

**BARTLETT CITY BOARD OF EDUCATION**

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**WORK SESSION AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS 6400  
STAGE ROAD, BARTLETT THURSDAY, MAY 15, 2014 7:00 PM**

**PO Box 341148  
Bartlett, TN 38134**

**May 15, 2014**

**7:00 PM**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER & ROLL CALL**

**Official Business of the Day**

**APPROVAL OF AGENDA**

Approval of the amended agenda, which included the addition of the GCA Contract, passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

**REPORTS**

**Chairman's Report**

**Superintendent's Report**

**Legal Report**

**STAFF ACTION ITEMS**

**2014-2015 Bartlett City Schools Budget**

**Bartlett City Schools Special Course Application for ACT English Preparation, ACT Math Preparation, Classical Mythology, and Etymology.**

**PLACEHOLDERS -Health Insurance Contracts -ESD (APECS) Contracts -GCA Contract**

**BOARD ACTION ITEMS**

**New Board Business**

**POLICY 4029: Graduation Requirements**

**POLICY 4030: Honors / Advanced Placement Course Selection Procedures**

**POLICY 4031: Instructional Materials**

**POLICY 4032: Online Courses**

**POLICY 4033: Limited English Proficiency Students**

**POLICY 5028: Vacations and Holidays**

**ADJOURNMENT**

**SHORT FORM—RENEWAL APPLICATION FOR APPROVAL OF SPECIAL COURSES**  
(MUST HAVE APPROVED 2013-2014 APPLICATION ON FILE FOR EACH COURSE)

**Academic**     **Career and Technical Education**     **Special Education**

**Section A - SYSTEM INFORMATION** - This section is to be completed for all requests.

Superintendent David Stephens

Superintendent's Address 5650 Woodlawn Street, Bartlett, TN 38134

Date of Renewal Application May 9, 2014

School System Bartlett City Schools                      State System Number 794                      School Number 0025

**NAME OF COURSE** ACT Exam Prep (English)

Contact Person Kathryn McCain                      E-mail kmccain@bartlettschools.org

Phone Number 901-202-0855 Ext 254

Year of Renewal Request: 2104-15                      Second \_\_\_\_\_                      Third \_\_\_\_\_

Date of Approval by Local Board of Education \_\_\_\_\_ (Must be approved annually)

The information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board approved courses taught by appropriately endorsed teachers.

Director of Schools Signature \_\_\_\_\_

Chairperson of the Local School Board Signature \_\_\_\_\_





# Course Description:

## ACT Exam Prep (English)

**Grade Level: 9-12**

**Credit: 1/2**

**Number of Semesters: 1**

**Prerequisites: Enrolled in English I**

The ACT Exam Prep (English) course is designed to focus on the skills necessary for students to improve their overall ACT composite score with emphasis on the English and reading subsets and to provide students the opportunity to improve their scores to scholarship levels of 27 to 36.



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Superintendent's Address 5650 Woodlawn Street, Bartlett, TN 38134

Date of Renewal Application May 9, 2014

School System Bartlett City Schools                      State System Number 794                      School Number 0025

**NAME OF COURSE** ACT Exam Prep (Math)

Contact Person Kathryn McCain                      E-mail kmccain@bartlettschools.org

Phone Number 901-202-0855 Ext 254

Year of Renewal Request: 2104-15                      Second \_\_\_\_\_                      Third \_\_\_\_\_

Date of Approval by Local Board of Education \_\_\_\_\_ (Must be approved annually)

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1. Anticipated enrollment in course: 120 Total number of instructional hours: 90
2. Grade level(s) eligible to enroll: 9-12 Total units of credit that will be awarded: .5
3. Can course be counted as one of the elective credits in the total number of units required by the State Board of Education for graduation? Yes  No
4. Indicate the type of course.

Academic:

English Language Arts: \_\_\_\_\_

Fine Arts: \_\_\_\_\_

Foreign Language: \_\_\_\_\_

Interdisciplinary: \_\_\_\_\_

Mathematics: \_\_\_\_\_ X \_\_\_\_\_

Science: \_\_\_\_\_

Social Studies: \_\_\_\_\_

Wellness and Physical Education: \_\_\_\_\_

Special Education: \_\_\_\_\_

Career and Technical Education: \_\_\_\_\_

Specify Career Cluster: \_\_\_\_\_

5. Is any portion of this course offered online? Yes  No

**Verification Section - This section is to be completed by the State upon receipt of application.**

1. Receipt Date of Application: \_\_\_\_\_ 2. Signature of Department personnel: \_\_\_\_\_
3. Verification of Approved 2013-2014 Application on file: \_\_\_\_\_



# Course Description:

## ACT Exam Prep (Math)

**Grade Level: 9-12**

**: 1/2**

**Number of Semesters: 1**

The ACT Exam Prep (Math) course is designed to focus on the skills necessary for students to improve their overall ACT composite score with emphasis on the math and science subsets and to provide students the opportunity to improve their scores to scholarship levels of 27 to 36.



