

**BARTLETT CITY BOARD OF EDUCATION**  
**Bartlett City Board of Education Work Session**  
**Bartlett City Hall 6400 Stage Road - Bartlett**  
**PO Box 341148**  
**Bartlett, TN 38134**  
**September 18, 2014**  
**7:00 PM**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER & ROLL CALL**

**Official Business of the Day**

**APPROVAL OF AGENDA**

**REPORTS**

**Chairman's Report**

**Superintendent's Report**

**General Counsel's Report**

**STAFF ACTION ITEMS**

**FY 2015 Extended Contract Program Summary**

**2014-15 Extended Contract Program Statement of Assurances**

**Textbook Certification of Compliance with Tennessee Code Annotated**

**Bartlett City Schools CIPA Compliance Internet Policy/E-Rate**

**BOARD ACTION ITEMS**

**EXPANSION OF GRANTEE'S VOLUNTARY PRE-K PROGRAM**

**Memorandum of Agreement (MOA): Public Health School-Based Dental Prevention Program for Children**

**Memorandum of Understanding (MOU): Coordinated School Health**

**POLICY 1006: School Board Meetings REVISED**

**POLICY 5003: Application and Employment REVISED**

**POLICY 4016: Maintaining Test Security**

**ADJOURNMENT**

Bartlett City Schools  
FY 2015 Extended Contract  
Program Summary

Extended Contract Allotment        \$70,456.00

Assurances:

For the Sept. 1, 2014 – Aug. 31, 2015 program year, Bartlett City Schools will administer the extended contract program in accordance with all applicable statutes; state board of education rules; regulations, and policies; and Tennessee Department of Education policies and meet required use of funds for Extended Contracts.

Use of Funds

School based programs for 11 schools	55	\$55,000.00
Benefits		\$10,056.00
Administration		<u>\$ 5,000.00</u>
	Total	\$70.456.00

Program

The Extended Contract Program for Bartlett City Schools for the 2014/2015 school year is funded through the State of Tennessee Education Department. Payment for one (1) ecu (50) hours will be 1,000. Extended Contract funds are to be used to provide activities with objectives that is a part of, or an extension of, the state department curriculum framework and is closely aligned with the district and school academic improvement plan. The administration of each school develops a program of activities based on the prioritized needs of its students based on data and the number of ECU's at its disposal. Funds are not to be used to supplement coaches or sponsors of extra-curricular activities, including athletics, cheerleading, clubs, or student government organizations.

ECU's can be used for the following activities:

- Before/After School Remediation Program
- High School must have a Test-Taking Skills Program
- Before/After School Counseling Program
- Before/After School Enrichment Program
- Before/After School Curriculum Development
- Special Education Curriculum Development
- Curriculum Development

The number of Extended Contract Units to be used for school-based program has been allocated on the bases of enrollments. Upon approval by the Board of Education the plan is sent to the State for final approval.

ECU allotment for each school:

Altruria Elementary	5
Appling Middle	5
Bartlett Elementary	5
Bon Lin Elementary	5
Bon Lin Middle	5
Ellendale Elementary	4
Elmore Park Middle	5
Oak Elementary	4
Rivercrest Elementary	4
Bartlett Academy	4
Bartlett High	9

Summary presented by:

Clark Knight

Career and Technical Education Shared Services

Bartlett City Schools

901-389-2497 x258

[clark.knight@acsk-12.org](mailto:clark.knight@acsk-12.org)



## 2014-15 Extended Contract Program Statement of Assurances

LEA: Bartlett City Schools

Director of Schools: David Stephens

Email: [David.Stephens@BartlettSchools.org](mailto:David.Stephens@BartlettSchools.org)

Extended Contract Coordinator: Lee-Ann Kight

Email: [lkight@BartlettSchools.org](mailto:lkight@BartlettSchools.org)

2014-15 Extended Contract Program Allocation: \$70,456.00

For the Sept. 1, 2014 – Aug. 31, 2015 program year, the board of education hereby assures that the LEA shall:

