

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

November 13, 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

October 23, 2014 Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

Legal Report

STAFF ACTION ITEMS

BOARD ACTION ITEMS

Unfinished Board Business

POLICY 1031: Recruitment and Selection of Superintendent - SECOND READING

The SECOND READING of POLICY 1031: Recruitment and Selection of Superintendent 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

POLICY 1032: Superintendent Evaluation - SECOND READING

The SECOND READING of POLICY 1032: Superintendent Evaluation 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

POLICY 1033: School Board Records - SECOND READING

The SECOND READING of POLICY 1033: School Board Records passed with a motion by Mr. David Cook 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

POLICY 6051: Visitors to the Schools - SECOND READING

The SECOND READING of POLICY 6051: Visitors to the Schools passed with a motion by Bryan Woodruff 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

New Board Business

Bartlett City Schools Textbook Committee

Bartlett City Schools Textbook Committee passed with a motion by Bryan Woodruff 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

Bartlett City Schools CIP Agreement with Shelby County Schools

Bartlett City Schools CIP Agreement with Shelby County 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

Bartlett City Board of Education Mission, Vision, Values/Beliefs and Goals

Bartlett City Board of Education Mission, Vision, Values/Beliefs and Goals 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

Bartlett City Schools Financial Report July - October 2014-2015

NEW POLICY 1034: Charter Schools - FIRST READING

NEW POLICY 1034: Charter Schools - 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

NEW POLICY 3023: Crisis Management - FIRST READING

NEW POLICY 3023: Crisis Management - FIRST READING 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

AMENDED POLICY 5028: Vacations and Holidays - FIRST READING

Suspension of Board Policy to approve 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 FIRST READING of AMENDED POLICY 5028: Vacations and Holidays passed with a motion by Bryan Woodruff 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

Bartlett City Schools Crisis Management Document

Bartlett City Schools Crisis Management Document 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

ADJOURNMENT

BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES
Thursday, October 23, 2014
Bartlett City Hall - Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Superintendent Stephens 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 the Bartlett High School Golf Team with a final record for the season of 47-11 and presented a certificate to the following:

Head Coach: Kirby Grisham
Asst. Coach: Kevin Hill

Clayton Gregory
Mason Hester
Dawson Jones
Brandon Smith
Garrett Underhill
Tanner Wade
Toby Wilson
Tori Smith

PUBLIC COMMENT

- *Blount Smith - 457 Waring Rd.*
RE: Thank you

APPROVAL OF AGENDA

Board Member David Cook made the motion to approve the agenda. Board Member Bryan Woodruff seconded the motion. All Board Members responded aye and the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Board Member Erin Berry made the motion to approve the Minutes from the September 25, 2014 Business Meeting. Board Member David Cook seconded the motion. All Board Members responded aye and the previous Minutes were approved.

REPORTS

Chairman's Report

On Monday Superintendent Stephens, Ms. Jackson and myself attended the TN Promise and tnAchieves meeting set by Representative Ron Lollar. The purpose was to discuss the TN scholarship and the mentor aspect. The session was great, very informative and I encourage everyone to consider signing up to become a mentor.

Superintendent's Report

Superintendent Stephens updated the Board that today we held our first mentoring session with our new assistant principals. Our goal is to provide support for our new AP's and the session went very well.

Regarding TN Promise, BHS needs 30 mentors. Members of the district staff and myself have signed up to mentor. If anyone is interested, please go to tennesseepromise.gov

We will deliver the check next week to SCS for \$608,000.00 which is our payment that was agreed upon in the settlement between Bartlett and SCS.

Regional Soccer Finals are tonight and Bartlett High is playing Arlington High at Arlington.

Legal Report

No report.

STAFF ACTION ITEMS

TN Department of Education 2014 LEA Compliance Report

Motion Passed: 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	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

BOARD ACTION ITEMS

Consent Agenda

1. Consulting Services Agreement
2. AdvanceED Resolution
3. POLICY 1031: Recruitment and Selection of Superintendent
4. POLICY 1032: Superintendent Evaluation
5. POLICY 1033: School Board Records
6. POLICY 6051: Visitors to the Schools

Motion Passed: 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 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

New Board Business

Board Meeting Schedule Revision for November 2014

Motion Passed: Suspension of Board Policy to allow amendments to the Board Meeting Schedule 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: 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 Mr. Bryan Woodruff.

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

Board Meeting Schedule revision for December 2014

Motion Passed: 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	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

ADJOURNMENT

The meeting adjourned at 7:18 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent

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



Mission:

Partnering to empower our students to be productive citizens who are resourceful lifelong learners able to think critically.

Vision:

To provide an innovative and exemplary education for all students in a safe, high-performing district that encourages them to expand their horizons, achieve their potential, and live lives of integrity.

Beliefs:

- We believe all decisions are measured by student outcomes.
- We believe students have priority to all of our resources.
- We believe transparency is essential for district success.
- We believe education is the shared responsibility of the student, the parent/guardian, the school, and the community.
- We believe that core academics, the arts, career & technology, electives and extracurricular activities are crucial to a well-rounded education.
- We believe all students deserve highly effective teachers.
- We believe that every individual is entitled to an emotionally and physically safe and respectful learning environment.

Goals

- To increase academic achievement for all students
- To prioritize all district resources to maximize student outcomes
- To create an innovative environment that promotes success
- To develop students who demonstrate good citizenship and become productive members of society
- To provide and maintain a safe, orderly and secure learning environment
- To recruit, develop and retain highly effective staff
- To cultivate a positive culture and climate throughout the district
- To conduct the district's work in an open and transparent manner

POLICY 1034: Charter Schools

SCOPE

This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It shall not apply to public charter schools converted from existing public schools pursuant to T.C.A. §49-13-106(b)(2).