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**Academic**     **Career and Technical Education**     **Special Education**

**Section A - SYSTEM INFORMATION** - This section is to be completed for all requests.

Superintendent David Stephens

Superintendent's Address 5650 Woodlawn Street, Bartlett, TN 38134

Date of Renewal Application May 9, 2014

School System Bartlett City Schools                      State System Number 794                      School Number 0025

**NAME OF COURSE** Etymology

Contact Person Kathryn McCain                      E-mail kmccain@bartlettschools.org

Phone Number 901-202-0855 Ext 254

Year of Renewal Request: 2104-15                      Second \_\_\_\_\_                      Third \_\_\_\_\_

Date of Approval by Local Board of Education \_\_\_\_\_ (Must be approved annually)

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Director of Schools Signature \_\_\_\_\_

Chairperson of the Local School Board Signature \_\_\_\_\_





# Course Description:

## ETYMOLOGY

**Grade Level: 10-12**

**Credit: 1/2**

**Number of Semesters: 1**

**Prerequisites: "C" average in English**

Etymology is designed to instruct students to recognize Latin and Greek word elements, making the knowledge of them an effective tool for increasing vocabulary. The student is expected to be able to analyze words fully and to define them. Students will also become familiar with the general patterns of semantic change and will gain some insight into patterns of human thought by studying word changes that reflect the history of ideas.



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**Academic**     **Career and Technical Education**     **Special Education**

**Section A - SYSTEM INFORMATION** - This section is to be completed for all requests.

Superintendent David Stephens

Superintendent's Address 5650 Woodlawn Street, Bartlett, TN 38134

Date of Renewal Application May 9, 2014

School System Bartlett City Schools                      State System Number 794                      School Number 0025

**NAME OF COURSE** Classical Mythology

Contact Person Kathryn McCain                      E-mail kmccain@bartlettschools.org

Phone Number 901-202-0855 Ext 254

Year of Renewal Request: 2104-15                      Second \_\_\_\_\_                      Third \_\_\_\_\_

Date of Approval by Local Board of Education \_\_\_\_\_ (Must be approved annually)

The information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board approved courses taught by appropriately endorsed teachers.

Director of Schools Signature \_\_\_\_\_

Chairperson of the Local School Board Signature \_\_\_\_\_





## **Course Description:**

### **CLASSICAL MYTHOLOGY**

**Grade Level: 11-12**

**Credit: 1/2**

**Number of Semesters: 1**

**Prerequisites: None**

This course emphasizes Greek and Roman mythology that appears in literature throughout all English studies. It is designed for students interested in reading, studying ancient cultures, and seeking to understand how literature and myth are related to modern culture.



## **POLICY 4029: Graduation Requirements**

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record which covers a planned program of education, and such record shall be kept on file in Bartlett High School.

The program of studies shall include areas and content in these areas within State Board of Education Regulations and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for more effective student adjustment.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Board of Education.

Before graduation, every student shall (1) achieve the specified 22 units of credit; (2) take the required end-of-course exams; (3) have satisfactory records of attendance and conduct, and (4) take a series of three (3) examinations, administered each at the 9th, 10th and 11th grades.<sup>1</sup>

### *Special Education Students<sup>2</sup>*

Special education students who successfully complete their Individualized Educational Program (IEP) and complete graduation requirements shall be awarded a regular diploma. A special education diploma shall be awarded to students who have satisfactorily completed an individualized education program and who have satisfactory records of attendance and conduct, but who have not met the proficiency testing requirements.

### **STUDENT LOAD**

All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the superintendent and then to the Board.<sup>3</sup>

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<sup>1</sup> TRR/MS 0520-01-03-.06(2); T.C.A. §49-6-6001

<sup>2</sup> T.C.A. §49-6-6005

<sup>3</sup> TRR/MS 0520-01-03-.03(6)

## **POLICY 4030: Honors / Advanced Placement Course Selection Procedures<sup>1</sup>**

**Requirement:** A student may elect to take an Honors/Advanced Placement Course upon successful completion of the prerequisite course(s) with a “C” average.

Should a student encounter difficulty in making adequate academic progress in an Honors or Advanced Placement Course, the following procedures should be followed:

- The student must first consult the teacher for ways to improve.
- If academic difficulty continues, the parent may request a school meeting to include the teacher, the student, the parent(s), and the appropriate school counselor along with the appropriate assistant principal. This team will form a plan of action.

