

BARTLETT CITY BOARD OF EDUCATION

Bartlett City Board of Education Business Meeting

Bartlett City Hall Council Chambers 6400 Stage Road - Bartlett

PO Box 341148

Bartlett, TN 38134

May 22, 2014

7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

SPECIAL PRESENTATIONS

PUBLIC COMMENT

APPROVAL OF AGENDA

The agenda was amended to include additions of the Fourth Quarter Budget Amendment Requests, Resolution for General Counsel position, and Revisions to the Board Meeting schedule passed with a motion by Mr. Jeff Norris 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

Approval of the amended agenda 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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Approval of April 24, 2014 Business Meeting Minutes and April 30, 2014 Special Called Meeting Minutes passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

2014-2015 Bartlett City Schools Budget passed with a motion by Mr. Jeff Norris 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

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

Bartlett City Schools Special Course Application for ACT English Preparation, ACT Math Preparation, Classical Mythology, and Etymology passed with a motion by Mr. Jeff Norris 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

Health Insurance Contracts

Approve the Contract Withdrawn with a motion by Mr. Jeff Norris and a second by Mr. Jeff Norris. Authorizing Superintendent Stephens to enter into a Contract with Meritain for Health Insurance passed with a motion by Mr. Jeff Norris 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

ESD (APECS) Contracts

Education Solutions Development Software Maintenance(APECS) Contracts passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

GCA Contract

GCA Contract passed with a motion by Mr. David Cook and a second by Mr. Jeff Norris.

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

BOARD ACTION ITEMS

Consent Agenda

Suspend current policy to allow policies to be approved on first reading passed with a motion by Mr. Jeff Norris 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

The Consent Agenda passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

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

New Board Business

Fourth Quarter Budget Amendment Request

Fourth Quarter Budget Amendment Request passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

Seek Hiring of Kari Shoopman as General Counsel for Bartlett City Schools

Seek Hiring of Kari Shoopman as General Counsel for Bartlett City Schools passed with a motion by Mr. Jeff Norris 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

Chairman is authorized and directed to negotiate an employment contract by and between the Bartlett City Board of Education and Kari Shoopman passed with a motion by Mr. Jeff Norris and a second by Mrs. Shirley Jackson.

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

Next Business Meeting will be Monday, June 23rd at 7:00 p.m.

Business Meeting will be moved to Monday, June 23rd at 7:00 p.m. passed with a motion by Mr. Jeff Norris 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

ADJOURNMENT

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING MINUTES

Thursday, April 24, 2014
Bartlett City Hall - Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION

Opening prayer by Todd Oakley.

PLEDGE OF ALLEGIANCE

Board Members led the audience in the Pledge of Allegiance to the Flag.

CALL TO ORDER & ROLL CALL

Official Business of the Day

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

Ms. Erin Berry
Mr. David Cook
Ms. Shirley Jackson
Mr. Bryan Woodruff
Chairman Jeff Norris

SPECIAL PRESENTATIONS

Aaron Clemmons announced that he will repaint the paw prints in front of Bartlett High School as his Eagle Scout activity.

PUBLIC COMMENT

- *RaDonna Garnett - 6256 Rockledge, Bartlett
9th Grade Academy*
- *Charles Russell - 5207 Hare Creek Cove, Bartlett
Support Elementary Proposal C*
- *Tonjua Woods - 8609 Brounswick Rd, Rosemark
Support Proposal C*
- *Karla Norman - 5536 Hinton, Memphis
Rivercrest Support/Proposal C*
- *Dianne Larson - 4694 Cedar Ridge Dr., Millington
Rivercrest Support/Proposal C*
- *Portia Tate - 5672 Baudett, Bartlett
Support of Rivercrest Elementary*

APPROVAL OF AGENDA

Chairman Norris pulled Staff Item D – Special Education Consulting Services Contract.

Motion Passed: The approval of the agenda as amended passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Motion Passed: Approval of minutes from the March 30, 2014 Special Called Meeting and March 27, 2014 Business Meeting passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

REPORTS

Chairman's Report

Chairman Norris stated that all Board Members attended the TSBA Training held April 25, 2014 in Jackson. This training fulfilled their annual requirement for state training.

Superintendent's Report

Superintendent Stephens introduced new staff members for the Bartlett City Schools district office:

- Kristy Ford, PK-5 Supervisor
- Sarah Huffman, Exceptional Children Instructional Supervisor
- John Simi, Instructional Technology Supervisor
- Karen Naccarato, Benefits Supervisor- Shared Services

He updated the Board that the Commissioner Huffman had two questions on the State of Tennessee application. The application should be ready for approval and a Special Called Meeting will be held soon.

The RFPs for Benefits will be reviewed next week by the municipalities.