1. Administer the extended contract program in accordance with all applicable statutes; state board of education rules, regulations, and policies; and Tennessee Department of Education policies.
2. Ensure extended contract funds are expended on extended contract activities only. No such funds shall be used for supplemental pay for coaching of athletics.
3. With input from an extended contract program committee comprising teachers and administrators, devise an extended contract plan that includes activities that are aligned with data-supported student needs.
4. Ensure the extended contract activities can be evaluated qualitatively and quantitatively.
5. Establish an equitable plan for staffing extended contract positions with qualified personnel. All extended contract activities must be staffed with educators holding the appropriate licensure and endorsement. If an activity does not require a specific endorsement, an educator's training and related experience may be considered. Non-educators are ineligible for extended contract positions. The plan shall include local policies that address the following:
  - a. Maximum number of hours allowable per day and week
  - b. Rate of pay and length of contract
  - c. Accrual of sick leave and vacation pay
  - d. Employment of substitute and part-time teachers
  - e. Planning time
6. Ensure extended contract activities are not offered during school hours. Extended contract

activities may be offered before and after school, weekends, holidays, and during the summer.

7. Ensure extended contract activities are supervised to ensure the quality and integrity of the program.
8. Document the number of hours worked by each employee awarded an extended contract position as well as the number of students served via each extended contract activity. For audit purposes, keep the records on file for three years after the end of the program year.
9. Create an extended contract budget that includes each activity and its base allocation.
10. Employ a system for tracking extended contract revenues and expenditures.

### Certification

I, THE UNDERSIGNED, CERTIFY that the above assurances shall be adhered to.

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

\_\_\_\_\_  
Date

**The 2014-15 Extended Contract Program Statement of Assurances must be submitted to the department via the ePlan LEA Document Library by Oct. 1, 2014.**

**Certification of Compliance with Tennessee Code Annotated  
Section 49-3-310(1)(A)**

“The director of schools and the chair of the board of each LEA shall certify to the commissioner on or before October 15 of the current school year that all children enrolled in that LEA have been furnished all required textbooks, as determined by the commissioner.”

In conformity with TCA 49-3-310(4)(A) we, the undersigned, hereby certify that all the children attending the schools of Bartlett City school system have, or will be given, access to all textbooks and instructional materials.

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*Chairman, Board of Education*

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*Superintendent/Director of Schools*

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*Date*

**RETURN ELECTRONICALLY BY OCTOBER 15 TO:**

Monty Wilson, Deputy Director of Content and Resources  
[James.M.Wilson@tn.gov](mailto:James.M.Wilson@tn.gov)  
State Department of Education  
11<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0379

## **POLICY 1006: School Board Meetings**

The Board shall transact all business at official meetings of the Board which may be either regular or special.

Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will be open to the public.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and interested parties.<sup>2</sup>

No one shall bring a camera, camcorder, or other photographic equipment to Board meetings without the consent of the Board.<sup>3</sup>

The Chairman shall commence all meetings promptly at the appointed hour.

The Board shall hold various types of meetings, including:

1. **Regular Business Meeting** - An official meeting held at least quarterly. Regular Business Meetings of the Board shall usually be held at 7:00 p.m. on the fourth Thursdays of each month.
2. **Special Called Meeting** - An official meeting called as necessary to transact the business of the Board, when because of circumstances, immediate action is required before the next Regular Business Meeting. Such meetings shall be called by the Chairman whenever, in his/her judgment, the interests of the schools require it, or when requested to do so by a majority of the Board.<sup>4</sup>
  - a. To call a Special Called Meeting by a majority of the Board, a Board member shall make the request one (1) of the following ways: 1) by motion during an official meeting or Board Work Session; or 2) in writing (via email, etc.) to the Board Chairman. The request must specifically state the action to be taken at the Special Called Meeting. When the request is made in writing to the Chairman, it must also specify a time limitation for polling Board Members. Upon receipt of a written request, the Chairman shall immediately forward the request to the Superintendent (or designee) to poll the Board members. The results of the poll shall be provided to each Board member. If a majority of the Board members agree to the Special Called Meeting, the Superintendent (or designee) shall poll the Board members for the date, time and location for the meeting.
  - b. At the beginning of the meeting, the Board Chairman shall identify the Board members who requested the meeting and the purpose.
  - c. Only business related to the call of the meeting, and details related to agenda items shall be discussed or transacted by the Board at a Special Called Meeting. Additional items not related to the original stated action may not be added to the agenda. No items may be added once the agenda is published.
3. **Work Session** – The primary objectives of a work session are: 1) to discuss background information regarding items that may be placed on the Regular Business Meeting