The final approval for a student to drop a course is at the discretion of the principal and shall be based upon multiple factors, including available space in an alternative class at the time of the request.

1. **Framework of Standards for Honors Courses.** Honors courses will substantially exceed the content standards, learning expectations, and performance indicators approved by the State Board of Education. Teachers of honors courses will model instructional approaches that facilitate maximum interchange of ideas among students: independent study, self-directed research and learning, and appropriate use of technology. All honors courses must include multiple assessments exemplifying coursework (such as short answer, constructed-response prompts, performance-based tasks, open-ended questions, essays, original or creative interpretations, authentic products, portfolios, and analytical writing). Additionally, an honors course shall include a minimum of five of the following components:
  - a. Extended reading assignments that connect with the specified curriculum.
  - b. Research-based writing assignments that address and extend the course curriculum.
  - c. Projects that apply course curriculum to relevant or real-world situations. These may include oral presentations, PowerPoint, or other modes of sharing findings. Connection of the project to the community is encouraged.
  - d. Open-ended investigations in which the student selects the questions and designs the research.
  - e. Writing assignments that demonstrate a variety of modes, purposes, and styles.
    - (I) Examples of mode include narrative, descriptive, persuasive, expository, and expressive.
    - (II) Examples of purpose include to inform, entertain, and persuade.
    - (III) Examples of style include formal, informal, literary, analytical, and technical.
  - f. Integration of appropriate technology into the course of study.

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<sup>1</sup> TRR/MS §0520-01-03-.05

- g. Deeper exploration of the culture, values, and history of the discipline.
- h. Extensive opportunities for problem-solving experiences through imagination, critical analysis, and application.
- i. Job shadowing experiences with presentations which connect class study to the world of work.

All course types which meet the above framework will be classified as honors, eligible for additional percentage point weighting.

Technical courses that offer a National Industry Certification through a nationally recognized examination may be weighted by adding 3 points to all grades used to calculate the semester average.

If honors courses and courses that offer National Industry Certification are offered, the Board shall annually approve the list of such courses. This list of National Industry Certification courses and of approved honors courses with a complete syllabus for each course shall be approved by the Board and made readily available to all Bartlett City Schools students.

**Advanced Placement Courses.** The Board shall annually approve a list of Advanced Placement courses. This list of approved courses shall be made readily available to all Bartlett City Schools students. Approved courses must substantially incorporate the learning objectives and course descriptions as defined by the College Board Agency.

Only Advanced Placement courses that have end-of-course national examinations qualify for the addition of 5 points to grades used to calculate semester averages.

## **POLICY 4031: Instructional Materials**

All classrooms and learning centers shall be equipped with the instructional materials needed to provide a quality learning experiences for students.

The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs. The Superintendent shall develop procedures to review and reconsider instructional materials that are allegedly inappropriate.

A list of instructional materials used by the schools shall be revised annually by building administrators under the direction of the Superintendent. Instructional materials shall be available for inspection by parents/guardians upon request, and the Superintendent shall develop procedures for the inspection of materials and distribute these procedures to each principal.<sup>1</sup>

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<sup>1</sup> 20 U.S.C. §1232(h)(a); T.C.A. §49-6-7003

## **POLICY 4032: Online Courses<sup>1</sup>**

Students enrolled in Bartlett High School may earn high school credit from courses taken online provided each of the following conditions are met:

1. Only those online courses that have been approved by the Tennessee State Department of Education may be taken by students for credit.
2. Students will be permitted to take online courses only in unusual circumstances, including but not limited to, circumstances involving homebound, expulsion, schedule conflict during the school day, or if the course is not offered at the student's home school.
3. Online courses may be taken only through AdvancED (or equivalent) accredited institutions and only with prior written approval of the student's principal. Any and all exceptions should be directed to the Superintendent, the Director of Teaching and Learning, or designee, for approval of the course and the supplying institution.
4. Official transcripts from the online school or university must be submitted to the student's high school prior to the beginning of the next semester. It is the responsibility of the student/parent to have the institution provide the transcript to the student's home school.
5. For the purpose of meeting minimum graduation requirements, students may receive no more than one online course credit each school year. Students who are expelled or homebound may exceed this limit with approval from the Superintendent or designee.
6. All fees and other costs are the responsibility of the student/parent, unless prior written approval has been granted by the Superintendent or designee.
7. Numerical grades provided by the online institution will be recorded on the student's permanent record exactly as provided, regardless of status (passing, failing, withdrawal.) If the institution only provides letter grades, Bartlett City Schools will convert to a numerical grade that is the median of the Bartlett City Schools grading scale for the letter grade given.

All online grades earned according to this policy shall be included as part of the student's official overall grade point average and recorded on the transcript to accurately track the student's enrollment in coursework.

