

**BARTLETT CITY BOARD OF EDUCATION**

**BARTLETT CITY BOARD OF EDUCATION**

**BUSINESS MEETING AGENDA BARTLETT CITY HALL 6400 STAGE ROAD,**

**BARTLETT 7:00 PM**

**PO Box 341148**

**Bartlett, TN 38134**

**October 16, 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**

**TN Department of Education 2014 LEA Compliance Report**

**BOARD ACTION ITEMS**

**Consulting Services Agreement**

**AdvanceED Resolution**

**POLICY 1031: Recruitment and Selection of Superintendent**

**POLICY 1032: Superintendent Evaluation**

**POLICY 1033: School Board Records**

**POLICY 6051: Visitors to the Schools**

**ADJOURNMENT**



## 2014 LEA Compliance Report

This Compliance Report is one document used by the Tennessee Department of Education (TDOE) in the annual process of ensuring local education agencies (LEAs) are in compliance with all state laws and State Board of Education (SBE) rules. All LEAs must complete this form, including the Area of Non-Compliance page if applicable, and return it to the TDOE.

**RETURN COMPLETED FORM VIA EMAIL TO:**

Christy Ballard  
General Counsel  
Tennessee Department of Education  
[Christy.Ballard@tn.gov](mailto:Christy.Ballard@tn.gov)

**DUE DATE:**

**Dec. 15, 2014**

Please be advised that LEAs are required to comply with all state education laws and SBE rules. The commissioner of education is responsible for ensuring all school laws and SBE rules are faithfully executed and is charged with taking corrective action when an LEA is not in compliance with state education laws and SBE rules and is not following a TDOE approved plan addressing compliance issues. All LEAs should carefully check the status of compliance with all state education laws and SBE rules prior to execution of this Compliance Report. The adherence by LEAs to some laws and rules are monitored through other data sources and all data sources will be considered when the TDOE makes final decisions regarding LEA compliance with laws and rules.

I certify that, except for those items listed in the attached document which includes a compliance plan for each item, the LEA is in compliance with all Tennessee statutes and SBE rules.

An Area of Non-Compliance Form is attached: Yes \_\_\_\_\_ No \_\_\_\_\_

LEA Name: \_\_\_\_\_

Director of Schools Name: \_\_\_\_\_

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

Date of Board Approval: \_\_\_\_\_

Board Chair Name: \_\_\_\_\_

Board Chair Signature: \_\_\_\_\_

For your convenience, the following is a list of helpful links to various state education laws and SBE rules available online.

Public chapters regarding education passed during the 2014 legislative session:

<http://www.tn.gov/education/legal/doc/2014legislative-report.pdf>

Current and pending SBE rules:

[http://www.tn.gov/sbe/rul\\_reg.shtml](http://www.tn.gov/sbe/rul_reg.shtml)

SBE frequently asked questions:

<http://www.tn.gov/sbe/faq.shtml>

Tennessee Code Annotated:

<http://www.michie.com/tennessee/lpext.dll?f=templates&fn=main-h.htm&cp=tncode>

If you have questions regarding applicable laws or SBE rules, please contact TDOE's General Counsel, Christy Ballard at (615)741-2921.

## Areas of Noncompliance Form

AREA OF NONCOMPLIANCE:

PLAN FOR COMPLIANCE:

**RESOLUTION**

**WHEREAS**, the Bartlett City Board of Education (“Board”) and its Superintendent recognize the value of national District accreditation to ensure a standard of excellence across Bartlett City Schools; and

**WHEREAS**, AdvancED is a non-profit, non-partisan organization that supports schools and school districts through a process of continuous improvement for better student outcomes; and

**WHEREAS**, AdvancED conducts rigorous, on-site reviews of schools and school systems prior to granting accreditation; and

**WHEREAS**, all eleven schools comprising Bartlett City Schools have previously received and maintained AdvancED accreditation through Shelby County Schools; and

**WHEREAS**, AdvancED has agreed to continue recognition and to grant accreditation to these eleven schools as Bartlett City Schools; and

**WHEREAS**, the Board desires to continue accreditation with AdvancED;

**NOW, THEREFORE BE IT RESOLVED BY THE BARTLETT CITY BOARD OF EDUCATION**, that the Superintendent is directed to pursue District accreditation for all of Bartlett City Schools to ensure total quality, effectiveness, and continuity throughout the District.

