 month and summer only) shall be granted holidays with pay as noted above when the holiday falls within the term of employment.

Equivalent days, as approved by the director of schools, may be taken when these days fall on weekends or when school is in session.

VACATIONS

School personnel who are employed on a twelve month basis shall be eligible for a one-week vacation with pay after one full year of employment. A two-week vacation with pay shall be provided at the completion of two full years of employment and thereafter. The director of schools shall approve the time of the vacation. Vacation time is not cumulative. Vacation will not be reimbursed upon termination of employment. Personnel employed for less than twelve months are not eligible for vacation with pay.

Employees who regularly work less than a full day shall receive vacation or holiday pay equal to the usual daily rate of pay.

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Health Examinations / Communicable Diseases	Descriptor Code: 5.400	Issued Date:
		Rescinds:	Issued:

- 1 All employees, prior to beginning employment, shall present a certificate showing a satisfactory health
2 record.¹ Employees shall inform the director of schools whenever they contract a contagious or
3 communicable disease.
- 4 No employee who has any communicable disease shall perform his/her duties in any location where such
5 might endanger the health of school children. The board shall require any employee to submit to a
6 physical examination by a physician whenever there is reason to believe that the employee has any
7 communicable disease.²
- 8 The director of schools shall reassign or suspend any employee who is suspected of having a
9 communicable disease which might endanger the health of children, pending investigation and final
10 disposition of the case before the board.³
- 11 To assist the board in making final disposition of the case, the director of schools may refer the case to
12 the County Health Office or other medical experts.
- 13 The board shall use the written report to determine the employment status of the employee.

Legal References

1. TRR/MS 0520-01-03-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511(a)(3)

Cross References

Section 504 & ADA Grievance Procedures 1.802
Suspension/Dismissal 5.200-202

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Acquired Immune Deficiency Syndrome (AIDS)	Descriptor Code: 5.401	Issued Date:
		Rescinds:	Issued:

1 **LIABILITY AND NON-DISCRIMINATION**

2 No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing their
3 employment. No disciplinary action may be taken against an employee solely on the basis of HIV
4 infection or AIDS.

5 Action may be taken against an employee only if the employee is disabled and the disability interferes
6 with their ability to perform their employment duties.

7 The board shall make reasonable accommodation to enable the employee to perform employment duties
8 as may be required by state or federal law.¹

9 **HIV/AIDS TESTING**

10 No school official can require any employee to undergo an HIV antibody test or other HIV-related test.
11 This does not preclude school officials from requiring an employee to undergo an examination when
12 another communicable illness is suspected.²

13 **CONFIDENTIALITY**

14 If information is received regarding an employee's HIV status, the director of schools may consult with
15 the school board attorney on the appropriate course of action to pursue, bearing in mind the school
16 system's potential liability for defamation, employment discrimination, and breach of confidentiality
17 requirements.³

18 Information about an employee's HIV status is not to be documented in the employee's personnel file
19 and shall not be faxed.^{1,3}

20 Information obtained is confidential and may not be released to anyone except:³

- 21 1. Persons named on an Authorization for Release of Confidential HIV-Related Information Form;
22 2. Persons listed on a court order, and
23 3. Persons authorized to receive such information without a release or court order according to
24 TCA 68-10-113.

25 **Under no circumstances shall information identifying an employee with AIDS be released to the**
26 **public.**

1 INFECTION CONTROL

2 To prevent and manage exposure in the workplace, all school system employees will receive in-service
3 training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard.
4 The board shall follow the most current Centers for Disease Control and Prevention (CDC) Universal
5 Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and
6 Other Blood-borne Pathogens in Health Care Settings.¹

7 EDUCATION AND TRAINING

8 Annually, the director of schools shall ensure that all employees, including newly hired staff, receive
9 current HIV training. These programs can utilize the educational/training resources of agencies or private
10 institutions with personnel trained in the areas of HIV/AIDS prevention education.¹

11 The director of schools shall be responsible for developing, revising and implementing the
12 administrative guidelines and procedures for this policy.⁴ The director of schools shall be responsible
13 for enforcing this policy by communicating it to all personnel and by providing necessary instruction
14 to all administrators.
15

Legal References

1. State Board Policy 5.300
2. 29 CFR § 1630.13(b)
3. TCA 68-10-113
4. TRR/MS 0502-01-03-.08(2)(g)

Cross References

Section 504 & ADA Grievance Procedures 1.802

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Hepatitis B (HBV)	Descriptor Code: 5.402	Issued Date:
		Rescinds:	Issued:

All schools shall provide a sanitary environment and shall establish routines for handling body fluids that are recommended by appropriate health professionals.¹

All school district personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with medical personnel, a regulation to be distributed to all staff. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to insuring that these health and safety practices are carried out on a district-wide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions.

CONFIDENTIALITY AND NON-DISCRIMINATION²

In all instances, district personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The director of schools shall initiate procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

Under no circumstances shall information identifying an employee with HBV be released to the public.

SAFETY

Employees who are at high risk of occupational exposure shall be identified and provided with personal protective equipment, including HBV vaccinations. Employees considered to be at high risk shall include custodians, school nurses, special education teachers and instructional assistants, playground supervisors, coaches, and physical education teachers.

When any employee is known to have been exposed to HBV on the job site, the employee will be notified immediately by a supervisor, and the board shall provide vaccinations.

The principal will ensure that an accident report is filed for all accidents. The report will include the employee's name, date of the accident, an explanation of the accident and the care used in treating the individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.

1 **EDUCATION AND UNIVERSAL PRECAUTIONS**

2 HBV education, including universal precautions on handling blood and other body fluids, will be
3 provided to all school personnel and volunteers and may include members of the board.
4

Legal References

1. 29 CFR § 1910.1030
2. TCA 68-10-113

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date:
		Rescinds: HC 5.105	Issued: 08/01/14

GENERAL

It is the policy of Metropolitan Nashville Public Schools to maintain a workplace that is free from the effects of drug and alcohol abuse. It is prohibited for any employee to use or possess illegal controlled substances on or off duty. It is prohibited for any employee to use legal drugs in a manner which might interfere with the employee's performance of duties. Any employee found in violation of these provisions may be subject to disciplinary action. Employees will be subject to testing for alcohol and controlled substances according to the specific techniques and procedures described in this policy.

POST-OFFER PRE-EMPLOYMENT TESTING

CDL Holders must consent to undergo drug testing at the time of the preemployment/post-offer physical examination. Tests will be conducted after a provisional offer of employment has been made and before an employee performs a health or safety function for the first time.

REASONABLE SUSPICION DRUG TESTING

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the Executive Director of Employee Relations or his/her designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion, should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.

Any employee may be required to submit to substance screening if the following conditions exist: (list is not inclusive):

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributed to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury; or
5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

POST-ACCIDENT/SERIOUS INCIDENT

Alcohol and controlled substances tests will be conducted after accidents involving employees whose performance could have contributed to the accident, which results in: (1) a fatality; (2) bodily injury which requires immediate medical treatment away from the scene of the accident, and/or; (3) in the case of a vehicle accident, damage requiring the vehicle to be towed away from the scene of the accident. Tests should be done as soon as practicable after the accident, although there should be no delay in any medical treatment required. Alcohol tests should be completed within two hours of the accident and in no event after eight hours and controlled substance tests will be administered within 32 hours of the accident. Employees may be ordered to test any time they use force, which is reasonably calculated to produce death or serious bodily injury. Serious bodily injury is any injury that creates a substantial risk of death, causes permanent disfigurement, or results in long-term loss or impairment of any bodily member or organ.

TESTING FOR CDL EMPLOYEES

All drivers and applicants for driver positions who are required to hold a Commercial Driver's License (CDL) to perform their job function must adhere to the requirements of this policy and all procedures relating to this policy.¹

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business or while operating school vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work or having any measurable amount of alcohol in their system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and their ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as an employee of the board and possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the director of schools/director of transportation. Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

Procedures

The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a reportable accident or who are periodically or randomly selected. The procedures are designed not only to detect violations of this policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

Implementation

The director of schools/director of transportation is authorized to implement this policy and procedures for the drug testing program, including a periodic review of the program to address any problems, changes and/or revisions of it, maintenance of all records required by the federal regulations, and

determination upon board approval of how the program will be accomplished, whether in-house, contracted or by consortium.

Dissemination

The director of schools/director of transportation shall be responsible for communicating this policy and the procedures to all employees affected by this policy and shall be accountable for its consistent enforcement.² The director of schools/director of transportation is designated to answer questions about this policy, procedures and all other matters involved in alcohol and controlled substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

Legal References

1. 49 USCA § 5331; Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991)
2. 49 CFR 382.601

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Discrimination / Harassment	Descriptor Code: 5.500	Issued Date:
		Rescinds: HR 5.160	Issued: 05/01/16

Employees shall be provided a work environment free from harassment based upon age, religion, marital status, creed, disability, color, race, national origin, sexual orientation, gender identity, gender expression or appearance, or sex, including sexual harassment.

It shall be a violation of this policy: (1) for any student or employee of this school system to harass an employee, or (2) for any employee of this school system to harass a student or a non-employee third party (e.g., contractor, visitor, applicant), through conduct or communication in any form as defined in this policy. Employees found in violation of this policy shall either receive corrective action or be promptly and appropriately disciplined. Disciplinary action may be taken up to and including dismissal.

Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken that:

1. Unreasonably interferes with the individual's work or performance;
2. Creates an intimidating, hostile or offensive work environment;
3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
4. Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of discrimination/harassment shall report these incidents immediately.² This report should be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Federal Rights Coordinator or the Executive Director of Human Relations. Allegations of discrimination/harassment shall be fully investigated (as set forth in *Complaints and Grievances* 5.501). An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a more complete investigation. The complaint should include the following information:

1. Identity of the alleged victim and person accused;
2. Location, date, time and circumstances surrounding the alleged incident;
3. Description of what happened;
4. Identity of witnesses; and
5. Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

1 A substantiated charge against an employee shall result in disciplinary action up to and including
2 termination. A substantiated charge against a student may result in corrective or disciplinary action up
3 to and including suspension.

4 There will be no retaliation against any person who reports discrimination/harassment or participates in
5 an investigation. However, any employee who refuses to cooperate or gives false information during the
6 course of any investigation may be subject to disciplinary action. The willful filing of a false report will
7 itself be considered harassment and will be treated as such.

8 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
9 Rights Coordinator or the Executive Director of Human Relations.

Legal References

1. 29 CFR §1604.11
2. 20 USCS § 1681

Cross References

Appeals To & Appearances Before the Board 1.404
Equal Opportunity Employment 5.104
Complaints and Grievances 5.501

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date:
		Rescinds:	Issued:

In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their actual duties.

Each staff member has the right to¹ a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.²

Educators have the right to:

1. Academic freedom within the confines of state law and board policy in order to create an atmosphere of freedom in the classroom;
2. Be treated with civility and respect as well as having his/her professional judgement and discretion respected;
3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
4. Provide students with a safe environment;
5. Defend themselves and their students from physical violence or harm;³
6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;⁴
7. Review all instructional material or curriculum before being utilized by students; and
8. Not be required to use his/her personal money to appropriately equip a classroom.

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the policies of the board and the procedures designed to implement them;⁵
2. To adhere to the Teacher Code of Ethics;⁶
3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

- 1 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the
- 2 public;
- 3 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 4 state board regulations, board policy and administrative procedures; and
- 5 6. Wear appropriate dress for work according to board guidelines and local school rules.

Legal References

1. Public Acts of 2017, Chapter No. 360
2. 42 USCS § 2000e-2(a)—(b); TCA 49-6-8002—8006
3. TCA 49-6-4008
4. 20 USCA 1232g
5. TCA 49-5-201
6. TCA 49-5-1001—1005

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Religious Content of Courses 4.804

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Complaints and Grievances	Descriptor Code: 5.501	Issued Date:
		Rescinds: HR 5.130	Issued: 02/01/09

EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

The board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom they are responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the director of schools.

In instances where an individual staff member feels, for personal reasons, that they cannot discuss a problem with their immediate superior, the staff member may take the problem directly to the director of schools. After review of the case, the director of schools shall take action as they deem appropriate and within a prompt, reasonable time shall notify all parties concerned of their decision.

HARASSMENT/DISCRIMINATION GRIEVANCES

Employees should notify any district complaint manager if they believe the board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute or board policy including: ^{1,2,3}

1. Age Discrimination Employment Act¹
2. Title II of the Americans with Disabilities Act ⁴
3. Title IX of the Education Amendments of 1972 ⁵
4. Section 504 of the Rehabilitation Act of 1973 ⁶
5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 ^{7,5}

The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint — An employee who wishes to avail themselves to this grievance procedure may do so by filing a complaint with any district complaint manager. The employee may request

a complaint manager of the same sex. The complaint manager may assist the employee in filing a grievance.