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<sup>1</sup> T.C.A. §49-16-101 *et seq.*; Tennessee State Board of Education Policy 3.208

## **POLICY 4033: Limited English Proficiency Students**

The Board recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students who have limited English proficiency (LEP) shall be identified, assessed and provided appropriate services.

*Limited English Proficiency (LEP):* Refers to a student whose proficiency in reading, writing, listening and/or speaking English is below that of grade- and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

*Non-English Proficiency (NEP):* Refers to a student who is not proficient in reading, writing, listening and/or speaking English.

*Language Instruction Education Program:* An instructional course in which an LEP or NEP child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

### Language Instruction Program

The Board directs the administration to develop and implement language instruction programs that:<sup>1</sup>

1. Appropriately identify language minority students through the use of a Student Home Language Survey. The building administrator shall develop procedures to ensure that all new and currently enrolled students complete the Home Language Survey.
2. Appropriately identify students with limited English proficiency.
3. Determine the appropriate instructional environment for LEP students.
4. Annually assess the English proficiency of LEP students and monitor the progress of students receiving ESL instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be

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<sup>1</sup> No Child Left Behind, Part A §3116

regularly apprised of their child's progress.<sup>2</sup>

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<sup>2</sup> No Child Left Behind, Part A §1112(g) & (4)

## POLICY 5028: Vacations and Holidays

Vacations and Holidays will be granted to regular, full time employees subject to the following provisions:

### A. General Provisions

1. Temporary and part-time employees are not eligible for vacation.
2. Vacation leave will be credited to new employees once the employee has completed six (6) months of continuous service. Eligible employees will begin accruing vacation upon the seventh (7) month of employment.
3. An employee that worked full-time in a Shelby County School/Central Office during the 2013-2014 school-year and now works full-time for Bartlett City Schools is not considered a new employee.
4. An employee who resigns or terminates from Bartlett City Schools shall be paid for any unused earned vacation leave, provided the employee has completed six (6) months of service. Any days advanced are not considered earned and shall not be paid out.
5. Full-time ten (10) month classified employees will receive one (1) day per year to be used for personal business in addition to earned sick leave. There are no provisions for this day to carry over the next fiscal year.
6. Full-time certified employees will receive two (2) days per year in addition to earned sick leave to be used for personal business. Two (2) unused days may be converted to sick.

### B. Twelve (12) Month Employees

1. Any full-time twelve (12) month employee who is employed by Bartlett City Schools will be granted vacation based on the following schedule:

<b>Length of Service Vacation Accrued</b>	<b>Semi-Monthly Basis</b>
Six (6) months and one day, but less than one (1) year .....	.42
One (1) year, but less than five (5) years .....	.42
<i>(Maximum of 10 days per year)</i>	
Five (5) years, but less than ten (10) years .....	.50
<i>(Maximum of 12 days per year)</i>	
Ten (10) years, but less than fifteen (15) years .....	.63
<i>(Maximum of 15 days per year)</i>	
Fifteen years or more .....	.84
<i>(Maximum of 20 days per year)</i>	

2. For the 2014-2015 school year, employees who were hired from SCS and were paid out their earned vacation shall have vacation days advanced as of July 1 based on the schedule below:

Less than 1 year .....	6 days
1 year, but less than 5 years .....	10 days

5 years, but less than 10 years .....	12 days
10 years, but less than 15 years .....	15 days
15 years or more .....	20 days

3. Vacation is accrued semi-monthly, and the accumulated amount of vacation appears on the employee's paychecks. All eligible employees may accrue up to a maximum of twenty-five (25) vacation days.
4. Vacation leave is accrued while an employee is in paid status, but does not accrue while an employee is in an unpaid status.
5. Holidays are not paid to employees who are in an unpaid status.
6. Designated Bartlett City Schools holidays that fall within the vacation schedule are not to be counted as vacation days. Full time, twelve-month employees will be paid for thirteen (13) paid holidays that will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period.
7. Vacation schedules that shall be approved by the employee's immediate supervisor should be planned in such a way that the operational procedures are not interrupted.

C. Full time classified employees working less than twelve (12) months

1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period. Ten (10) vacation days are built into the employee's work calendar, so as to reduce number of unpaid days throughout the school year. These days are not paid out if the employee resigns and are not for the employee's use.
2. The employee must work the day before and after a paid holiday in order to be paid for the holiday or
3. The employee uses such paid leave time as he/she is entitled to based upon employment status to cover the day before and after a paid holiday.

D. Full time certified employees working less than twelve (12) months

1. Employees shall earn 1 vacation day for every 20 days worked and those days are distributed throughout the employee's work calendar. These days are not paid out if the employee resigns and are not for the employee's use.