

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**November 19, 2020
7:00 PM**

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
 - A. Official Business of the Day
- IV. SPECIAL PRESENTATIONS
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. October 22, 2020 Business Meeting Minutes
- VIII. REPORTS
 - A. Chairman's Report
 - B. Superintendent's Report
 - C. General Counsel's Report
 - D. Tennessee Legislative Network (TLN) Representative Report
 - E. Financial Report
- IX. UNFINISHED BOARD BUSINESS
 - A. Policy 6046: Child Abuse and Neglect REVISED SECOND READING
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. Policy 4014: Grading System REVISED FIRST READING
 - 2. 2021-2022 Bartlett City Schools Instructional Calendar
 - 3. Memorandum of Understanding (MOU) with City of Bartlett for copier services
 - 4. Special Question Committee
 - 5. 2020-2021 School Support Organizations (SSO) for approval
- XI. ADJOURNMENT

**BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES**

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**October 22, 2020
7:00 PM**

INVOCATION AND PLEDGE OF ALLEGIANCE

Board Member Bryan Woodruff said a prayer. The Board and audience recited the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

Official Business of the Day

Chairman Cook called the meeting to order at 7:00 p.m. The following Board Members were present.

Ms. Erin Berry
Mr. David Cook
Mrs. Shirley Jackson
Mrs. Portia Tate
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

No presentations.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Mr. Bryan Woodruff made the motion to approve the agenda. Ms. Erin Berry seconded the motion. With all ayes, the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

September 24, 2020 Business Meeting Minutes

The approval of the September 24, 2020 Business Meeting Minutes passed with a motion by Mr. Bryan Woodruff and a second by Ms. Shirley Jackson . With all ayes, the Minutes were approved.

REPORTS

Chairman's Report

I continue to have many conversations with Dr. Stephens regarding all the special planning required for the COVID-19 crisis and continue to receive lots of e-mail from the public.

Oct. 6: Attended the marching band's Friends and Family night.

Oct. 9: Participated in the strategic planning Portrait of a Graduate design team virtual meeting.

Oct. 3 and 20: Made calls to long-time family friends in response to their official complaints to the district about 2 separate issues.

Superintendent's Report

Dr. Stephens updated the Board with the latest numbers for students attending Virtual School and In-Person School.

1st 9 Weeks	Count	Percentage
Virtual	3,979	44.30%
In Person	5,003	55.70%

2nd 9 Weeks	Count	Percentage
Virtual	2842	32.13
In Person	6003	67.87%

- We have added campus monitors and additional teacher assistants to help with the increased number of in-person students.
- Added (2) technology help desk positions to help with virtual school technical issues.
- Recently has a great virtual session with Battelle for Kids as we are working on our portrait of a graduate to help inform our strategic plan.
- I am meeting virtually with the SCHD three times per week. Helpful as we navigate these challenging times.
- Teachers and staff are working extremely hard and I appreciate all they are doing.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The September 2020-21 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

No Unfinished Board Business.

BOARD ACTION ITEMS

New Board Business

Policy 6046: Child Abuse and Neglect REVISED FIRST READING

The First Reading of Revised Policy 6046: Child Abuse and Neglect passed with a motion by Mrs. Shirley Jackson and a second by Mrs. Portia Tate.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

LEA Compliance Report 2020

The LEA Compliance Report 2020 passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Portia Tate.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

First 8, Memphis LLC Voluntary Pre-K Application

The First 8, Memphis LLC Voluntary Pre-K Application passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

BID #FY21002 Bartlett City Schools Re-Roof Project at Bartlett City Schools Administration Building

BID #FY21002 awarded to Ark Roofing for the Bartlett City Schools Re-Roof Project at Bartlett City Schools Administration Building in the amount of \$266,645.00 passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Resolution 8-2 the General Fund, the Capital Expenditures Fund and Fund Balance Budget Amendment

Resolution 8-2 the General Fund, the Capital Expenditures Fund and Fund Balance Budget Amendment passed with a motion by Mrs. Portia Tate and a second by Mr. Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

2019-2020 Performance Based Bonus for Superintendent

2019-2020 Performance Based Bonus for Superintendent passed with a motion by Mr. David Cook and a second by Mr. Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

2020-2021 School Support Organizations (SSO) for approval

The approval of the Bartlett High School Softball Boosters Club 2020-2021 School Support Organizations (SSO) with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

ADJOURNMENT

Meeting adjourned at 7:20 p.m.