2. Investigation — The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on their behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall file a written report within ten (10) days of the filing of the grievance, of his or her findings with the director of schools. If a complaint of sexual harassment contains allegations involving the director of schools, the written report shall be filed with the board. The director of schools shall keep the board informed of all complaints.

3. Decision and Appeal — After receipt of the complaint manager's report, the director of schools shall render a written decision within five (5) days of the receipt of the report that shall be provided to the employee. If the employee is not satisfied with the decision, the employee may appeal the decision to the board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the board. Thereafter, the board shall render within thirty (30) days from the date the appeal was received, review the report and affirm, overrule or modify the decision and render a written finding that shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a board hearing.

APPOINTING COMPLAINT MANAGERS

The director of schools shall appoint at least two complaint managers, one of each gender. The Federal Rights Coordinator may be appointed as a complaint manager.

(Note: Title IX regulations require districts to identify the name, address and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.)

Legal References

1. Age Discrimination Employment Act, 29 U.S.C. § 621 et seq.
2. Equal Pay Act, 29 U.S.C. § 206(d)
3. Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
4. Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.
5. Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.
6. Rehabilitation Act, 29 U.S.C. § 791 et seq.
7. Title VII of Civil Rights Act, 42 U.S.C. § 2000e et seq.

Cross References

Appeals To and Appearances Before the Board 1.404
Section 504 & ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Conflict of Interest	Descriptor Code: 5.601	Issued Date:
		Rescinds:	Issued:

1 ADMINISTRATIVE PERSONNEL

2 Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in sup-
3 plying books, maps, school furniture, or apparatus for the schools or to act as agent for any author,
4 publisher, bookseller, or dealer in school furniture or apparatus, however a spouse or family member of
5 a principal, teacher or other school administrative employee may participate in business transactions
6 with the school system where a sealed competitive bid system is used, provided that the employee does
7 not have discretion in the selection of bids or specifications.¹

8 It shall be a misdemeanor for the director of schools to take any other contract under the board, to per-
9 form any other service for additional compensation, to act as principal or teacher in any school, or to
10 become the owner of a school warrant other than that allowed for his/her service as director of schools
11 or as secretary to the board.²

12 PROFESSIONAL AND SUPPORT PERSONNEL

13 Employees of the board will not engage in, or have financial interest in, any activity that raises a
14 reasonable question of conflict of interest with their duties and responsibilities as members of the school
15 staff. This includes, but is not limited to, the following:

- 16 1. School employees may not purchase for sale to students any goods or equipment or render any
17 service to the school system on a commission basis;¹
- 18 2. Employees who have patented or copyrighted any device, publication, or other item will not
19 receive royalties for use of such item in the school system;
- 20 3. Employees will not engage in any type of work where the source of information concerning a
21 customer, client, or employer originates from information obtained through the school system;
- 22 4. The board shall make no purchase of supplies, materials, or equipment from a school system
23 employee; and
- 24 5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and
25 reference books in a territory that includes the parents of the children of the school in which the
26 employee is assigned.
27

Legal References

1. TCA 49-6-2003
2. TCA 49-2-301(c)

Cross References

Purchasing 2.805
Bids and Quotations 2.806
Purchase Orders and Contracts 2.808
Employee-Developed Materials 4.405

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date:
		Rescinds: HC 5.173	Issued: 07/01/15

All employees will be scheduled to work as needed subject to position, workload, and school/department hours of operation.

WORK SCHEDULES

The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty minutes¹ and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Teachers shall be allotted an individual duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement.² Work schedules for other employees will be defined by the director of schools or their designee, consistent with the Fair Labor Standards Act ("FLSA") and provisions of this policy.

WORKWEEK DEFINED

Working hours for all employees not exempted under the Fair Labor Standards Act,³ including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations. The director of schools will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Friday until 11:59 p.m. Thursday.

OVERTIME AND COMPENSATORY TIME⁴

The board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of their supervisor. All overtime work must be expressly approved in writing by the director of schools or their designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the director of schools/designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than forty (40) hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each employee and submitted to the finance director. The finance director will review work records of employees on a regular basis to make an assessment of overtime use.

1 *Accrual of Compensatory Time*

2 Non-exempt employees (those that do not qualify under FLSA), may be awarded compensatory time in
3 lieu of payment. Compensatory time (Comp Time) or payment may be paid for hours worked in excess
4 of forty (40) hours a week at the rate of one (1) and one half (1/2) hours for each overtime hour worked.
5 Additional hours worked beyond the employee's scheduled work shift, but less than 40 hours in a
6 workweek, is compensated at the employee's regular hourly rate. Employees may accrue no more than
7 240 hours of compensatory time.

8 Funding for overtime must be included in the annual budget approved by the Board of Education and
9 must have prior approval from a member of the Executive Staff.

10 The decision to allow the accrual of compensatory time for non-exempt employees should only be based
11 upon necessity as determined by the supervisor. Therefore, an employee must receive prior approval
12 from an immediate supervisor or department head before an employee remains beyond the regularly
13 scheduled daily work shift. Supervisory personnel must monitor additional time worked to ensure that
14 time spent beyond the regularly scheduled daily work shift is actually compensable.

15 *Use of Compensatory Time*

16 An employee will be permitted to use accrued compensatory time as paid time off with prior approval
17 from his/her supervisor only when the use of such time will not disrupt the operation of the department.
18 The request to use compensatory time must be made in advance. Approval of such request is subject to
19 work demands and the number of other personnel taking time off simultaneously.

20 This policy shall be included in the staff handbook, however, employees will be provided with a copy
21 of this policy and will be required to sign this policy to acknowledge their understanding of overtime
22 and compensatory time provisions. Such signed policy shall be placed in the employee's personnel file
23 and shall constitute the written agreement in this section.

24 **ATTENDANCE EXPECTATIONS**

25 All employees are expected to be present during all work hours. Absence without prior approval, chronic
26 absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and
27 will result in disciplinary action up to and including dismissal.

Legal References

1. TRR/MS 0520-01-03-.03(1)
2. TRR/MS 0520-01-03-.03(4); TCA 49-1-302 (e)(2)
3. 29 CFR 553.20—23
4. 29 CFR 541.100—.101, .200, .204, .300, .303

Cross References

School Day 1.801
Curriculum Development 4.200
Reporting Student Progress 4.601
In-Service & Staff Development Activities 5.113

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Gifts and Solicitations	Descriptor Code: 5.605	Issued Date:
		Rescinds: HC 5.110	Issued: 06/01/15

GIFTS

Employees shall not accept gifts from students unless the gifts are of token value only.

Individual employees of the board will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts is discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

SOLICITATIONS

No organization may solicit funds from employees within the schools. Flyers or other materials related to fund drives shall not be distributed through the schools without the written approval of the director of schools.

Employees will not be responsible for the collection of any money or the distribution of any fundraising materials within the schools unless such activity has the director of schools' written approval.

Cross References

Advertising & Distribution of Materials in Schools 1.806
Fundraising Activities 2.601
Vendor Relations 2.809
Staff Conflicts of Interest 5.601
Student Gifts 6.710

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Political Activities	Descriptor Code: 5.606	Issued Date:
		Rescinds: HR 5.138	Issued: 01/01/10

- 1 Employees have a right to express their views on any issue, but must in each case make clear that the
2 view expressed is not the official view of the board or school system.
- 3 Employees may, on their own time, campaign for or against any candidate or referendum, but are
4 prohibited from using system owned property to engage in political activity. System owned property
5 includes, but are not limited to: all buildings, signage, message boards, telephonic equipment, electronic
6 equipment and email accounts. Employees shall not use audio or video messages to engage in any
7 political promotion or solicitation during school hours.¹

Legal References

1. TCA 49-6-2009

Cross References

Board-Community Relations 1.500
News Releases, News Conferences & Interviews 1.503
Advertising & Distribution of Materials in Schools 1.806

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Non-School Employment	Descriptor Code: 5.607	Issued Date:
		Rescinds: HR 5.113	Issued: 07/01/11

PROFESSIONAL PERSONNEL

Professional positions may require additional hours during evenings or other times when offices may be closed. Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that the responsibilities of the position require, nor will an employee use any district facilities, equipment or materials in performing outside work. This includes the board's computer systems and networks and any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, stored text and data files. This includes but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The board reserves the right to have all technology resource activity monitored.

When the periods of work are such that certain evenings, days or vacation periods are duty-free, the employee may use such off-duty time for the purposes of compensation provided all the following conditions are met:

1. The work in no way interferes with the degree of effectiveness of their work in the school system;
2. The work in no way reflects detrimentally upon the school system or its prestige;
3. Such outside obligations do not prevent the individual from assuming duties required by the regular position; and
4. The individual does not receive compensation for work that is customarily within their regular position.¹

SUPPORT PERSONNEL

Support personnel shall not be prohibited from holding employment outside the school system so long as such employment does not interfere with regular and overtime scheduled duties for the school system.

Legal References

1. TCA 49-5-410

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Tutoring for Pay	Descriptor Code: 5.608	Issued Date:
		Rescinds:	Issued:

- 1 Any teacher may enter into an agreement with parents for tutoring children for a fee, but this practice
- 2 must be limited to those children who the teacher is not currently exercising teaching, administrative or
- 3 supervisory responsibility.¹
- 4 School facilities may not be used for private profit.²

Legal References

1. TCA 49-5-1003
2. TCA 49-2-405(a)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff-Student Relations	Descriptor Code: 5.610	Issued Date:
		Rescinds:	Issued:

Staff members shall maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that is due.

Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to their program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs by:

1. Insisting on reasonable standards of scholastic accomplishment for all students;
2. Creating a positive atmosphere in and out of the classroom;
3. Extending courtesy and respect to students; and
4. Treating all students with consistent fairness.¹

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students shall be prohibited.²

Legal References

1. TCA 49-5-1003
2. TCA 39-13-506; TCA 39-13-527

Cross References

Staff Rights & Responsibilities 5.600
Ethics 5.611

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Ethics	Descriptor Code: 5.611	Issued Date:
		Rescinds: HC 5.119	Issued: 06/01/14

1 An effective educational program requires the services of men and women of integrity, high ideals and
2 human understanding. To maintain and promote these essentials, all employees are expected to
3 maintain high standards in their school relationships.¹ These standards include the following:

- 4 1. The maintenance of just and courteous professional relationships with students, parents, staff
5 members and others;
- 6 2. The maintenance of their own efficiency and knowledge of the developments in their fields of
7 work;
- 8 3. The transaction of all official business with the properly designated authorities of the school
9 system;
- 10 4. The establishment of friendly and intelligent cooperation between the community and the
11 school system;
- 12 5. The representation of the school system on all occasions that the contributions of the school
13 system to the community are recognized;
- 14 6. The welfare of children as the first concern of the school system when placing professional
15 personnel. The use of pressure on school officials for appointments or transfers is unethical;
- 16 7. Restraint from using school contacts and privileges to promote partisan politics, sectarian
17 religious views or selfish propaganda of any kind;
- 18 8. The responsibility to make any criticism of other staff members or of the school system directly
19 to the particular school administrator who has the administrative responsibility for improving
20 the situation and then to the director of schools, if necessary; and
- 21 9. The proper use and protection of all school properties, equipment and materials.

Legal References

1. TCA 49-5-501(3)(D); TCA 49-5-1003, 1004

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Interim Employees	Descriptor Code: 5.700	Issued Date:
		Rescinds:	Issued:

- 1 Employees shall be hired on an interim contract only when a vacancy is created by an employee taking
2 a leave of absence as set forth in TCA 49-5-702.¹ Such interim employees shall be considered as
3 temporary replacements for the remainder of the school year and the contract term will not be considered
4 as initial employment.
- 5 Said positions will be filled at the discretion of the director of schools/designee in a manner that is the
6 least disruptive on the educational process of students. Said positions shall be filled as quickly as possible
7 to ensure a continuous function of the specified position.
- 8 Persons filling any temporary positions shall have no expectancy of continued employment, but such
9 person may be considered for employment in filling vacancies as specified in the section dealing with
10 initial employment. The contract of each temporary employee shall contain the following statement: *I*
11 *understand that in filling a temporary position, I have no expectancy of continued employment, but may*
12 *be considered for initial employment to fill other vacancies.*

Legal References

1. TCA 49-2-203(a)(1)(A); TCA 49-5-702

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date:
		Rescinds: HR 5.122	Issued: 07/01/05

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2} Substitute teachers may be employed and paid directly by the board of education or by a third-party public or private employer through an agreement between such third-party employer and the board of education.

Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the board of education.²

APPLICATION/QUALIFICATIONS

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

Applicants with revoked licenses or certificates according to the Department of Education shall not be hired.⁴

Qualifications for substitute teachers shall be determined by the director of schools in compliance with state laws and regulations.

