

BARTLETT CITY BOARD OF EDUCATION

BARTLETT CITY BOARD OF EDUCATION

BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS

6400 STAGE ROAD, BARTLETT

PO Box 341148

Bartlett, TN 38134

September 25, 2014

7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

SPECIAL PRESENTATIONS

Presentation by John Simi, Supervisor Instructional Technology, regarding the Bartlett City Schools CIPA Compliance Internet Policy/E-Rate

PUBLIC COMMENT

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF PREVIOUS MEETINGS - THURSDAY, AUGUST 28, 2014

REPORTS

Chairman's Report

Superintendent's Report

Legal Report

STAFF ACTION ITEMS

BOARD ACTION ITEMS

Consent Agenda

The Consent Agenda passed with a motion by Mr. Jeff Norris and a second by Bryan Woodruff.

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

2014-15 Extended Contract Program Statement of Assurances

Textbook Certification of Compliance with Tennessee Code Annotated

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

New Board Business

Expansion of Grantee's Voluntary Pre-K Program

Motion to amend the grant agreement original amount of \$190,000 (page 2) to 190,800 passed with a motion by Mr. Jeff Norris and a second by Bryan Woodruff.

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

Approve the amended Expansion of Grantees passed with a motion by Mr. Jeff Norris 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

ADJOURNMENT



Children's Internet Protection Act (CIPA)

**Public Hearing Compliance Meeting
September 25, 2014**

Presented by John Simi, Technology Supervisor

CIPA Overview

- The Children’s Internet Protection Act (**CIPA**) was enacted by Congress in 2000 to address concerns about children’s access to obscene or harmful content over the Internet.
- CIPA imposes certain **requirements** on schools or libraries that receive discounts for Internet access or internal connections through the **E-rate program** – a program that makes certain communications services and products more affordable for eligible schools and libraries.
- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they **certify that they have an Internet safety policy that includes technology protection measures.**

CIPA Requires 3 Things

- **1. Enact an Internet safety policy that includes technology protection measures (*BCS Policy #1021*)**
 - The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors)
- Bartlett City Schools' Internet Service Provider provides a comprehensive **filtering** solution (*ENA WebSafe*) as part of our service
- Filtering is based on over 50 industry **standard categories** that organize websites by subject matter/content
- BCS has the ability to “**whitelist**” or “**blacklist**” sites based on our users experiences/needs
- Key administrators are provided **Authorized Override** capability to bypass category restrictions when needed

CIPA Requires 3 Things

- **2. The Internet safety policy must include monitoring the online activities of minors (*BCS Policy #1021*)**
- BCS **monitors** Internet traffic through Internet Service Provider ENA tools and local *Intermapper* software
- Student machines have a “**locked down**” image that prevents the unauthorized deleting of files, logs, etc.
- All computers are **accessible** by District office personnel using products such as *Bomgar, Apple Remote Desktop, and Microsoft Remote Desktop*
- Products like *Bomgar, Apple Remote Desktop, and Microsoft Remote Desktop* allow authorized personnel to **take control** of machines to view activity
- Computer labs are arranged so the supervising teacher can **easily view screen content**
- Network Authorized Override **notices** are sent to the Network Administrator

CIPA Requires 3 Things

- **3. As required by the Protecting Children in the 21st Century Act, the Internet safety policy must provide for educating minors about appropriate online behavior (*BCS Policies #1021 & 6002*)**
 - Including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response
- BCS provides a comprehensive Internet Safety curriculum called *iSafe* that librarians, counselors, & teachers use with students in grades K-12
- Additional **resources** are provided on the District Website for both teachers and parents to supplement the *iSafe* Curriculum
- Student Services Counseling Specialist provided bullying/cyberbullying **training** to counselors on July 31, 2014
- **Ongoing** employee professional development and **student lessons** are provided throughout the year
- Each student receives a copy of the **Student-Parent Handbook** that outlines the BCS policy on bullying/cyber-bullying

Additional Information

- Require students (parents) sign a **Student Acceptable Use of Network and Electronic Media User Agreement and Parent/Guardian Form** that outlines responsibilities, rules, and sanctions
- BCS **highlights** an Internet Safety **resource** right on the front page of the District website
- Utilize “**geo-fencing**” of particularly troublesome websites/services
- District personnel are made available to conduct **parent awareness meetings** throughout the community
- Provide **antivirus** software that helps prevent malware and viruses that might capture personal, identifying information, if visible
- Scheduled to implement “**T!PTXT**” – safe, confidential tip reporting line as part of our Blackboard Connect contract

Questions or Comments



John Simi, Instructional Technology Supervisor

Bartlett City Schools

901-255-0855, ext 229

jsimi@bartlettschools.org

BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES
Thursday, August 28, 2014
Bartlett City Hall - Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Ted Rasbach said the prayer and Chairman Norris led 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
Mrs. Shirley Jackson
Mr. Jeff Norris
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

Aaron Clemons, Bartlett High School Student, was recognized for his Eagle Scout project in which he painted paw prints on the campus of Bartlett High School.