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<sup>1</sup> T.C.A. § 8-44-102

<sup>2</sup> 28 CFR §36.201(a); 28 CFR § 36.202

<sup>3</sup> OP Tenn. Atty. Gen 95-101 (Oct. 2, 1995)

<sup>4</sup> T.C.A. § 49-2-202(c)(1)

Agenda; and 2) to receive information about educational programs, legislation, and other issues having relevance to the Bartlett City Board of Education. No official action can be taken at a Work Session. The Work Session is usually held one week prior to a Regular Business Meeting or shall be called by the Chairman whenever, in his/her judgment, the interests of the schools require it, or when requested to do so by a majority of the Board. Board Work Sessions may be changed to Special Called Meetings when necessary for emergency situations. Under such circumstances, the nature of the emergency necessitating the change must be made a matter of record and approval for changing the Board Work Session to a Special Called Meeting and shall require a two-thirds (2/3) vote of the Board members present and voting.

Unless decided by prior agreement at an open meeting, the place of the Regular Business Meetings, Special Called Meetings and Work Sessions will be in the usual location and at the usual time designated by the Board. In instances when the date of the Regular Business Meeting or Work Session falls on a legal holiday or during a holiday season, the meeting shall be rescheduled by the Chairman. Any indisposed business items remaining on the agenda at adjournment shall be carried over to Unfinished Business at the next Regular Business Meeting.

A majority of all of the Members constituting the Board, and not merely a majority of the quorum, shall be required to transact all business coming before the Board in all Regular Business or Special Called Meetings. In emergency situations where the Board has provided no policy guidance for administrative action and no meeting of the Board is scheduled, the Superintendent shall have the power to act, but report to the Board when necessary or requested.

*Robert's Rules of Order - Newly Revised* shall be used as the parliamentary authority at all Regular Business Meetings, Special Called Meetings, and Work Sessions of the Board unless Board policy provides an exception governing the procedure to be used by the Board.

A Rule of Order may be suspended by a two-thirds (2/3) vote of the Members present and voting.

### **ELECTRONIC ATTENDANCE**<sup>5</sup>

Absent Board members may attend a regular or special meeting by electronic means if the member is absent because of work, a family emergency, or the member's military service. If a Board member is absent due to military service, he or she may participate electronically as often as he or she is able to do so. However, a Board member may not participate electronically more than two (2) times per year for absences due to work and/or family emergencies.

#### General Requirements

The following requirements apply to all electronic attendance, regardless of the reason for the member's absence:

1. A quorum of the Board must be physically present at the meeting in order for any

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<sup>5</sup> T.C.A. §49-2-203(c)

- member to attend electronically.
2. Any member wishing to participate electronically must do so using technology which allows the Chair to visually identify the member.
  3. The responsibility for the connection lies with the member wishing to participate electronically. No more than three (3) attempts to connect shall be made unless the Board chooses to make additional attempts.

#### Work Related Absence

The following requirements apply to electronic attendance due to a work related absence:

1. The Board member must be absent from the county due to work.
2. The member wishing to participate must give the Chair and Superintendent at least five (5) days' notice prior to the meeting of the member's desire to participate electronically.

#### Family Emergency

The following requirements apply to electronic attendance due to a family emergency:

1. The member must be absent due to the hospitalization of the member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

## **POLICY 5003: Application and Employment**

Bartlett City Schools does not discriminate in employment or recruitment practices on the basis of race, color, national origin, religion, sex, age, or disability in compliance with state and federal law.<sup>1</sup> Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, genders, religions, national origins, and individuals with disabilities with regard only for qualifications for the position in question.

### **Application**

An individual desiring a position with the Board shall make application to the Superintendent on forms developed by his/her office. To ensure the safety and welfare of students and staff, Bartlett City Board of Education shall require criminal history background check and fingerprinting of all applicants for positions that require proximity to children.<sup>2</sup> Hiring decisions are contingent upon satisfactory results of such checks.