A list of substitute teacher(s) will be prepared by the director of schools/designee who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

COMPENSATION

If employed directly by the system, the compensation of substitute teachers shall be determined annually by the director.

CERTIFICATION

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵ When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits¹ and may substitute for additional days if the director of schools certifies in writing to the division of retirement that no other qualified personnel are available to substitute teach.⁶

EMERGENCY NEEDS

1 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
2 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
3 unable to arrive on time or remain for the full day.

4 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
5 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
6 for both positions at the same time.

7 **TRAINING AND ORIENTATION**

8 The director of schools/designee shall be responsible for ensuring that there are appropriate training and
9 development programs for substitute teachers.

10 **RESPONSIBILITIES**

11 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not
12 limited to, bus duty and playground supervision.

13 **RE-EMPLOYMENT/TERMINATION**

14 On an annual basis, the director of schools, with input from the principals, shall determine which
15 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
16 acceptable level shall not be re-employed.

17 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
18 the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
6. Public Acts of 2017, Chapter No. 287

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Student Teaching, Internships, Practicum, and Observations	Descriptor Code: 5.702	Issued Date:
		Rescinds: HR 5.136	Issued: 02/01/12

- 1 Metropolitan Nashville schools will provide training opportunities for students from approved area
2 colleges. All institutions that seek to place students in the system must sign an affiliation agreement and
3 file it in the Certified Personnel Office.
- 4 A student teacher shall be granted the same protection of the laws as a certified teacher and shall comply
5 with all policies and procedures of the board and observe all duties of teachers as set forth in state statute.¹
- 6 No classroom student shall have more than one (1) student teacher per year in a given subject. Any
7 exception to this policy must have prior approval from the director of schools.
- 8 The director of schools/designee shall establish a district-wide process for accepting and supervising
9 student teachers.

Legal References

1. TCA 49-5-403(c); TCA 49-5-201

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Director of Schools	Descriptor Code: 5.800	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall be the chief executive officer of the school system and shall have, under
2 the direction of the board, general supervision of all the public schools, personnel and departments of
3 the school system. The director of schools is responsible for the management of the schools under the
4 board's policies and is accountable to the board.¹

5 The director of schools, at his/her discretion, may delegate any of his/her duties to other school
6 personnel.
7

Legal References

1. TCA 49-2-301(a)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Director of Schools - Recruitment and Selection	Descriptor Code: 5.801	Issued Date:
		Rescinds: GP-3	Issued: 08/12/14

When a vacancy occurs, the appointment of a director of schools is a function of the board.¹ The board is responsible for finding the person it believes can most effectively translate into action the policies of the board and the goals of the community and the professional staff.

The board may employ a consultant to advise and assist the board in the search and selection process. However, final selection shall rest with the board after a thorough consideration of qualified applicants. An interim director of schools appointed during the time of a search shall not become a candidate unless the board expressly permits such inclusion in the selection procedures. A board member may not apply for or in any other way be considered for the position of director of schools.²

If the board chooses to conduct a search to fill the position, the board shall initially develop the following:

1. A job description;
2. A timeline;
3. A process for accepting and reviewing applications; and
4. Selection procedures which shall include, but not be limited to, the following:³
 - a. The board may invite the community to participate in the process of selecting a director of schools. Resumes of persons interviewed by the board shall be available in the central office for public inspection.
 - b. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire board.
 - c. Candidates shall be interviewed by the board in an open session. Only board members will be allowed to ask questions during the interview.
 - d. The board shall attempt to select a director by unanimous vote, but a simple majority vote of the membership of the board shall be required for the appointment of a director of schools.

Legal References

1. TCA 49-2-203(a)(14)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(14)(B)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date:
		Rescinds: EE-10	Issued: 07/08/14

1 QUALIFICATIONS:

- 2 1. A professional educator's license
- 3 2. A master's degree in education with a preference for a doctorate degree
- 4 3. Three (3) years of successful experience in school administration
- 5 4. Such other qualifications as the board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the
12 financial operation, to all parts of system facilities, and to the conduct of such other duties as may be
13 assigned by the board. The director of schools may delegate these duties together with appropriate
14 authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of
15 accountability.

16 ESSENTIAL FUNCTIONS:

17 General Administrative

- 18 1. Provides leadership in identification of priorities and assures that all activities reflect those
19 board-established priorities.
- 20 2. Prepares and recommends short- and long-range plans for board approval and implements those
21 plans when approved.
- 22 3. Prepares, in conjunction with the board chairman, agenda recommendations relative to all
23 matters requiring board action, including all facts, information, options, and reports needed to
24 assure informed decisions. Provides advice and counsel to the board on matters before it.
- 25 4. Attends all regular and special meetings of the board and keeps a complete and accurate record
26 of the proceedings of all meetings of the board and of its official acts.
- 27 5. Ensures the lawful, ethical, and safe operation of the school system in line with board policy.

- 1 6. Maintain an organizational culture that treats all stakeholders with respect, dignity, and courtesy
2 and that includes:
 - 3 a. Open, honest, and effective communication in all interpersonal action; and
 - 4 b. Respect for others and their opinions;
- 5 7. Recommends drafts of new policies or changes to the board. Anticipates potential problems.
- 6 8. Develops administrative procedures to implement board policy or for the items deemed
7 necessary for the efficient operation of the schools and disseminates these procedures to
8 appropriate staff.
- 9 9. Keeps the board informed regarding development in other districts or at state and national levels
10 that would be helpful to the district.
- 11 10. Ensures that all local, state/federal standards for the health and safety of the students and staff
12 are maintained and that required reports are maintained.
- 13 11. Provides the necessary information to at least one other executive staff member so that he/she
14 would be capable of assuming director responsibilities on an emergency basis, should the need
15 arise.
- 16 12. Advises the board of anticipated significant media coverage.
- 17 13. Provides a process for official board, officer, and committee communications.
- 18 14. Works with the board as a whole except when:
 - 19 a. Fulfilling individual requests for information, provided such requests are not disruptive
20 or do not require a material amount of staff time or resources;
 - 21 b. Working with officers or committees duly charged by the board; or
 - 22 c. Communicating with the chair.
- 23 15. Supplies for the consent agenda all items delegated to the director that are required by law or
24 contract to be board-approved, along with adequate information necessary to keep the board
25 informed.
- 26 16. Establishes a procedure for informing the board in a timely manner of the administrative
27 disposition of complaints presented to the director by the board.
- 28 17. Provides the board as many staff and external points of view and opinions as needed for fully
29 informed board decisions.
- 30 18. Avoids presenting information in unnecessarily complex or lengthy form.

19. Fulfills all statutory obligations and implements the education law of the State of Tennessee and the rules and regulations of the State Board.¹

Financial Management

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices. Continually assesses business practices to achieve efficiency.
2. Prepares annually, a budget and submits it to the board for approval. Presents approved budget to the appropriate local funding body for adoption.
3. Makes appropriate written reports for the board detailing all receipts and expenditures of the public school funds.
4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.
5. Advises the board of significant changes substantially affecting the district's financial condition.

Personnel Administration

1. Establishes lines of authority which shall be approved by the board and shown on the system organization chart. Lines of authority shall not restrict the practical working relationships of all staff members at all levels.
2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the board teachers who are eligible for tenure.
3. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions.
4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the board for information and record.
5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.
6. Communicates directly or through delegation all actions of the board relating to personnel matters to all and receives from employees communications to be made to the board.
7. Evaluates principals annually.
8. Operates with written personnel procedures which are clear as well as:
 - a. Provide for effective handling of complaints;
 - b. Include adequate job descriptions for all staff positions; and

c. Protect against harassment and all forms of illegal discrimination.

9. Protects confidential employee information.

Instructional Leadership

1. Serves as the chief school executive. Ensures the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.

2. Recommends to the board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.

3. Oversees the timely revisions of all curriculum guides and courses of study.

4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.

5. Conducts a periodic audit of the total school program and advises the board of recommendations or the educational advancement of the schools.

6. Seeks out available sources for grant funding to support programs and projects.

7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

Community/Public Relations

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest and solicits community opinions regarding school and educational issues.

2. Identifies available community resources and links to social service agencies that support education and healthy child development.

3. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.

4. Maintains contact and good relations with local media.

5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.

6. Represents the school system and its interests in community organizations, activities, and projects.

7. Publishes an annual progress report to the public that includes:

- a. Student performance data indicating progress;
- b. Information about school district strategies, programs, and operations;
- c. Revenues, expenditures and costs of major programs and operations intended to accomplish board goals.

TERMS OF EMPLOYMENT: Serves in accordance with the terms of the contract between the board and the director of schools. Salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of state law and the board's policy on evaluation of the director of schools.

GENERAL REQUIREMENTS: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301

Cross References

Job Descriptions 5.103

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation of the Director of Schools	Descriptor Code: 5.803	Issued Date:
		Rescinds: GP-3	Issued: 08/12/14

- 1 Through an annual evaluation of the director of schools,¹ the board will strive to accomplish the following:
- 2 1. Clarify the role of the director according to a job description as agreed upon by the board and the director;
- 3 2. Develop harmonious working relationships between the board and the director; and
- 4 3. Develop improvements in the administrative leadership of the school system.
- 5 The board will develop, with the director, a set of performance objectives based on the needs of the system. The
- 6 performance of the director will be reviewed in accordance with these specified goals. The performance objectives
- 7 will be memorialized in an evaluation plan that includes, at a minimum, sections regarding job performance,
- 8 student achievement, relationships with staff and personnel, relationships with board members, and relationships
- 9 with the community.¹ The chair shall establish a committee to facilitate the summative evaluation of the director.
- 10 At a time agreed to by the board and the director, the board will meet as a body to evaluate the director's
- 11 performance. Formative student assessment data, and students and educator culture/climate survey data will be
- 12 included in the evaluation.
- 13 The following guidelines will be used in the evaluation process:
- 14 1. The director will know the standards upon which he/she will be evaluated and will be involved in the
- 15 development of those standards.
- 16 2. A part of the evaluation may be a composite of the evaluation by individual board members, but the board,
- 17 as a whole, will meet with the director to discuss the composite evaluation.
- 18 3. The evaluation shall include a discussion of strengths as well as weaknesses.
- 19 4. Both the board and director will prepare for the evaluation; the director will conduct a self-evaluation and
- 20 board members will document the evidence used in rating the director's performance.
- 21 5. All documentation will be supported by objective evidence.

Legal References

1. TCA 49-2-203(a)(16)

Cross References

Board-Director Relations 1.205

Metropolitan Nashville Board of Education

Monitoring:

**Review: Annually, in
February**

Descriptor Term:

Collaborative Conferencing-Legal Status

Descriptor Code:

5.900

Issued Date:

Rescinds:

Issued:

Certified employees have the right to engage in collaborative conferencing through the representative organizations of their own choosing. They shall also have the right to refrain from any and all such activities.

The board has the following rights, duties and legal status:

1. To manage and control public education in the school system;¹
2. To not delegate or abdicate its legal responsibilities; and
3. Collaborate with employees as set forth in the “Professional Educators Collaborative Conferencing Act of 2011”.

Legal References

1. TCA 49-2-203(a)(2)

Cross References

Scope of Collaborative Conferencing 5.901
Board Collaborative Conferencing Agent 5.902
Director of Schools’ Role in Negotiations 5.903

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Scope of Collaborative Conferencing	Descriptor Code: 5.901	Issued Date:
		Rescinds:	Issued:

The board shall restrict the scope of collaborative conferencing to those specific conditions of employment that are designated as topics for negotiations by the Professional Educators Collaborative Conferencing Act of 2011,¹ which are:

1. Salaries and wages;
2. Grievance procedures;
3. Insurance;
4. Fringe benefits, not including the Tennessee Consolidated Retirement System or locally authorized retirement incentives;
5. Working conditions, except those working conditions which are prescribed by federal law, state law, private act, municipal charter, or rules and regulations of the state board of education, the department of education or any other department or agency of state or local government;²
6. Leave;
7. Payroll deductions.

The representatives of the Board shall not negotiate on any terms and conditions of employment except as stated above.

Collaborations will take place after the regular school day at a mutually convenient time.

Collaborations shall be held in an open meeting with adequate prior notice given to the public. Meeting procedures shall be as established in writing by joint agreement of the board management team and certified employees' team in the ground rules.

Legal References

1. TCA 49-5-601, et seq.
2. TCA 49-5-608

Cross References

Collaborative Conferencing – Legal Status 5.900
Board Collaborative Conferencing Agent 5.902
Director of Schools' Role in Negotiations 5.903

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Director of Schools' Role in Negotiations	Descriptor Code: 5.903	Issued Date:
		Rescinds:	Issued:

1 The director of schools may serve as a member of the management personnel team.¹

2 The director of schools' duties shall be:

3 1. To consult with the board on all proposals; and

4
5 2. To coordinate the collective efforts of the management team.