The Shared Services employees for Bartlett City Schools were recognized for their hard work and contribution to starting the municipal schools. Each were presented a certificate of appreciation.

Nedra Jones, Planner
Joe Anderson, Director of Purchasing
Faye Morrison, Purchasing
Jimmy Fox, Purchasing
Scott Truitt, Network Administrator
Karen Naccarato, Benefits Supervisor
Angela Johnson, Benefits Clerk
Wade Koon, Business Information Supervisor
Robin Albaugh, Payroll Supervisor
Karen Grisham, Purchasing Clerk
Bob Southern, Telecom Analyst
Kim Witham-Fridlund, Payroll Clerk

Andy Thompson with Bartlett United Methodist Church presented the two banners that promoted the Bartlett City Schools Kick-Off event on August 4, 2014. The banners were signed by staff, students, and community members that attended the historic event.

Claire Brulatour, Memphis/Shelby County Coordinator, tnAchieves, presented information on their mentoring program. tnAchieves is a partnering organization to Tennessee Promise. Tennessee Promise allows any TN high school graduate to attend a community college or TN College of Applied Technology tuition free.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Mr. Jeff Norris made the motion to add a New Board Business agenda item, Superintendent Fiscal Year 2015 Operational Performance Standards Review and Mr. Bryan Woodruff seconded the motion. All Board Members responded aye. Motion passed.

Mr. Jeff Norris made the motion to approve the Amended Agenda and Mr. David Cook seconded the motion. All Board Members responded aye. Motion passed.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Motion Passed: Approval of the minutes of the July 24, 2014 Business Meeting 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	Yes
Mr. Bryan Woodruff	Yes

REPORTS

Chairman's Report

Chairman Norris asked that the Board Members interested in attending the TSBA Leadership Conference or Annual Convention complete paperwork.

Superintendent's Report

Enrollment on the 16th day was 8430. We are 98.6% of projection.

Received funding from Shelby County to add one additional Pre-K class this year. The additional class will be at Bartlett Elementary School and there will be no cost to the district. We thank Mayor Luttrell and the County for this additional classroom.

Benefit ID cards were recently mailed to all employees who registered for health benefits.

I have continued to visit schools this week and we are getting into a normal routine. I visited the 9th Grade Academy yesterday and things were going smoothly.

General Counsel's Report

No report.

STAFF ACTION ITEMS

No Staff Items.

BOARD ACTION ITEMS

Consent Agenda

- Policy 1030: Committees
- Policy 6048: Graduation Activities
- Policy 6050: Safe Relocation of Students

Motion Passed: Approval of Consent Agenda passed with a motion by Mr. Jeff Norris 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

New Board Business

Superintendent FY 15 Operational Performance Standards Review

Motion Passed: Following the discussion of the Superintendent FY 15 Operational Performance Standards Review, the associated incentive pay of \$10,000.00 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

ADJOURNMENT

The meeting adjourned at 7:40 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent



2014-15 Extended Contract Program Statement of Assurances

LEA: Bartlett City Schools

Director of Schools: David Stephens

Email: David.Stephens@BartlettSchools.org

Extended Contract Coordinator: Lee-Ann Kight

Email: 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.

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

**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.

Chairman, Board of Education

Superintendent/Director of Schools

Date

RETURN ELECTRONICALLY BY OCTOBER 15 TO:

Monty Wilson, Deputy Director of Content and Resources
James.M.Wilson@tn.gov
State Department of Education
11th 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.¹ Open meetings will be physically accessible to all students, employees, and interested parties.²

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

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.⁴
 - 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

¹ T.C.A. § 8-44-102

² 28 CFR §36.201(a); 28 CFR § 36.202

³ OP Tenn. Atty. Gen 95-101 (Oct. 2, 1995)

⁴ 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 ATTENDANCE⁵

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

⁵ 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.¹ 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.² 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.³

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

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 Education⁵ 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;⁶

¹ 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.

² T.C.A. §49-5-406(a)(1)

³ T.C.A. §49-5-406(a)(2)(A)

⁴ T.C.A. §49-5-413(c)

⁵ T.C.A. §49-5-403; T.C.A. §49-5-101

⁶ 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;⁷
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;⁸
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.⁹

Support Employees

⁷ T.C.A. §49-5-405

⁸ Immigration Reform and Control Act of 1986

⁹ 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.¹

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 System 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

¹ 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.²

² T.C.A. §49-1-607