David M. Cook II, Chairperson

Dr. David A. Stephens, Superintendent

Policy 6046: Child Abuse and Neglect

All personnel shall be alert for any evidence of child abuse or neglect.

The Superintendent shall develop procedures regarding the investigation and reporting of suspected cases of child abuse or neglect.¹ The procedures shall be compliant with all state laws and regulations.

Each school counselor shall serve as the building child abuse coordinator, and a designated Assistant Principal shall serve as the alternate child abuse coordinator.² If a school teacher, school official, school personnel, or school volunteer has knowledge or reasonable cause to suspect that a child who attends the school may be a victim of child abuse, child sexual abuse, or child neglect, then such individual shall strictly adhere to the processes outlined in this Policy and any related administrative procedure.

If a child voluntarily discloses information about possible abuse, then the child must be provided a quiet and private place to speak, and the person receiving the information must listen openly and speak at the child's level in a positive, non-judgmental tone. The person receiving the information must allow the child to say what happened in the child's own words; avoid conducting an investigation by asking detailed questions; make every effort to write down the child's exact words; refrain from making statements to the child about the alleged abuse, abuser, or the consequences of reporting the alleged abuse; and immediately notify the school child abuse coordinator and report the information to the department of children's services and law enforcement.³

If a BCS teacher, official, personnel, or volunteer observes bruising, injury, markings, or other unusual behavior that give reasonable cause to suspect child abuse or neglect, then such individual shall immediately report such suspicions to the child abuse coordinator.⁴ Photographs of any bruising, injury, or markings shall not be taken.⁵ Upon receiving a report of suspicion of child abuse, child sexual abuse, or neglect, the child abuse coordinator and the reporting school personnel must report such suspicion to the department of children's services and law enforcement.

If a third party informs a teacher, official, personnel, or volunteer of a reasonable suspicion that a child at the school may be the victim of child abuse or child sexual abuse, then the school representative shall do the following: encourage the third party to report the suspicion to the department of children's services and law enforcement; notify the child abuse coordinator; and

¹ TRR/MS 0520-1-3-.08(2)(e)

² T.C.A. 49-6-1601(b)

³ T.C.A. 49-6-1601(d)(1)

⁴ T.C.A. 49-6-1601(d)(2)

⁵ T.C.A. 49-6-1601(d)(2)

report all information received from the third party to the department of children's services and law enforcement.⁶

District personnel must maintain confidentiality of all information regarding any child abuse, child sexual abuse, or neglect report made pursuant to this Policy, and all information regarding suspected abuse or neglect must be maintained by the school abuse coordinator in a confidential file separate from the child's educational file.⁷ District personnel shall not provide any information relevant to the suspected abuse or neglect to the child's parent or guardian, and they must refer any questions from the child's parent or guardian to the investigating law enforcement agency and the department of children's services.⁸

⁶ T.C.A. 49-6-1601(d)(3)

⁷ T.C.A. 49-6-1601(d)(4)

⁸ T.C.A. 49-6-1601(d)(5)

Bartlett City Board of Education		4014
Descriptor Term: GRADING SYSTEM	Descriptor Code: Instructional Services	Issue Date: 07/24/2014
	Rescinds:	Revised: 04/28/2016; 06/23/2016; 06/22/2017; 03/10/2020

1 The Bartlett City Schools grading system will follow all applicable statutes, rules, and regulations of
2 the State Board of Education. The grading system shall be uniform district-wide¹, except to the
3 extent that BCS operates ungraded and/or unstructured classes in grades K-3 in accordance with
4 state rules and regulations.² Conduct grades are based on behavior and shall not be deducted from
5 scholastic grades. Student conduct grades shall reflect “E” for excellent, “G” for good, “S” for
6 satisfactory, “N” for needs improvement”, or “U” for unsatisfactory and shall be reported at each
7 grading period.