Legal References

1. TCA 49-5-602(4)

Cross References

Collaborative Conferencing – Legal Status 5.900
Scope of Collaborative Conferencing 5.901
Board Collaborative Conferencing Agent 5.902

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Board Collaborative Conferencing Agent	Descriptor Code: 5.902	Issued Date:
		Rescinds:	Issued:

1 If the board and the system's professional employees enter into collaborative conferencing, the board
2 shall appoint at least seven (7), but not more than eleven (11) persons, to serve as the management
3 team.

4 The collaborative conferencing management team is appointed for a three (3) year term.² The board
5 shall designate one of the persons as spokesperson.

6 The spokesperson shall have the following responsibilities:

- 7 1. To serve as the board's spokesman during bargaining;
- 8
- 9 2. To report to the board and work in consultation with the director;
- 10
- 11 3. To make progress reports and news releases as approved by the director; and
- 12
- 13 4. To make available information regarding negotiations as required by law.

Legal References

1. TCA 49-5-605(b)(4)
2. TCA 49-5-605(b)(6)

Cross References

Collaborative Conferencing – Legal Status 5.900
Scope of Collaborative Conferencing 5.901
Director of Schools' Role in Negotiations 5.903



May 2, 2018

Mr. Carlton Battle
545 Ewing Drive
Nashville, TN 37207

Re: Notice of Charges for 10 Day Suspension – Carlton Battle

Dear Mr. Battle:

This is to inform you that I am recommending that you be suspended for ten (10) days from employment as an assistant principal with the Metropolitan Nashville Public Schools (“MNPS”). Additionally, you will be removed from eligibility for an Assistant Principal or other positions that may require the handling of money within MNPS. This recommendation is due to your unprofessional conduct (conduct unbecoming to a member of the teaching profession) and inefficiency as defined in T.C.A. § 49-5-501, and the definitions are incorporated here.

February 16, 2018, physical altercation with a parent:

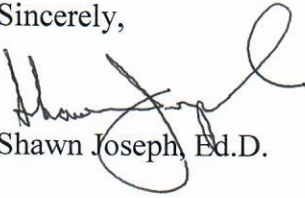
1. On Friday, February 16, 2018, at the conclusion of the District 9AA Semi-Finals basketball game, Whites Creek vs. Stratford High School at East High School, you were involved in a physical altercation with a student’s parent which you had the opportunity not to engage. Additionally, you left the scene of the incident and the school without reporting the altercation to the proper authorities and MNPS leadership.
2. On that day, after the District 9AA Semi-Finals basketball game at East High School, you were in the locker room with the team discussing the game. One of the students became disrespectful and began mumbling under his breath. You then instructed the student to leave the locker room and informed him that he was off the team by telling him “to get his sh** and get the f*** out.”
3. A few moments later, the student’s parent and the student returned to the locker room area and the parent began beating on the locker room door and asking to speak with you. You went out into the hallway to confront the parent. You were observed to be face to face with the parent and were heard using profanity.

4. At some point during the confrontation, the student's parent reached over the assistant basketball coach to make physical contact with you. You responded by punching the parent in the face several times, causing the parent to bleed profusely.
5. You then left the locker room area and went to the parking lot where you left the school premises without reporting the altercation to the proper authorities and MNPS leadership.
6. A number of students were present in the locker room, heard the altercation outside the locker room, and saw the parent getting off the floor in a puddle of blood.
7. Additionally, as a result of the altercation in which you were involved, another altercation transpired between another basketball player on the team and the student team manager.

Fundraiser failures:

8. You authorized a basketball team fundraiser with Cherrydale Farms that was approved to be held during the timeframe of December 2, 2017 through December 16, 2017.
9. On Wednesday, February 28, 2018, a representative from Cherrydale Farms came to Whites Creek High School to inquire why they received a request from you on approximately February 16, 2018 to cancel orders that were made for the fundraiser. In meeting with the representative, it was made clear that there were outstanding funds owed to Cherrydale Farms. Upon further review, it was revealed that the amount owed did not match the collection logs submitted by you to the school's bookkeeper. It was determined that some money had not been turned in.
10. On March 2, 2018, after you were contacted to ascertain a clear understanding of the status of the order forms and outstanding funds, and more than two months after the deemed conclusion of the fundraiser, you brought \$1,660.00 cash and order forms to the school. The \$1,660.00 was received by the school in denominations of \$100, \$50, and \$20 dollar bills. Collection in the amount of \$52 is still missing without explanation.
11. Due to the implications of the amount of money and length of time the money was in your possession, the audit department was contacted and an investigation completed. The investigation revealed monies were not handled according to proper procedure. You failed to comply with the collection and the deposit process.
12. You had previously received training and instruction on proper methods of fundraising, including the importance of maintaining proper documentation.
13. Due to your inefficiency and unprofessional conduct or conduct unbecoming to a member of the teaching profession, you must be suspended for 10 days from your employment as an assistant principal with MNPS.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Joseph", with a large, stylized loop at the end.

Shawn Joseph, Ed.D.

cc: Deborah Story, MNPS Human Capital
Pippa Meriwether, Community Superintendent
Corey Harkey, Department of Law
Personnel File (certificated)



**METRO
NASHVILLE
PUBLIC
SCHOOLS**

SHAWN JOSEPH, ED.D.
Director of Schools

☎ 615.259.8421

📠 615.214.8850

✉ Directorofschools@mnps.org

🐦 @MNPSDirector

May 2, 2018

Members of the Board
Metropolitan Board of Public Education
2601 Bransford Avenue
Nashville, TN 37204

Re: Charges Supporting the Suspension of Carlton Battle

Dear Board Members:

I am writing to recommend the suspension for 10 days of Carlton Battle from employment as an assistant principal with the Metropolitan Nashville Public Schools, pursuant to T.C.A. § 49-5-511. I have charged him with unprofessional conduct (conduct unbecoming to a member of the teaching profession) and inefficiency, which are grounds for his suspension pursuant to Tenn. Code Ann. § 49-5-511. These terms are specifically defined in Tenn. Code Ann. § 49-5-501.

Evidence supporting these charges was set forth in my letter to Carlton Battle on May 2, 2018, a copy of which is attached. I am asking you to certify these charges by voting that if proven true, these charges warrant Mr. Battle's suspension for 10 days. Should you certify these charges, I will inform Mr. Battle of your action and formally advise him of the right to request a hearing before an impartial hearing officer.

At the present time, I am only asking you to certify the charges. I am not asking you to weigh evidence either for or against the 10-day suspension. I am merely asking you to vote that the charges, if proven true, warrant suspension. If Mr. Battle requests a hearing, it will occur at some point in the future.

Accordingly, it is my recommendation that Carlton Battle be suspended for 10 days from employment with the Metropolitan Nashville Public Schools.

Sincerely,

Shawn Joseph, Ed.D.

cc: Deborah Story, MNPS Human Capital
Pippa Meriwether, Community Superintendent
Corey Harkey, Department of Law
Personnel File (certificated)

Enclosure: May 2, 2018 letter to Mr. Battle



METRO
NASHVILLE
PUBLIC
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May 2, 2018

Mr. Carlton Battle
545 Ewing Drive
Nashville, TN 37207

VIA REGULAR AND CERTIFIED MAIL

Re: Notice of Intent to Suspend for 10 Days

Dear Mr. Battle:

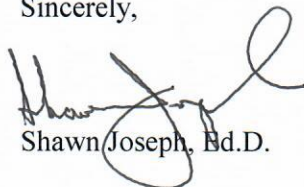
It has come to my attention that you have engaged in unprofessional conduct unbecoming a teacher and inefficiency with the Metropolitan Nashville Public Schools. Therefore, I must recommend that you be suspended from your employment as an assistant principal with MNPS for 10 days. Additionally, you will be removed from eligibility for an Assistant Principal or other positions that may require the handling of money within MNPS.

This letter constitutes written notice to you of the charges being made against you. The conduct described in the attached and incorporated Notice of Charges of Dismissal is sufficient to warrant your suspension. Accordingly, be advised that I plan to present the charges against you to the Metropolitan Board of Public Education at its meeting on May 8, 2018.

At this meeting, the Board will vote whether or not to certify the charges against you. If the Board certifies the charges, you will be promptly advised and may subsequently request a hearing before an impartial hearing officer pursuant to T.C.A. § 49-5-512 on the merits of these charges.

Further, pursuant to my authority set out in T.C.A. §49-5-511, I hereby suspend you without pay for 10 days pending the final disposition of this matter. Your dates of suspension are May 2 through May 15, 2018. You are reassigned to Pearl Cohn High School as a substitute teacher at your current rate of pay for the remainder of the year and may report to work on May 16th at Pearl Cohn High School.

Sincerely,



Shawn Joseph, Ed.D.

Attachment – Notice of Charges for Dismissal

cc: Deborah Story, MNPS Human Capital
Pippa Meriwether, Community Superintendent
Corey Harkey, Department of Law
Personnel File (certificated)



***EXCEEDING* GREAT EXPECTATIONS**

Performance Management ■ May 8, 2018



Presentation Expected Outcomes



1. Reintroduce structure of Strategic Framework in a visual and review two examples of how actions taken are grounded within the plan
2. Provide status update regarding progress made to date on two scorecard versions within the Performance Management Priority area



1

Strategic Framework Structure Review

Our Foundation



OUR VISION

- Metro Nashville Public Schools will be the fastest-improving urban school system in America, ensuring that every student becomes a life-long learner prepared for success in college, career and life.

OUR MISSION

- We deliver a great public education to every student, every day.

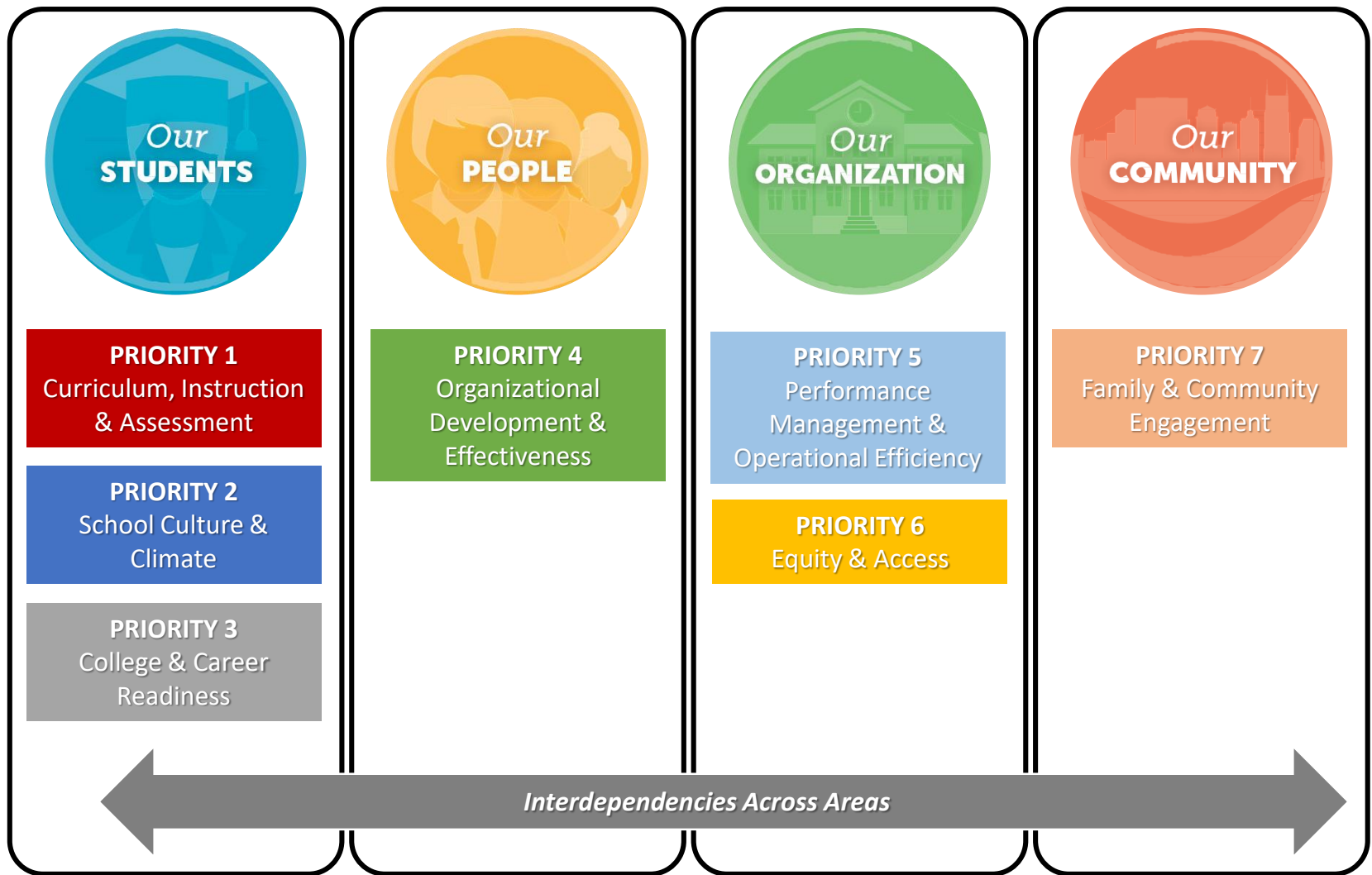
OUR VALUES

- Whole learner, literacy, excellence, relevance, innovation, talent, collaboration, equity and diversity.