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported for prosecution.<sup>3</sup>

Any costs incurred in conducting a background check and fingerprinting shall be paid by the applicant upon hiring.<sup>4</sup>

### **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<sup>5</sup> and the appropriate highly qualified status, if required;
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;<sup>6</sup>

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

<sup>2</sup> T.C.A. §49-5-406(a)(1)

<sup>3</sup> T.C.A. §49-5-406(a)(2)(A)

<sup>4</sup> T.C.A. §49-5-413(c)

<sup>5</sup> T.C.A. §49-5-403; T.C.A. §49-5-101

<sup>6</sup> T.C.A. §49-5-404; TRR/MS 0520-1-3-.08(2)(f)

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

### Support Employees

No person shall be employed:

1. 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;
2. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>8</sup>
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**

### Initial Employment

Upon initial employment, the Superintendent 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. 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.

### Professional Employees

After checking references and receiving written recommendations, the Superintendent shall hire and assign qualified applicants.<sup>9</sup>

### Support Employees

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<sup>7</sup> T.C.A. §49-5-405

<sup>8</sup> Immigration Reform and Control Act of 1986

<sup>9</sup> T.C.A. §49-2-301(b)(1)(J)(L)(EE); T.C.A. §49-2-303(b)(3)

After checking references and receiving written recommendations from principals and/or supervisors, the Superintendent shall hire and assign qualified applicants. Each support employee shall be advised of the required probationary period.

#### Self-Reporting While Employed

Employees are required to report arrests and/or criminal convictions that occur after initial employment to the Superintendent or his/her designee. Employees must also notify the Superintendent or his/her Designee immediately if the Department of Children's Services (DCS) has named them as an indicated perpetrator of child abuse.

## **POLICY 4016: Maintaining Test Security**

The administration of all state mandated tests will be conducted under the direction of a system testing coordinator. The system testing coordinator shall be responsible for administering, monitoring, and maintaining the security of all tests to be administered within the District. Each building principal shall serve as or designate a building testing coordinator. The building testing coordinator shall be responsible for administering, monitoring, and maintaining security of all tests given in his or her school.

Test security procedures shall adhere to guidelines issued by the State Department of Education.<sup>1</sup>

The system testing coordinator will receive all testing materials from the State Department of Education and shall be responsible for secure distribution within the District and secure return to the State Department of Education. Upon reports of testing irregularities, the system testing coordinator shall investigate and report all verified or suspected breaches of security to the Superintendent.

The building testing coordinator will ensure that the following security measures are maintained:

1. Verify that the quantities of testing materials agree with the packing slip;
2. Secure materials in a protected location and restrict access to testing materials;
3. Assign test administrators to administer tests;
4. Provide a test schedule and ensure testing administrators adhere to the agenda;
5. Collect, count, and secure materials immediately after each day's testing;
6. Utilize measures to ensure the least potential for bias in test administration. Examples include, but are not limited to, the following:
  - A. Assign test administrators to content areas in which the administrator provides less than fifty percent (50%) of class-based instruction;
  - B. Strategically assign proctors to ensure the least potential for bias (i.e., never assigned to a class that contains a close friend or relative); and
  - C. Use a combination of methods or use other methods as approved by the system testing coordinator.
7. Pack and retain materials in a secure location for the scheduled return to the system testing coordinator; and
8. Investigate any reported testing irregularities and forward such findings to the building testing coordinator.

Test administrators will ensure that the following security measures are maintained:

1. Precisely adhere to the time schedules for each subtest;
2. Refrain from reviewing student responses during testing;
3. Refrain from copying, or allowing to be copied, any portion of the test material, except for the testing schedule in the Examiner's Manual; and
4. Report any suspected irregularities to the building testing coordinator.

All breaches of test security shall be reported to the State Department of Education's Office of Accountability and testing irregularities shall be reported to the Division of State Testing within

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<sup>1</sup> TRR/MS 0520-01-03-.03(9)(c)

twenty-four (24) hours of such events. Any employee found to have not followed security guidelines shall be placed on immediate suspension, and such actions shall be grounds for dismissal and revocation of state license.<sup>2</sup>

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<sup>2</sup> T.C.A. §49-1-607