Legal Report

No report

STAFF ACTION ITEMS

Tennessee Consolidated Retirement System (TCRS) Resolutions

Motion Passed: Tennessee Consolidated Retirement System (TCRS) Resolutions passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

Student Information Management Services Interlocal Agreement (ILA)

Motion Passed: Student Information Management Services Interlocal Agreement passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

School Nutrition Services Interlocal Agreement (ILA)

Motion Passed: School Nutrition Services Interlocal Agreement passed with a motion by Mr. David Cook and a second by Mr. Bryan Woodruff.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

Establish School Attendance Zones for the 2014-2015 School Year

Motion Passed: Superintendent Stephens' recommendation of Elementary Proposal C, Middle School Proposal B, and High School Proposal B passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

BOARD ACTION ITEMS

Consent Agenda

1. POLICY 2000: Fiscal Management Goals
2. POLICY 2006: Deposit of Funds
3. POLICY 4025: Extracurricular Activities
4. POLICY 4026: Field Trips, Excursions, and Competitions

5. POLICY 4027: Interscholastic Athletics
6. POLICY 4028: Isolation or Restraint of Students Receiving IDEA Special Education Services
7. POLICY 5013.1: Emergency and Legal Leave
8. POLICY 5014.1: Family and Medical Leave
9. POLICY 5014.2: Military Leave
10. POLICY 5014.3: Physical Assault Leave
11. POLICY 5030: Drug and Alcohol Testing for Employees
12. POLICY 5031: Complaints and Grievances
13. POLICY 6025: School Attendance Zones
14. POLICY 2019: Payment Procedures REVISED
15. POLICY 5000: Personnel Goals, Rights, and Responsibilities REVISED
16. POLICY 5008: Classification and Qualifications REVISED
17. POLICY 5032: Complaints About School Personnel

Motion Passed: Suspension of the Rules to Allow Policies to be approved on First Reading passed with a motion by Mr. David Cook and a second by Mr. Jeff Norris.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

Motion Passed: Approval of the Consent Agenda passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

New Board Business

None

ADJOURNMENT

Meeting adjourned at 8:05 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent

**BARTLETT CITY BOARD OF EDUCATION
SPECIAL CALLED MEETING MINUTES**

Wednesday, April 30, 2014
Bartlett City Hall - Council Chambers
6400 Stage Road, Bartlett
6:00 PM

PLEDGE OF ALLEGIANCE

Board Members led the audience in the Pledge of Allegiance to the Flag.

CALL TO ORDER & ROLL CALL

*****Official Business of the Day*****

Vice-Chairman Woodruff called the meeting to order at 6:00 p.m. The following Board Members were present:

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

Chairman Jeff Norris was absent.

ANNOUNCEMENT OF MEETING PURPOSE

Vice-Chairman Woodruff announced the purpose of the meeting was to approve the LEA Operation Application and Policy 5013.2.

PUBLIC COMMENT

None

APPROVAL OF AGENDA

Motion Passed: Approval of Agenda passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Absent
Mr. Bryan Woodruff	Yes

BOARD ACTION ITEMS

New Board Business

LEA Operation Application

Motion Passed: Approval of the LEA Operation Application passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Absent
Mr. Bryan Woodruff	Yes

POLICY 5013.2: Personal and Professional Leave

Motion Passed: Suspend the Rules to Approve the Policy on First Reading passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Absent
Mr. Bryan Woodruff	Yes

Motion Passed: Policy 5013.2: Personal and Professional Leave passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Absent
Mr. Bryan Woodruff	Yes

ADJOURNMENT

Meeting adjourned at 6:06 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent

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.



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 (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)

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 _____



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.



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 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)

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:

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.



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 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 8th, 10th and 11th grades.¹

Special Education Students²

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.³

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

² T.C.A. §49-6-6005

³ TRR/MS 0520-01-03-.03(6)

POLICY 4030: Honors / Advanced Placement Course Selection Procedures¹

Requirement: A student may request 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.

¹ 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 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.¹

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

POLICY 4032: Online Courses¹

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.

¹ 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:¹

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

¹ No Child Left Behind, Part A §3116

regularly apprised of their child's progress.²

² 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:

Length of Service Vacation Accrued	Semi-Monthly Basis
Six (6) months and one day, but less than one (1) year42
One (1) year, but less than five (5) years42
<i>(Maximum of 10 days per year)</i>	
Five (5) years, but less than ten (10) years50
<i>(Maximum of 12 days per year)</i>	
Ten (10) years, but less than fifteen (15) years63
<i>(Maximum of 15 days per year)</i>	
Fifteen years or more84
<i>(Maximum of 20 days per year)</i>	

2. For the 2014-2015 school year, employees who were hired from SCS shall not accrue vacation but shall have all 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.

RESOLUTION

WHEREAS, Tennessee Code Annotated §49-2-203(b)(5) provides that local boards of education have the power to employ legal counsel to advise or represent the board; and

WHEREAS, the Bartlett City Board of Education has determined that it needs the services of a full-time, in-house General Counsel; and

WHEREAS, the Board has approved a motion to appoint _____ as General Counsel for the Bartlett City Board of Education.

NOW, THEREFORE BE IT RESOLVED BY THE BARTLETT CITY BOARD OF EDUCATION that its Chairman is authorized and directed to negotiate an employment contract by and between the Bartlett City Board of Education and _____ ; and

BE IT FURTHER RESOLVED that its Chairman will bring the employment contract back to the Board for approval.

On this _____ day of _____, 2014.

Jeff Norris, Chairman
Bartlett City Board of Education