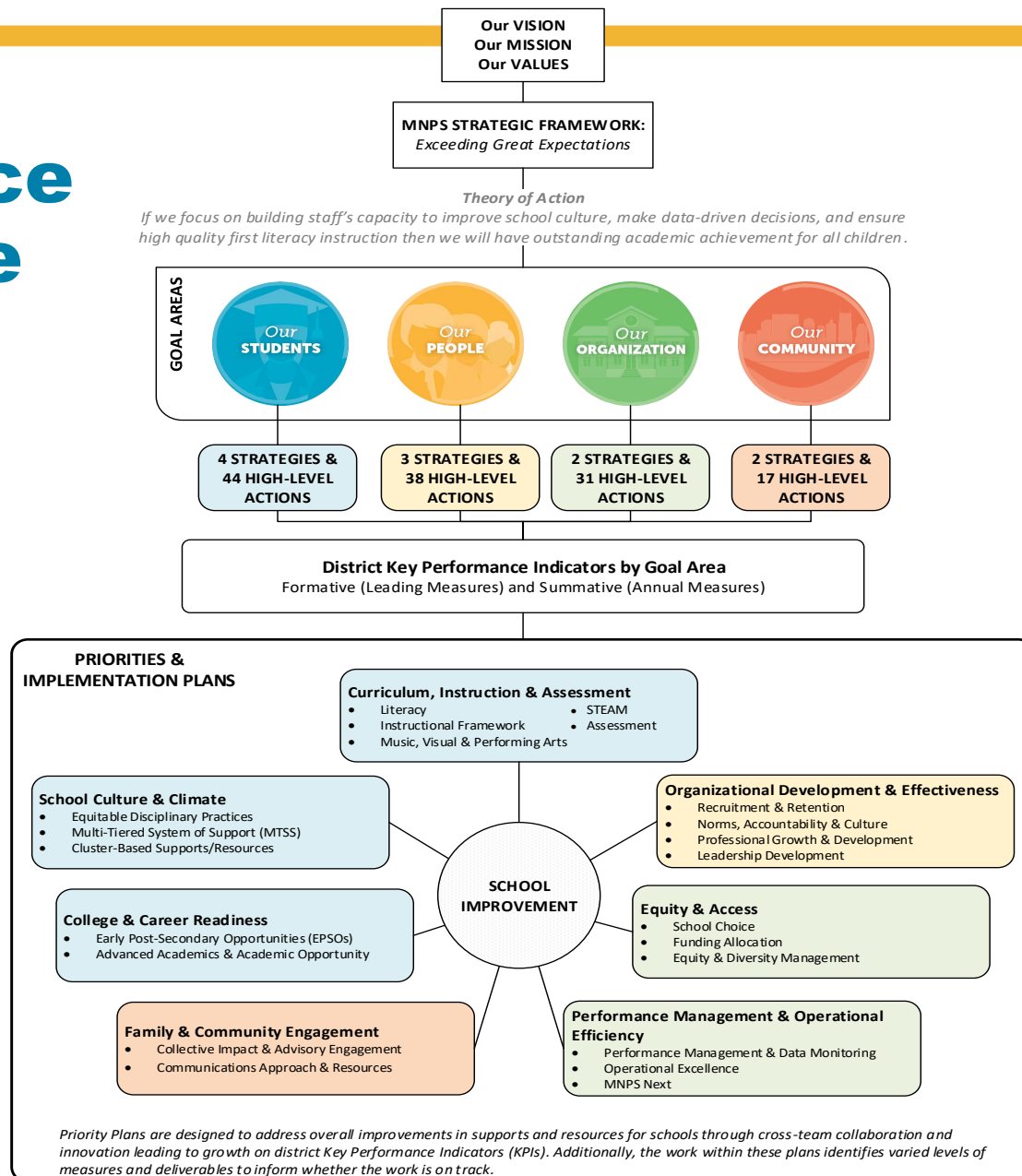
Strategic Framework Goal Areas



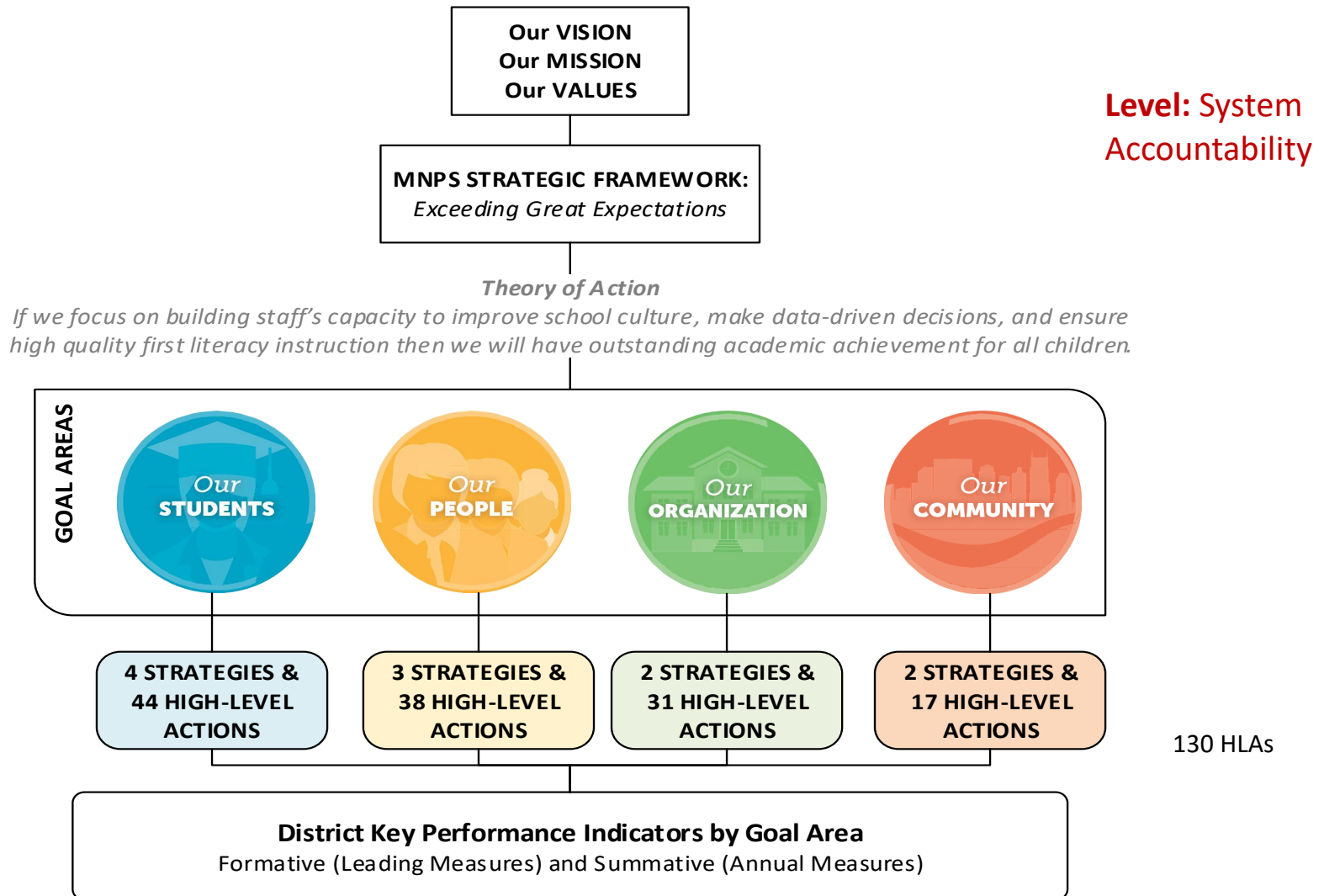
2017-18 Priorities by Goal Area



System Coherence Structure



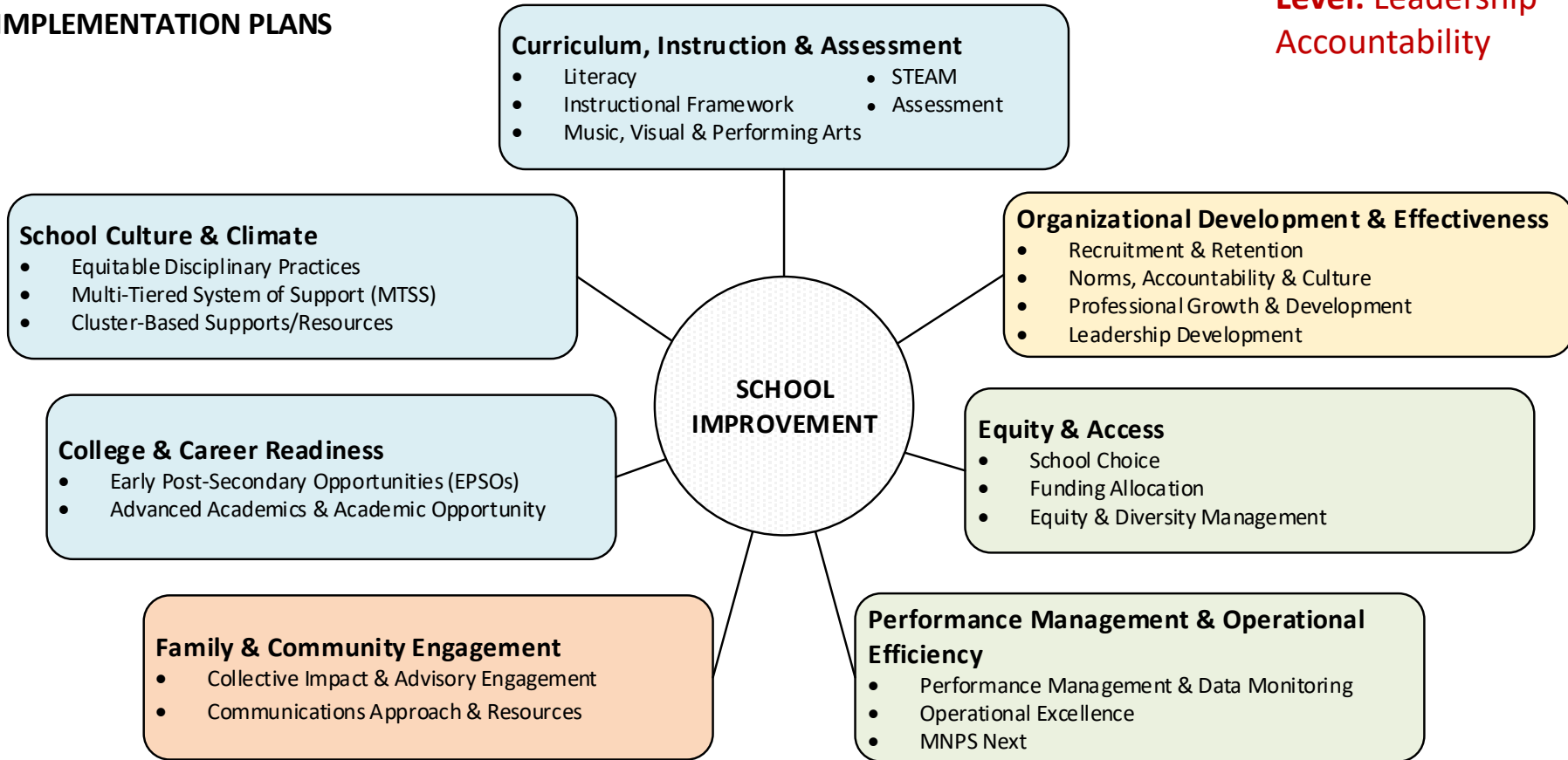
System Coherence Structure – Part 1



System Coherence Structure – Part 2

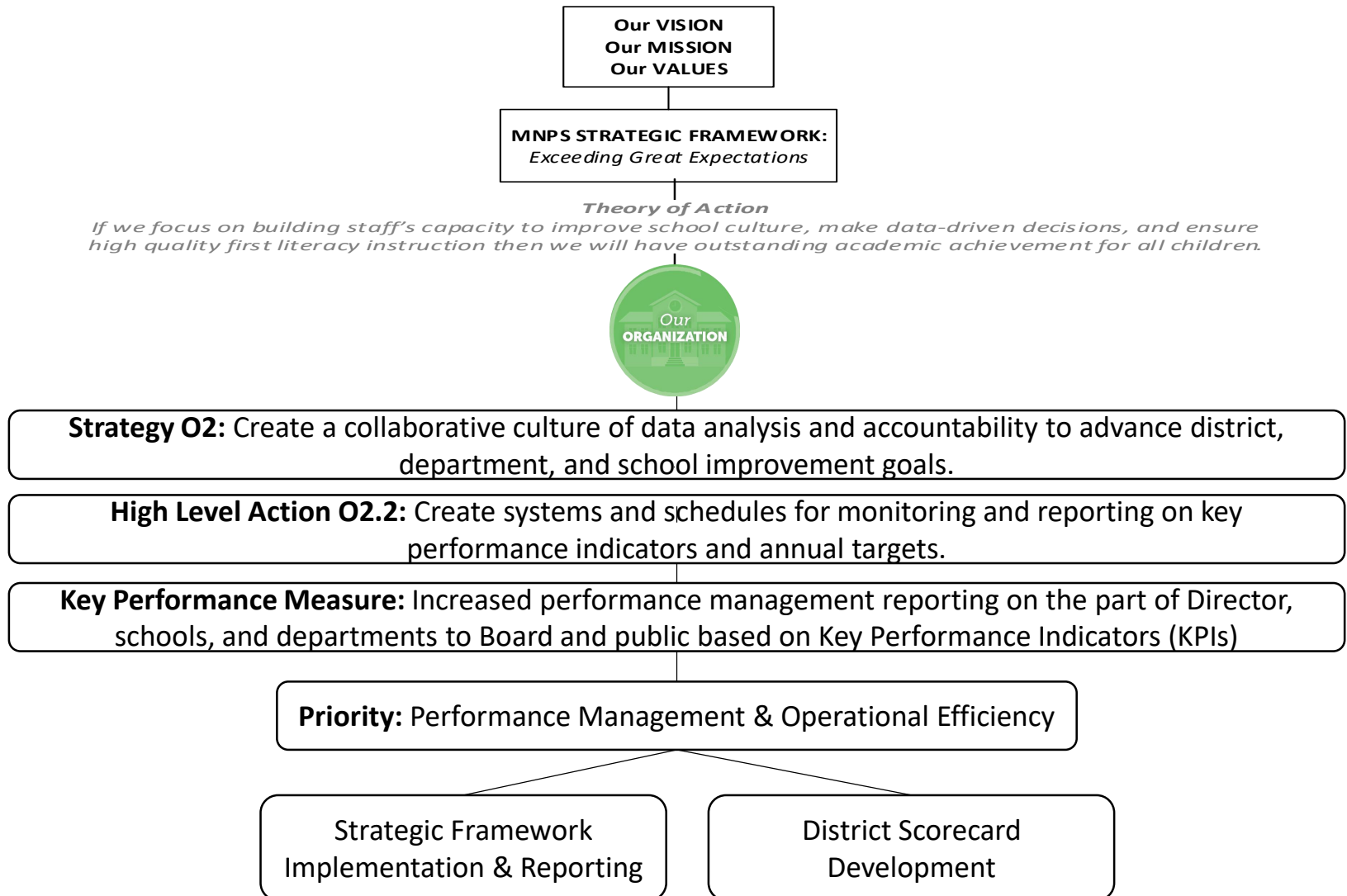
PRIORITIES & IMPLEMENTATION PLANS

Level: Leadership Accountability

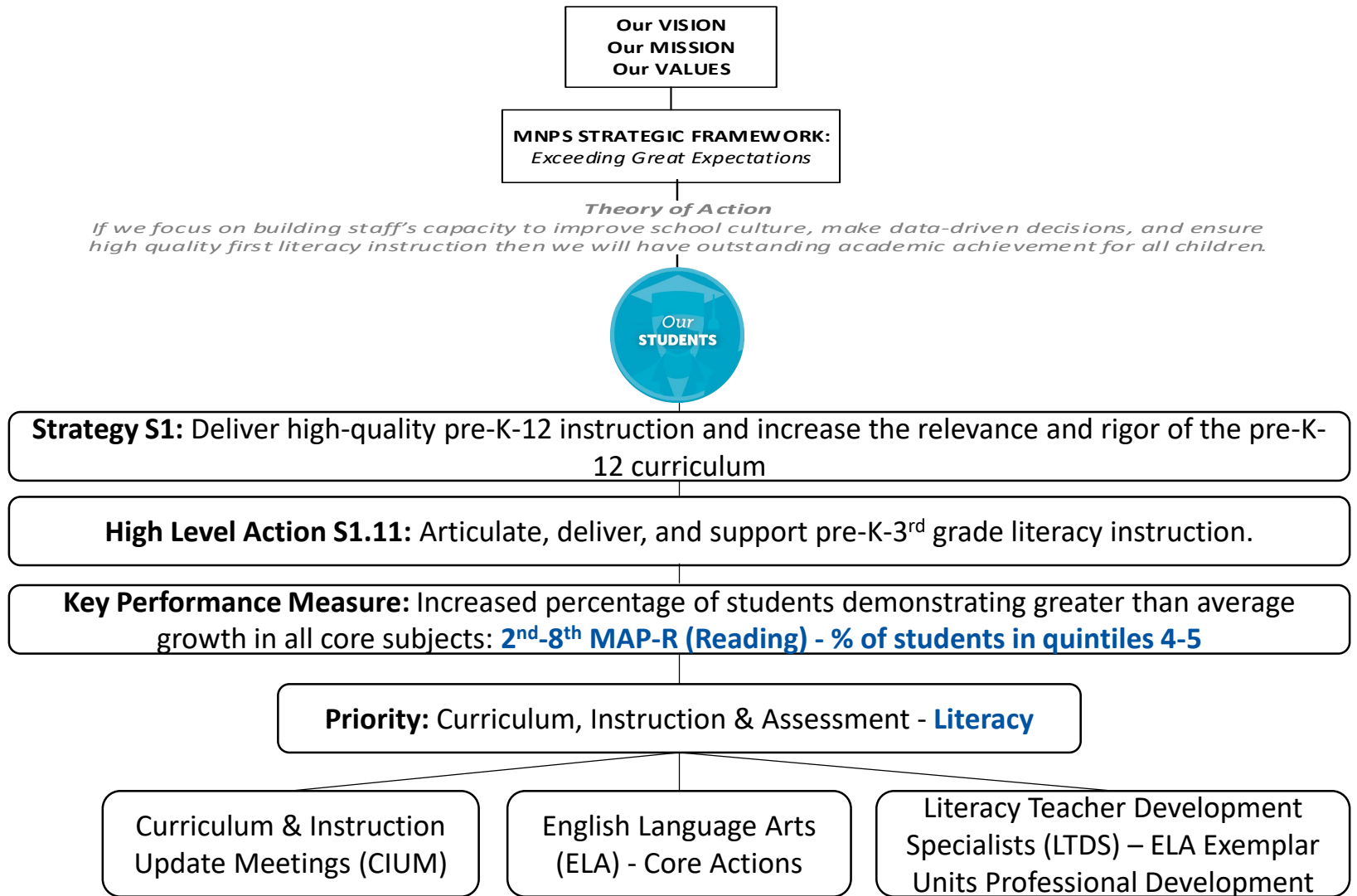


Priority Plans are designed to address overall improvements in supports and resources for schools through cross-team collaboration and innovation leading to growth on district Key Performance Indicators (KPIs). Additionally, the work within these plans identifies varied levels of measures and deliverables to inform whether the work is on track.

Example - System Coherence Structure in Action



Example - System Coherence Structure in Action





2 Performance Management

Measuring Performance



Goal 3: Create organizational excellence across the district and schools

Target:

- ➔ Increased performance management reporting on the part of Director, schools, and departments to Board and public based on Key Performance Indicators (KPIs)

Formative

(Leading)
Measures

e.g. MAP Data



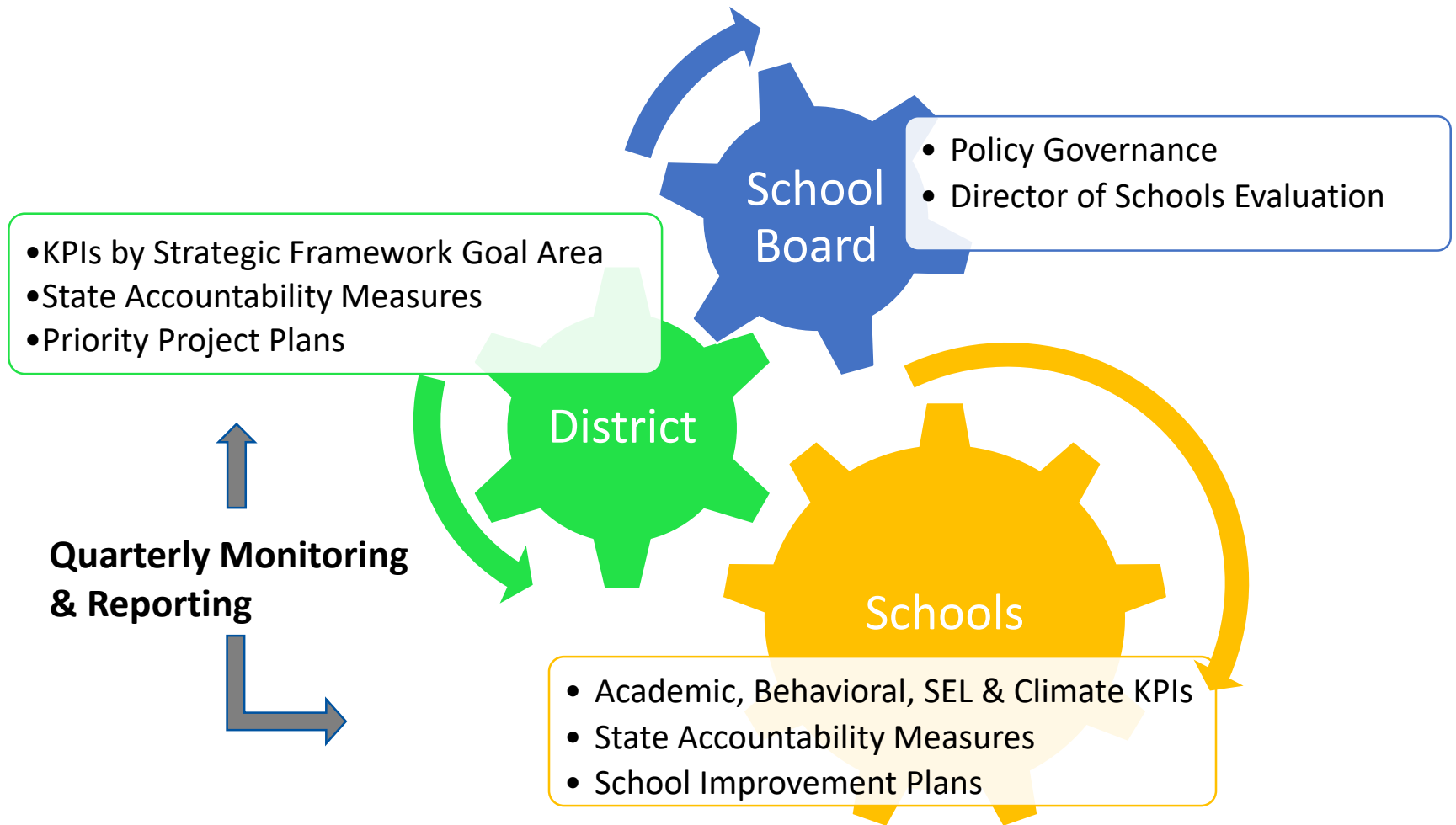
Summative

(Annual/Lagging)
Measures

e.g. State accountability

MNPS KPIs

Performance Management & Alignment



District Scorecard

Plans and Performance Update



- **School Level Student KPIs Released in October 2018**
(Included calculation worksheet and guiding data questions)
- **Static District Scorecard Drafted** (Targeting Summer 2018 for posting on MNPS.org)
- **MNPS Data Warehouse – Student KPI Scorecard with drill-down capability for school leaders/staff on demand** (Targeting release to schools by start of school 2018-19)



Static District Scorecard

MNPS STRATEGIC FRAMEWORK

District Scorecard 2017-2018

DRAFT

VISION: Metro Nashville Public Schools will be the fastest-improving urban school system in America, ensuring that every student becomes a life-long learner prepared for success in college, career and life.

MISSION: We deliver a great public education to every student, every day.