8 **REPORT CARDS**

9 The report card form, content, and procedure shall be approved by the Board prior to
10 implementation. Report cards shall include the information necessary to communicate student
11 progress to parents, and they shall provide academic progress and attendance information on a
12 regular basis. Report cards are distributed at the end of each nine-week grading period. At the
13 midpoint of the nine weeks, parents will be notified of students’ progress through an interim report.
14 When a student’s behavior or academic performance falls below acceptable levels, the teacher
15 must notify the parent through interim reports or student report cards. All elementary report cards
16 shall contain sufficient space for teacher and parent comments.

17 Kindergarten Report Cards

18 Kindergarten grade level standards shall be as prescribed by the State of Tennessee. Students are
19 evaluated based on their progress toward meeting benchmarks for each standard. Progress shall
20 be indicated by “M” for “Mastery and “X” for “Non-Mastery” for each skill. Letter grades are used to
21 express basic grading for non-core content areas like art, music, and physical education. Letter
22 grades include “E” for excellent, “G” for good, “S” for satisfactory, “N” for needs improvement or “U”
23 for unsatisfactory.

¹ T.C.A. §49-1-302(a)(17)

² T.C.A. §49-1-302(g)

1 **GRADING SCALE GRADES ONE (1) THROUGH TWELVE (12)**

2 The grading system for core content areas is expressed by the letters “A”, “B”, “C”, “D”, and “F”
3 according to the numerical values listed on the grading scale below. First (1st) and second (2nd)
4 grade science and social studies will be expressed by the letter grades “S” or “N”.

A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65

5 State Standardized Assessments

6 For students in grades 3-12, scores on state standardized assessments shall comprise the
7 minimum percentage of the students’ final grades as permitted by law.³

8 All state standardized raw assessment data shall be calculated by using the target grade
9 methodology as prescribed by the State Department of Education.

10 High School Grading

11 Students who meet only the minimum requirements should be given minimum passing grades. No
12 student may fail for the semester or year if the only failing grade is that of the semester examination.
13 ~~Each semester exam shall account for twenty percent (20%) of the students’ semester grade.~~

14 Students who successfully complete a high school course will earn high school credit. Credits will
15 be awarded in .5 increments upon successful completion of a semester. A student will receive one
16 full credit in the course if he/she receives a passing yearly grade in the course.

17 ~~Semester grades are comprised of two quarterly grades (eighty percent (80%)) and the semester~~
18 ~~exam (twenty percent (20%)).~~ For courses which have no state mandated end of course (“EOC”)
19 exam, each semester grade is fifty percent (50%) of the final grade. For courses which include a
20 state EOC exam, each semester grade is forty-five percent (45%) of the final grade, and the EOC
21 exam accounts for ten percent (10%). For the 2017-2018 school year and beyond, each semester
22 grade is forty-two point five percent (42.5%) of the final grade, and the EOC exam accounts for
23 fifteen percent (15%).

24 Students enrolled in a high school course having an eighty-seven (87) or higher course average
25 may be exempted from the district spring semester exam. Any unexcused absence disqualifies the
26 student from all exam exemptions. Students in the twelfth (12th) grade may be exempted for both
27 fall and spring semester exams.

28 Weighted Grades

29 For Advanced Placement (A.P.) courses, teachers will add five (5) points to each quarter and
30 semester exam grade. For dual enrollment, dual credit, and national industry certification courses,
31 teachers will add four (4) points to each quarter and semester exam grade. For Honors courses,

³ T.C.A. §49-1-617

1 including middle school courses taught at the Honors level, teachers will add three (3) points to
2 each quarter and semester exam grade. Points shall not be added to the final grade.

