

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

October 23, 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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Thursday, September 25, 2014 Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

Legal Report

STAFF ACTION ITEMS

TN Department of Education 2014 LEA Compliance Report

The TN Department of Education 2014 LEA Compliance Report 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

BOARD ACTION ITEMS

Consent Agenda

Chairman Norris noted that, at this point in the District's progress, the Board will discontinue suspending Board policy to pass policies on the first reading. These Policies are being considered on First Reading and if approved, will move to next

month's agenda for Second Reading. The Consent 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

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

New Board Business

Board Meeting Schedule Revision for November 2014.

Suspension of Board Policy to allow amendments to the Board Meeting Schedule 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

Revision of the Board Meeting Schedule to hold the November Business Meeting on November 13, 2014 and not have a Work Session during November 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

Board Meeting Schedule revision for December 2014.

Revision of the Board Meeting Schedule to hold the December Business Meeting on December 11, 2014 and not have a Work Session during December 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, September 25, 2014
Bartlett City Hall - Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Joey Mitchell 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

Superintendent Stephens recognized and presented a certificate to the following:

- Bartlett High School Senior Jackson Huffstetler for attending the 2014 Governor's School for international studies.
- Chyna Scott and Jyrah Cheatham for being the student speakers at our System Wide In-Service in August.

Two students, Kayla King and Olivia McBride, representing the Bartlett Ninth Grade Academy thanked the Bartlett City Board of Education for investing in the academy, the freshmen and the future of Bartlett.

"As a token of our appreciation for all you do for Bartlett, please accept this key as a symbol of the role you have played in establishing Bartlett Academy. We will endeavor to honor your investment in us by always doing our best to make Bartlett proud of its school system."

John Simi, Supervisor of Instructional Technology, presented a PowerPoint regarding the Bartlett City Schools CIPA Compliance Internet Policy/E-Rate. A copy of the PowerPoint is attached.

PUBLIC COMMENT

- *Mick Wright - 5730 Bartlett Woods Dr.*
RE: Candidate for Alderman/Bartlett City Schools Education Foundation

- *Jennifer Proseus - 5185 Hare Creek Cove*
RE: Increasing recess for students

APPROVAL OF AGENDA

Chairman Norris pulled Agenda Item #3 Expansion of Grantee's Voluntary Pre-K Program from the Consent Agenda and moved it to New Board Business without objection. Mr. David Cooke made the motion to approve the Amended Agenda and Ms. Erin Berry seconded the motion. All Board Members responded aye. Motion passed.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Mr. David Cook made the motion to approve the Minutes of the August 28, 2014 Business Meeting and Ms. Erin Berry seconded the motion. All Board Members responded aye. The motion passed.

REPORTS

Chairman's Report

Chairman Norris updated the Board on his recent extended trip to China on behalf of Rhodes College. Children are fortunate to go to an educational system in the U.S. that really embraces the creative avenues in which students learn. The high stakes testing model in China is flawed with many students from China moving to the U.S. to experience a different style of learning.

The Board Retreat will be held during the week of October 12th. Bethany McConville will send out the date.

Superintendent's Report

District Learning Day was last Friday and was very beneficial to our teachers. We have many great teachers in our district and Friday was a great opportunity for all involved.

We are partnering with the TDOE Southwest Center of Regional Excellence (CORE) office on a pilot program to train 4 teachers from each elementary and middle school.

Dr. Kight attended a two day session with AdvancedEd on district accreditation. We will bring information to the board at the October meeting on the steps necessary for continuing our district accreditation.

Legal Report

No report.

STAFF ACTION ITEMS

No Staff Items.

BOARD ACTION ITEMS

Consent Agenda

1. 2014-15 Extended Contract Program Statement of Assurances
2. Textbook Certification of Compliance with Tennessee Code Annotated
3. Memorandum of Agreement (MOA): Public Health School-Based Dental Prevention Program for Children
4. Memorandum of Understanding (MOU): Coordinated School Health
5. POLICY 1006: School Board Meetings REVISED
6. POLICY 5003: Application and Employment REVISED
7. POLICY 4016: Maintaining Test Security

Motion Passed: Approval of the 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

Expansion of Grantee's Voluntary Pre-K Program

Motion Passed: Motion to amend the Expansion of Grantees original amount of \$190,000 (page 2) to \$190,800 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

Motion Passed: Approval of the amended Expansion of Grantees 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

ADJOURNMENT

The meeting adjourned at 7:40 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent



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



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

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

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.¹ 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.²

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:³
 - 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.

¹ T.C.A. §49-2-203(a)(14)

² T.C.A. §49-2-203(a)(1)(D)

³ T.C.A. §49-2-203(a)(14)(B)

POLICY 1032: Superintendent Evaluation

Through an annual evaluation of the Superintendent,¹ 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.²

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.

¹ TRR/MS 0520-2-1-.01

² 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.¹

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.

¹ 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.¹

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.²

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

¹ T.C.A. §49-2-303(b)(4)

² T.C.A. §49-6-2008; T.C.A. §39-14-406



**BARTLETT CITY BOARD OF EDUCATION
MEETING SCHEDULE
2014-2015**

JULY 2014

17 Work Session
24 Business Meeting

AUGUST 2014

21 Work Session
28 Business Meeting

SEPTEMBER 2014

18 Work Session
25 Business Meeting

OCTOBER 2014

16 Work Session
23 Business Meeting

NOVEMBER 2014

13 Work Session*
20 Business Meeting*

DECEMBER 2015

11 Work Session** *(If Needed)*
18 Business Meeting** *(If Needed)*

JANUARY 2015

15 Work Session
22 Business Meeting

FEBRUARY 2015

19 Work Session
26 Business Meeting

MARCH 2015

19 Work Session
26 Business Meeting

APRIL 2015

16 Work Session
23 Business Meeting

MAY 2015

21 Work Session
28 Business Meeting

JUNE 2015

18 Work Session
25 Business Meeting

UNLESS OTHERWISE NOTED, BUSINESS MEETINGS WILL BE HELD THE FOURTH THURSDAY OF THE MONTH AT 7:00 P.M. IN THE BARTLETT CITY HALL, 6400 STAGE ROAD, BARTLETT. WORK SESSIONS WILL BE HELD ONE WEEK PRIOR TO THE BUSINESS MEETING AT 7:00 P.M. IN THE BARTLETT CITY HALL, 6400 STAGE ROAD, BARTLETT.

**Moved to accommodate Thanksgiving Holiday*

***Moved to accommodate Christmas Holiday*

Approved June 23, 2014



**BARTLETT CITY BOARD OF EDUCATION
MEETING SCHEDULE
2014-2015**

JULY 2014

17 Work Session
24 Business Meeting

AUGUST 2014

21 Work Session
28 Business Meeting

SEPTEMBER 2014

18 Work Session
25 Business Meeting

OCTOBER 2014

16 Work Session
23 Business Meeting

NOVEMBER 2014

13 Work Session*
20 Business Meeting*

DECEMBER 2015

11 Work Session** *(If Needed)*
18 Business Meeting** *(If Needed)*

JANUARY 2015

15 Work Session
22 Business Meeting

FEBRUARY 2015

19 Work Session
26 Business Meeting

MARCH 2015

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Approved June 23, 2014