VALUES: Whole Learner, Literacy, Relevance, Innovation, Talent, Collaboration, Equity and Diversity

GOAL AREAS

Our Students	Create an environment that promotes active student engagement and consistent improvement in academic achievement among pre-K-12 students from all backgrounds and programs.
Our People	Create a culture of collaboration and shared accountability where people are valued, supported, and personally invested in professional growth.
Our Organization	Create organizational excellence across the district and schools.
Our Community	Create strong partnerships with our family members, guardians, and the community to collectively improve student outcomes and MNPS' contribution to the greater Nashville.

























STATUS INDICATORS

✓ = Target Met	↓↑ = Progress is moving in the wrong direction and an adjusted approach is needed
↑↓ = Progress is moving in the right direction	⚠ = No change to current status and an adjusted approach may be needed

KPI STATUS REPORT

Progress Narrative	Provides an explanation of variance from planned results and the reason why
Adjusted Approach	Strategy to correct/improve current performance
Updated Projected Target (Results)	Due to details provided within the "Progress Narrative" and "Adjusted Approach," this is what the new by 2021 target will display
Related Plan(s)	The strategic framework implementation plans related to each Key Performance Indicator (KPI) is listed here. View a plan by clicking a name listed in the column.

Static District Scorecard

OUR STUDENTS											
 METRO NASHVILLE PUBLIC SCHOOLS <i>Exceeding Great Expectations™</i>			2017/18 Progress Monitoring (PM) Status Indicator (✓ ↑ ↓ ↓ ↓ ↓)  Current PM highlighted				Chart <i>Click on chart to view related data</i>	By 2021 Target	KPI STATUS SUMMARY as of current Progress Monitoring (PM) <i>See current PM highlighted to the left</i>		
Key Performance Indicator (KPI) S# = Indicates it is an Our Students KPI		Baseline (Date)	PM 1 (Date)	PM 2 (Date)	PM 3 (Date)	PM 4 (Date)			Progress Narrative	Adjusted Approach	Updated Projected Target
S1	2nd - 8th MAP-R (Reading)	Spring 16-17	September Fall 2017-18	November Winter 2017-18	February Winter 2017-18				Reading scores for 2-8 increased from Sept to Feb by 3 national percentile points for reading. From last Spring to PM3, grade 3 was down slightly. It is important to note it's a different cohort of 3rd graders.	The majority of students in grades 2-8 met or exceeded February growth expectations for Reading (55.9%).	No change - Actual by 2021 percentage will be updated.
	a) % of students in quintiles 4-5	30.6%	32.9% 	30.8% 	34.1% 	N/A		3-5 percentage points/yr			
	b) % of 3 rd grade only in quintiles 4-5	32.7%	32.0% 	28.4% 	32.4% 	N/A		3-5 percentage points/yr			
	Quintiles 4-5 represent the top 40% of students nationally (National Percentiles 61-99) with respect to academic achievement.										
S2	2nd - 8th MAP-M (Math)	September Fall 2017-18	November Winter 2017-18	February Winter 2017-18					Math scores increased from Sept to Feb by 4 national percentile points for math.	The majority of students in grades 2-8 met or exceeded February growth expectations for Math (59.4%).	No change - Actual by 2021 percentage will be updated.
	% of students in quintiles 4-5	25.1%	24.7% 	28.8% 	N/A	N/A		3-5 percentage points/yr			
	Quintiles 4-5 represent the top 40% of students nationally (National Percentiles 61-99) with respect to academic achievement.										
S3	Satisfactory Attendance	2016/17	2017/18 Year To Date 5/2/18	End of 2017/18 School Year					As of 5/2/18 the satisfactory attendance % at district level was pulled, there was an increase.	Specific Progress Monitoring dates will be established for updating this information in 2018-19. At a minimum it will be updated quarterly.	No change - Actual by 2021 percentage will be updated.
	Annual gains in satisfactory attendance	55.6%	56.8% 		N/A	N/A		3-5 percentage points/yr			
	Satisfactory Attendance: Students with average daily attendance of 95% or higher										
S4	Pre-K-12 Discipline <i>Number of students with discipline incidents resulting in loss of instructional time</i>	2015/16	2016/17	2017/18 Year To Date 5/2/18	End of 2017/18 School Year				As of 5/2/18 the overall incidents resulting in a loss of instructional time decreased from 8949 total in 2016/17 to 8223 year to date. However, looking at each incident type separately there has been slight increases for b and c.	Every decision for remandment or expulsion is weighed carefully. Additional support and focus will continue across the district to tackle disproportionality of disciplinary practices by ethnicity/subgroup.	No change - Actual by 2021 percentage will be updated.
	a) Suspended (out of school suspension)	10337	8357 	7611 		N/A		3-5 percentage points/yr			
	b) Remanded to Alternative Learning Center	565	390 	404 		N/A		3-5 percentage points/yr			
	c) Expelled	251	202 	208 		N/A		3-5 percentage points/yr			
Related Strategic Framework Priority Plans for Our Students - Click on a plan to view content Goal: Create an environment that promotes active student engagement and consistent improvement in academic achievement among pre-K-12 students from all backgrounds and programs.											
Literacy STEAM Instructional Framework Music, Visual & Performing Arts			Assessment Equitable Disciplinary Practices Multi-Tiered System of Support (MTSS) Cluster-Based Supports/Resources			Early Post-Secondary Opportunities (EPSOs) Advanced Academics & Academic Opportunity			DRAFT Version as of 4/30/18		

- Document Map
- KPI Dashboard

Summary

Our Students

Achievement

College/Career Re

Attendance

Behavior

Family Engagemen

Our People

Our Organization

Our Community

Reference



Data Warehouse
KPI Dashboard

n/a: Not Applicable / No Data

n/a

Y

N

Achievement Summary (# Schools)	Progress Monitoring 2			Progress Monitoring 3					
	Met Target: n/a	Met Target: N	Met Target: Y		Met Target: n/a	Met Target: N	Met Target: Y		
MAP 2-8 Math - Quintile 4.5	1	97	11	1% 89% 10%	2	62	45	2% 57% 41%	
MAP 2-8 Reading - Quintile 4.5	1	103	5	1% 94% 5%	2	86	21	2% 79% 19%	
MAP 2-8 Math - RIT Score	2	100	7	2% 92% 6%	0	54	55	50% 50%	
MAP 2-8 Reading - RIT Score	1	106	2	1% 97% 2%	0	78	31	72% 28%	
FAST K-1 Math	1	45	28	1% 61% 38%	74	0	0	100%	
FAST K-1 Reading	1	47	26	1% 64% 35%	74	0	0	100%	

Attendance Summary (# Schools)	Progress Monitoring (YTD)					
	Met Target: n/a	Met Target: N	Met Target: Y			
<u>Satisfactory Attendance P3-12</u>	2	100	69	1%	58%	40%
<u>Satisfactory Attendance Pre-K</u>	0	41	36	0%	53%	47%
<u>Chronic Absence</u>	2	93	76	1%	54%	44%
<u>At Risk Attendance Flag Referral Assigned</u>	2	93	76	1%	54%	44%

Behavior Summary (# Schools)	Progress Monitoring (YTD)			
	Met Target: n/a	Met Target: N	Met Target: Y	
<u>Exclusionary Discipline</u>	2	120	49	<div><div>1%</div><div>70%</div><div>29%</div></div>
<u>Behavior Incident Count</u>	0	78	93	<div><div>0%</div><div>46%</div><div>54%</div></div>
<u>At Risk Behavior Flag Referral Assigned</u>	2	123	46	<div><div>1%</div><div>72%</div><div>27%</div></div>

- Document Map
- KPI Dashboard
- Summary
- Our Students
 - Achievement
 - College/Career Readiness
 - Attendance
 - Behavior
 - Family Engagement
- Our People
- Our Organization
- Our Community
- Reference



Data Warehouse

KPI Dashboard

School Year: 17-18



Status Indicator

✓	Target Met
↗↘	Progress is moving in the right direction
↖↙	Progress is moving in the wrong direction

(All Test Takers Included)

Achievement - MAP 2-8

KPI / School	Baseline	Target
District Math (a) - % of students in Quintiles 4-5 - Baseline = PM1 - Target = Growth of 3-5 % in quintiles 4,5	25.2 %	29.9 %
District Reading (a) - % of students in Quintiles 4-5 - Baseline = PM1 - Target = Growth of 3-5 % in quintiles 4,5	32.9 %	37.1 %
District Math (b) - % of students meeting or exceeding proj. RIT score - Baseline = Not Applicable (n/a) - Target = 60% meeting or exceeding proj. RIT score	n/a	60.0 %
District Reading (b) - % of students meeting or exceeding proj. RIT score - Baseline = Not Applicable (n/a) - Target = 60% meeting or exceeding proj. RIT score	n/a	60.0 %

Progress Monitoring 1

Value	Growth /Trend PM1 to 2	Away from Target
25.2 % 8/14/2017	24.7 % 11/6/2017	-0.5 % ↓
32.9 % 8/14/2017	30.8 % 11/6/2017	-2.1 % ↓
--	49.1 % 11/6/2017	-- -10.9 %
--	45.8 % 11/6/2017	-- -14.2 %

Progress Monitoring 2

Value	Growth PM1 to 3	Trend PM2 to 3	Away from Target
28.7 % 2/12/2018	3.5 %	4.0 % ↑	-1.2 %
34.1 % 2/12/2018	1.2 %	3.3 % ↑	-3.0 %
59.4 % 2/12/2018	--	10.3 % ↑	-0.6 %
55.9 % 2/12/2018	--	10.1 % ↑	-4.1 %

Achievement - FAST K-1

- % of students at risk(below the 25th national %ile)
 - Baseline = PM1
 - Target = Reduce the % of students at risk by 3-5 %

KPI / School	Baseline	Target
District K-1 FAST Early Math	43.9 %	42.6 %
District K-1 FAST Early Reading	45.6 %	44.2 %

Progress Monitoring 1

Value	Growth /Trend PM1 to 2	Away from Target
43.9 % 8/14/2017	43.5 % 1/8/2018	-0.4 % ↓
45.6 % 8/14/2017	45.7 % 1/8/2018	0.1 % ↑

Progress Monitoring 2

Value	Growth PM1 to 3	Trend PM2 to 3	Away from Target
No Data			
No Data			

Achievement - TN Ready K-12 (SWD)

- % of Exceptional Education students reaching proficiency

Questions?



Performance Management

Board of Education Presentation ■ May 8, 2018

CAPTURE SHEET

Presentation Expected Outcomes:

- Reintroduce structure of Strategic Framework in a visual and review two examples of how actions taken are grounded within the plan
- Provide status update regarding progress made to date on two scorecard versions within the Performance Management Priority area

Questions & Comments:



GOALS SUMMARY

Our strategic framework lays out a vision, mission, values, student and school characteristics, goals, strategies, and high-level actions that define our district as one that expects high achievement and is relentless about helping students meet those high expectations.

GOAL 1: OUR STUDENTS

Create an environment that promotes active student engagement and consistent improvement in academic achievement among pre-K–12 students from all backgrounds and programs.

"Is this best for students?" will be the question at the center of every decision we make.

GOAL 2: OUR PEOPLE

Create a culture of collaboration and shared accountability where people are valued, supported, and personally invested in professional growth.

Our ability to do our work rises and falls based upon the quality of our employees.

GOAL 3: OUR ORGANIZATION

Create organizational excellence across the district and schools.

To operate at maximum efficiency and leverage all available resources to bolster student success, we must build and maintain effective systems and processes.

GOAL 4: OUR COMMUNITY

Create strong partnerships with our family members, guardians, and the community to collectively improve student outcomes and MNPS' contribution to greater Nashville.

Collaboration with parents, non-profits, philanthropists, and business partners is key to the success of our efforts to provide our students with great schools. Moving forward, we also endeavor to continue to open channels for communication with families to better engage them in improving their child's education and to contribute to school- and system-wide decision-making.



GOAL 3: Create organizational excellence across
the district and schools.

We have identified organizational excellence as a key priority to facilitate our ability to work together effectively and serve one another respectfully to accomplish our goals. The quality of services provided by an organization becomes a significant factor in determining whether stakeholders sustain loyalty to, satisfaction with, and motivation for the organization—whether these stakeholders are from within or outside of the system. Excellence in customer (and stakeholder) satisfaction has an impact on public support for projects, community activities, and funding. We endeavor to build an organizational culture that honors the individual talents and strengths of our people and leverages them for the collective good of the organization to provide stellar academic programs and services to MNPS students and families.

We will build and refine processes and protocols, and implement best practices to ensure we are maximizing and deploying all resources effectively and efficiently. Metro Schools will model an organizational mindset, behaviors, and decisions that affirm that all students are capable of exceeding high expectations.