3 Calculation for High School Course GPA

4	Grade	Value	Regular	Honors	Dual Credit	A.P./Dual Enrollment
5	A	90-100	4	4.5	4.75	5
6	B	80-89	3	3.5	3.75	4
7	C	70-79	2	2.5	2.75	3
8	D	65-69	1	1.5	1.75	2
9	F	Below 65	0	0	0	0

10 This weighted grading scale shall be used for all official purposes including report cards, GPA, class
11 rank, honor roll, etc. except the Lottery / Hope Scholarship as described below.

12 Tennessee Uniform Grading Scale for Lottery/HOPE Scholarship

13 Students applying for lottery scholarships and other Tennessee Student Assistance Corporation
14 funds must be evaluated using the Tennessee State Uniform Grading Scale. The scale is as follows:

- 15 A.....93-100
- 16 B.....85-92
- 17 C.....75-84
- 18 D.....70-74
- 19 F.....Below 70

20 Each school year, prior to scheduling courses for the next school year, all middle schools, and
21 Bartlett High School shall conduct a lottery scholarship day for students and their parents.⁴ Each
22 school counselor will provide incoming freshmen with information on college core courses required
23 for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,
24 etc.) that must be met in order to receive a scholarship.

⁴ T.C.A. §49-4-932(f)



2021-2022 Instructional Calendar

Option A

Before School Begins

July 28, 2021

Administrative Day

July 29, 30; August 2, 2021

Inservice Days

August 3, 2021

Administrative Day & Student Enrollment Verification/New Student Registration Day

August 4-5, 2021

Inservice Days

August 6, 2021

Administrative Day

First Semester				83 Days
Date	Day	Event	Students	Teachers
August 9	Monday	1 st Day for Students 1 st Day 1 st Quarter	In	In
September 6	Monday	Labor Day	Out	Out
September 23	Thursday	Parent Conferences (3 hours beginning after dismissal)	In	In (Full Day + ½ Conference)
October 8	Friday	End of 1 st Quarter	In	In
October 11-15	Monday-Friday	Fall Break	Out	Out
October 18	Monday	1 st Day 2 nd Quarter	In	In
November 11	Thursday	Veterans Day	Out	Out
November 22-23	Monday-Tuesday	Inservice Flex Days	Out	Flex
November 24-26	Wednesday-Friday	Thanksgiving Break	Out	Out
December 17	Friday	End of 2 nd Quarter	In (1/2 Day)	In (1/2 Day)
December 20-21	Monday-Tuesday	Winter Break Inservice Flex Days	Out	Flex
December 22-31	Wednesday-Friday	Winter Break	Out	Out
Second Semester				92 Days
Date	Day	Event	Students	Teachers
January 3	Monday	Students Return 1 st Day 3 rd Quarter	In	In
January 17	Monday	MLK Jr. Day	Out	Out
February 10	Thursday	Parent Conferences (4-7 PM)	In	In (Full Day + ½ Conference)
February 21	Monday	President's Day Professional Development	Out	In
March 11	Friday	End of 3 rd Quarter	In	In
March 14-18	Monday-Friday	Spring Break	Out	Out
March 21	Monday	1 st Day 4 th Quarter	In	In
April 15	Friday	Good Friday	Out	Out
May 20	Friday	End of 4 th Quarter	In (1/2 Day)	In (1/2 Day)

175 Instructional Days

Q 1=44 Days
Q 2=39 Days

(S 1=83 Days)

Q 3=48 Days
Q 4=44 Days
(S2=92 Days)

Inservice

July 29 (1)
July 30 (1)
August 2 (1)
August 4 (1)
August 5 (1)

=====

5 Days

P.D. Stockpile

November 22 (1)-FLEX
November 23 (1)-FLEX
December 20 (1)-FLEX
December 21 (1)-FLEX
February 21 (1)

=====

5 Days

Admin

July 28 (1)
August 3 (1)
August 6 (1)
Fall Adm Day - TBD (.5)
Spring Adm Day - TBD (.5)

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4 Days

Conference

September 23 (.5)
February 10 (.5)

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1 Day