**BE IT FURTHER RESOLVED**, that execution of this Resolution is conclusive evidence of the Board’s approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

---

**Jeff Norris, Chairman**  
**Bartlett City Board of Education**

## **POLICY 1031: Recruitment and Selection of Superintendent**

When a vacancy occurs, the appointment of a Superintendent is a function of the Board.<sup>1</sup> The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim Superintendent appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection procedures. A board member may not apply for or in any other way be considered for the position of Superintendent.<sup>2</sup>

If the Board chooses to conduct a search to fill the position, the Board shall initially develop the following:

1. A job description
2. A timeline
3. A process for accepting and reviewing applications
4. Selection procedures which shall include, but not be limited to, the following:<sup>3</sup>
  - A. The Board may invite the community, including Board employees, to participate in the process of selecting a Superintendent. Resumes of persons interviewed by the Board shall be available for public inspection.
  - B. The interview process for each finalist shall include an interview with the entire Board.
  - C. Candidates shall be interviewed by the Board in an open session. Only Board members will be allowed to ask questions during the interview.
  - D. The Board shall attempt to select a Superintendent by unanimous vote, but a two-thirds vote of the membership of the board shall be required for the appointment of a Superintendent.

---

<sup>1</sup> T.C.A. §49-2-203(a)(14)

<sup>2</sup> T.C.A. §49-2-203(a)(1)(D)

<sup>3</sup> T.C.A. §49-2-203(a)(14)(B)

## **POLICY 1032: Superintendent Evaluation**

Through an annual evaluation of the Superintendent,<sup>1</sup> the Board will strive to accomplish the following:

1. Clarify the role of the Superintendent according to a job description as agreed upon by the Superintendent and the Board;
2. Develop harmonious working relationships between the Superintendent and the Board; and
3. Develop improvements in the administrative leadership of the school system.

The Board will develop, with the Superintendent, a set of performance objectives based on the needs of the system. The performance of the Superintendent will be reviewed in accordance with these specified goals. The performance objectives will be memorialized in an evaluation plan that includes, at a minimum, sections regarding job performance, student achievement, relationships with staff and personnel, relationships with board members, and relationships with the community.<sup>2</sup>

At a time agreed to by the Board and the Superintendent, the Board will meet as a body to evaluate the Superintendent's performance.

The following guidelines will be used in the evaluation process:

1. The Superintendent will know the standards upon which he or she will be evaluated and will be involved in the development of those standards.
2. A part of the evaluation may be a composite of the evaluation by individual board members, but the Board, as a whole, will meet with the Superintendent to discuss the composite evaluation.
3. The evaluation shall include a discussion of strengths as well as weaknesses.
4. Both the Board and the Superintendent will prepare for the evaluation; the Superintendent will conduct a self-evaluation and Board members will document the evidence used in rating the Superintendent's performance.
5. All documentation will be supported by objective evidence.

---

<sup>1</sup> TRR/MS 0520-2-1-.01

<sup>2</sup> T.C.A. §49-2-203(a)

## **POLICY 1033: School Board Records**

The Superintendent shall maintain all school system records required by law, regulation and Board policy. Any citizen of Tennessee, state official, or other authorized person shall be permitted, upon written request to the records custodian, at a reasonable time, to inspect all records maintained by the District unless otherwise prohibited by law, regulation, or Board policy. A person who has the right to inspect a record may request and receive copies of the documents subject to the payment of reasonable cost.<sup>1</sup>

When the total number of requests made by a requestor within a calendar month exceeds four (4), but the time to produce the record requested each time is less than the one (1) hour threshold necessary to charge a reasonable fee, the requestor may be charged a fee for any and all labor that is reasonably necessary to produce the copies of the requested records after the requestor is notified of this policy. Further, the names of persons inspecting records and the date of inspection shall be recorded.

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons.

The Superintendent and/or his designee(s) shall retain and dispose of school district records in accordance with state law.

---

<sup>1</sup> T.C.A. §49-2-301(b)(1)(CC), T.C.A. §10-7-503; T.C.A. §10-7-506(a); T.C.A. §49-2-104

## **POLICY 6051: Visitors to the Schools**

Except on scheduled public occasions, such as school programs, athletic events, open house, and similar events; all visitors will report directly to the school office when entering the school building.

Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his/her designee. Guest passes shall be issued for all persons other than students and employees of the school.<sup>1</sup>

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, school staff, parents of students, and other persons with lawful and valid business on the school premises.

Persons who come onto school property shall be under the jurisdiction of the building principal or his/her designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

1. Cursing and use of obscenities;
2. Disrupting, or threatening to disrupt, school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or entering on the premises for the purpose of committing an illegal act.<sup>2</sup>

The principal shall contact law enforcement officials when he/she believes the situation warrants such measures.

---

<sup>1</sup> T.C.A. §49-2-303(b)(4)

<sup>2</sup> T.C.A. §49-6-2008; T.C.A. §39-14-406