The following two strategies are supported by 31 high-level actions to drive results in four performance areas.

STRATEGIES

O1: Provide efficient and effective operations, customer service, and communications across the district, its departments, and its schools.

O2: Create a collaborative culture of data analysis and accountability to advance district, department, and school improvement goals.

PERFORMANCE MEASURES

The performance measures associated with the organization goal target the following:

- » Increased performance management reporting on the part of Director, schools, and departments to Board and public based on Key Performance Indicators
- » Increased employee satisfaction with all departments' services
- » Decreased number of overall complaints by service department, school, and program
- » Increased parent satisfaction with all schools' and departments' services

02

CREATE A COLLABORATIVE CULTURE OF DATA ANALYSIS AND ACCOUNTABILITY TO ADVANCE DISTRICT, DEPARTMENT AND SCHOOL IMPROVEMENT GOALS.

1. Build organizational processes for collaboration across departments and projects and for sharing accountability for outcomes.
2. Create systems and schedules for monitoring and reporting on key performance indicators and annual targets.
3. Establish structures, practices, and protocols to oversee and guide the implementation of the district's strategic framework.
4. Create a Comprehensive Program Review (CPR) to assess the current performance of schools and departments.
5. Revamp the current School Improvement Planning process to align with the district's strategic framework and student needs by school.
6. Continue to improve and implement guidelines for school-level data review meetings.
7. Provide family members and guardians access to school and student-level data.
8. Establish a performance management system to assist schools with predictability reports, monitoring correlation of teacher grades to all summative assessments, monitoring and analyzing school performance data, and for overseeing the Enhanced School Improvement Model (ESIT).
9. Improve and streamline data sources and regularity of data system updates.
10. Develop an outward facing district dashboard for transparent public data monitoring and reporting.
11. Emphasize and create data reports in the data warehouse and infinite campus that will help measure the quality of intervention programs.
12. Evaluate the effectiveness of the Academic Performance Framework.

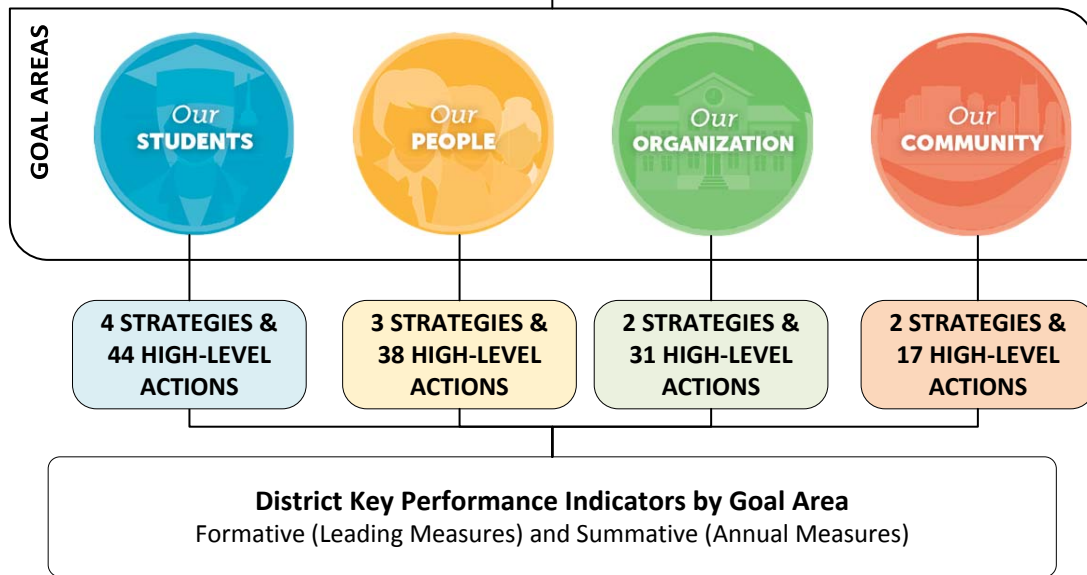
System Coherence Structure

**Our VISION
Our MISSION
Our VALUES**

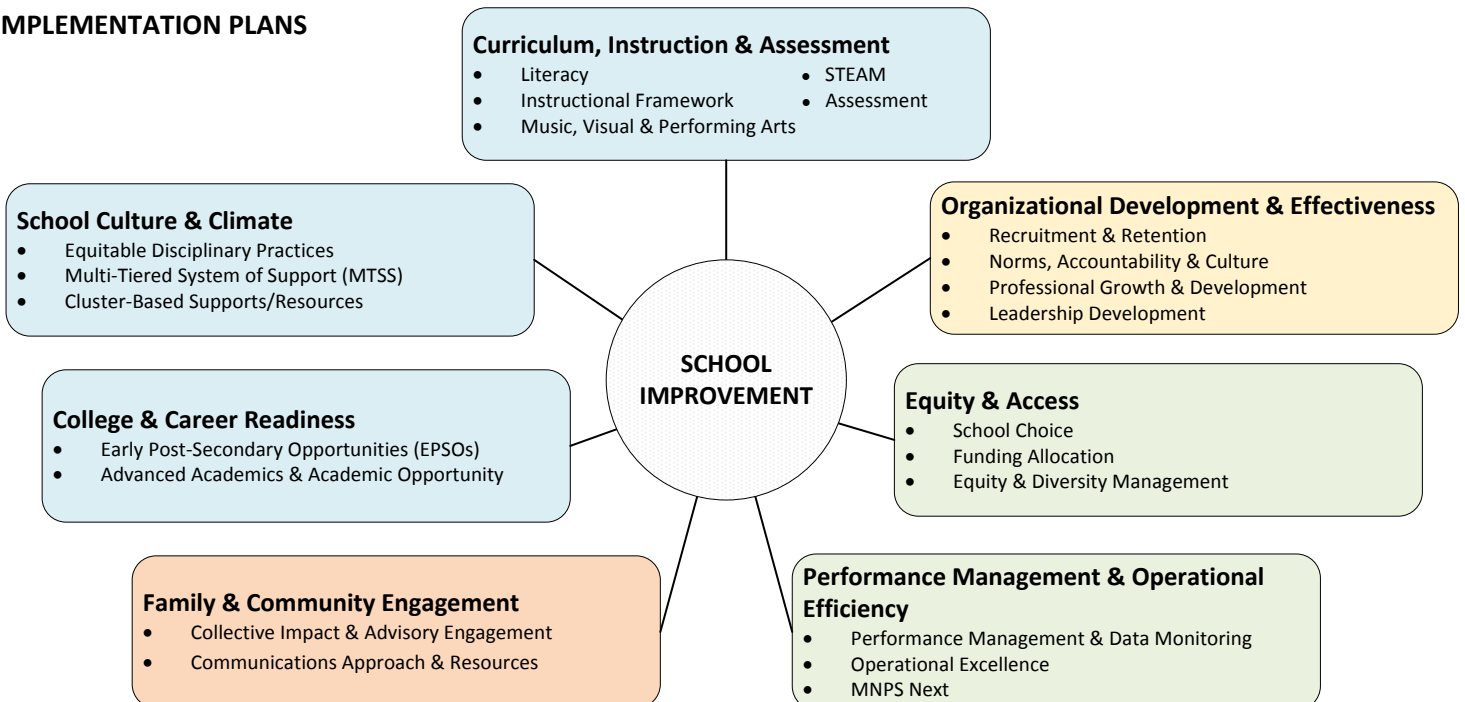
MNPS STRATEGIC FRAMEWORK:
Exceeding Great Expectations

Theory of Action

If we focus on building staff's capacity to improve school culture, make data-driven decisions, and ensure high quality first literacy instruction then we will have outstanding academic achievement for all children.



PRIORITIES & IMPLEMENTATION PLANS



Priority Plans are designed to address overall improvements in supports and resources for schools through cross-team collaboration and innovation leading to growth on district Key Performance Indicators (KPIs). Additionally, the work within these plans identifies varied levels of measures and deliverables to inform whether the work is on track.

MNPS STRATEGIC FRAMEWORK

District Scorecard 2017-2018

DRAFT

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STATUS INDICATORS

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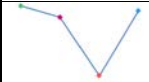





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↓↑ = Progress is moving in the wrong direction and an adjusted approach is needed

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KPI STATUS REPORT

Progress Narrative	Provides an explanation of variance from planned results and the reason why
Adjusted Approach	Strategy to correct/improve current performance
Updated Projected Target (Results)	Due to details provided within the "Progress Narrative" and "Adjusted Approach," this is what the new by 2021 target will display
Related Plan(s)	The strategic framework implementation plans related to each Key Performance Indicator (KPI) is listed here. View a plan by clicking a name listed in the column.

OUR STUDENTS											
 METRO NASHVILLE PUBLIC SCHOOLS Exceeding Great Expectations		Baseline (Date)	2017/18 Progress Monitoring (PM) Status Indicator (✓ ↑ ↓ ↗ ↘ ⚠) Current PM highlighted				Chart Click on chart to view related data	By 2021 Target	KPI STATUS SUMMARY as of current Progress Monitoring (PM) See current PM highlighted to the left		
			PM 1 (Date)	PM 2 (Date)	PM 3 (Date)	PM 4 (Date)			Progress Narrative	Adjusted Approach	Updated Projected Target
Key Performance Indicator (KPI) S# = Indicates it is an Our Students KPI											
S1	2nd - 8th MAP-R (Reading)	Spring 16-17	September Fall 2017-18	November Winter 2017-18	February Winter 2017-18				Reading scores for 2-8 increased from Sept to Feb by 3 national percentile points for reading. From last Spring to PM3, grade 3 was down slightly. It is important to note it's a different cohort of 3rd graders.	The majority of students in grades 2-8 met or exceeded February growth expectations for Reading (55.9%).	No change - Actual by 2021 percentage will be updated.
	a) % of students in quintiles 4-5	30.6%	32.9% ↑	30.8% ↓	34.1% ↑	N/A		3-5 percentage points/yr			
	b) % of 3 rd grade only in quintiles 4-5	32.7%	32.0% ↓	28.4% ↓	32.4% ↑	N/A		3-5 percentage points/yr			
	Quintiles 4-5 represent the top 40% of students nationally (National Percentiles 61-99) with respect to academic achievement.										
S2	2nd - 8th MAP-M (Math)	September Fall 2017-18	November Winter 2017-18	February Winter 2017-18					Math scores increased from Sept to Feb by 4 national percentile points for math.	The majority of students in grades 2-8 met or exceeded February growth expectations for Math (59.4%).	No change - Actual by 2021 percentage will be updated.
	% of students in quintiles 4-5	25.1%	24.7% ↓	28.8% ↑	N/A	N/A		3-5 percentage points/yr			
	Quintiles 4-5 represent the top 40% of students nationally (National Percentiles 61-99) with respect to academic achievement.										
S3	Satisfactory Attendance	2016/17	2017/18 Year To Date 5/2/18	End of 2017/18 School Year					As of 5/2/18 the satisfactory attendance % at district level was pulled, there was an increase.	Specific Progress Monitoring dates will be established for updating this information in 2018-19. At a minimum it will be updated quarterly.	No change - Actual by 2021 percentage will be updated.
	Annual gains in satisfactory attendance	55.6%	56.8% ↑		N/A	N/A		3-5 percentage points/yr			
	Satisfactory Attendance: Students with average daily attendance of 95% or higher										
S4	Pre-K-12 Discipline Number of students with discipline incidents resulting in loss of instructional time	2015/16	2016/17	2017/18 Year To Date 5/2/18	End of 2017/18 School Year				As of 5/2/18 the overall incidents resulting in a loss of instructional time decreased from 8949 total in 2016/17 to 8223 year to date. However, looking at each incident type separately there has been slight increases for b and c.	Every decision for remandment or expulsion is weighed carefully. Additional support and focus will continue across the district to tackle disproportionality of disciplinary practices by ethnicity/subgroup.	No change - Actual by 2021 percentage will be updated.
	a) Suspended (out of school suspension)	10337	8357 ↓	7611 ↓		N/A		3-5 percentage points/yr			
	b) Remanded to Alternative Learning Center	565	390 ↓	404 ↑		N/A		3-5 percentage points/yr			
	c) Expelled	251	202 ↓	208 ↑		N/A		3-5 percentage points/yr			
Related Strategic Framework Priority Plans for Our Students - Click on a plan to view content											
Goal: Create an environment that promotes active student engagement and consistent improvement in academic achievement among pre-K-12 students from all backgrounds and programs.											
Literacy STEAM Instructional Framework Music, Visual & Performing Arts			Assessment Equitable Disciplinary Practices Multi-Tiered System of Support (MTSS) Cluster-Based Supports/Resources			Early Post-Secondary Opportunities (EPSOs) Advanced Academics & Academic Opportunity			DRAFT		
Version as of 4/30/18											