DEFINITION

A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates within a public school district. It shall be subject to all state and federal laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services.¹

The purposes of charter schools are to:²

1. Improve learning for all students and close the achievement gap between high and low students;
2. Provide options for parents to meet educational needs of students in high priority schools;
3. Encourage the use of different and innovative teaching methods, and provide greater decision making authority to schools and teachers in exchange for greater responsibility for student performance;
4. Measure performance of pupils and faculty, and ensure that children have the opportunity to reach proficiency on state academic assessments;
5. Create new professional opportunities for teachers; and
6. Afford parents substantial meaningful opportunities to participate in the education of their children.

APPLICATION PROCESS³

A prospective charter school sponsor shall send the Superintendent notice of its intent sixty (60) days prior to April 1 of the year preceding the year in which the proposed charter school plans to begin operation as a public charter school.

A sponsor seeking Board approval of an initial charter school application must complete the form provided by the Tennessee Department of Education as well as provide a list of requirements that the sponsor wants to waive. In the application, the sponsor must demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a charter school and the proposed charter school will be able to implement a viable program of quality education for its students. In the case where a traditional public school is seeking to convert to a charter school, the application must include documents showing the necessary parental or teacher support.

Applications must be submitted to the Board on or before 4:30 p.m. on April 1 of the year preceding the

¹ T.C.A. §49-13-105; T.C.A. §49-13-111(a)(1) – (5)(b)(c)

² T.C.A. §49-13-102

³ T.C.A. §49-13-107

year in which the proposed charter school plans to begin operation as a public charter school. Applications will be accepted only between March 1 and April 1. If the 1st of April falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will be accepted on the previous business day on or before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of \$500.00.

REVIEW TEAM

If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be comprised of: members of the administrative staff for the district; community members; and a member of the Board. At the Board meeting in February each year, the Superintendent shall make a recommendation to the Board of which members of his administrative staff should be appointed to the team. The Board shall name the members of the team at its meeting in March of each year. The Board shall designate a chairman of the review team as the contact person for answering the questions about the application process and receiving applications.

The Board shall require a procedure for receiving, reviewing, and ruling on applications for the establishment of charter schools. The procedure must include a timeline for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. A copy of the procedure, including the review criteria, shall be available to any interested party upon request.

The review team shall:

1. Evaluate all charter school applications based on the review criteria adopted by the Board;
2. Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration;
3. Monitor charter school progress; and
4. Make recommendations for revocation, renewal, or non-renewal of charter contracts.

APPROVAL, DENIAL OF APPLICATION⁴

The Board shall rule by resolution on the approval or denial of a charter application within ninety (90) days of receipt of the completed application or the application shall be deemed approved by law.

Approval

If the application is approved, the sponsor may proceed to negotiate a charter agreement with the Board through its designee within administration. The sponsor of a public charter school that is approved by the Board shall enter into a written agreement with the Board, which shall be binding on the charter school's governing body. This agreement, known as the charter agreement, shall be in writing, and shall include all aspects of the sponsor's approved application as well as any reporting requirements prescribed under state or federal laws.⁵

To warrant adoption, charter schools must promote and implement new and innovative practices and conditions in delivering public education not typically found in traditional public schools. All charter

⁴ T.C.A. §49-13-108; TRR/MS 0520-14-1-.01; .02

⁵ T.C.A. §49-13-110

schools that include high schools (grades 9-12) must be accredited by AdvancED. It is expected that the candidate school status for accreditation will be received during the first year of the charter school operation.

Charter schools approved by the Board are expected to implement the application as submitted and approved. Substantial deviations from the approved application may result in the revocation of the charter by the Board.

Charter schools approved by the Board are expected to operate with knowledge of and compliance with all rules, regulations, statutes, and policies relevant to that charter school's operations; including but not limited to instruction, human resources, communication, administration, business services, facilities and operations, transportation, food services, safety, and student discipline. The Board should not be expected to provide services to charter schools that are not requested during the application process except for those services that are required under state or federal laws. Services agreed to be provided to the charter schools by the Board shall be provided at Board cost.

The governing body of an approved public charter school shall make a written report to the Board annually between August 1 and September 1. This reporting requirement shall begin in the year after the year in which the public charter school begins operation. This annual report shall include: a report on the progress of the school in achieving its goals, objectives, pupil performance standards, content standards, and all other terms of the charter agreement; and a financial statement disclosing the financial health of the school, including the costs of the administration, instruction, and other spending categories of the school.⁶

New public charter schools, conversion schools, and all renewals of charter agreements are approved for ten year periods. However, following the fifth year of a charter school's initial period of operation or the fifth year of any renewal of a charter school agreement, the Board must conduct an interim review of the charter school according to the guidelines adopted by the Tennessee Department of Education.

No later than October 1 of the year prior to the year in which the charter agreement expires, the governing body of a public charter school shall submit a renewal application to the Board. The Board shall make its renewal decision based on the progress of the school towards its stated goals and on the financial status of the school.⁷

The Board may revoke or deny renewal of a public charter school agreement for any of the reasons enumerated in T.C.A. §49-13-122.

Denial

Upon receipt of the grounds for denial, the sponsor shall have fifteen (15) days within which to submit an amended application to correct the deficiencies. The Board shall have thirty (30) days either to deny or approve the amended application or the application shall be deemed approved by law.

A denial of an application by the Board may be appealed by the sponsor within ten (10) days of the final decision to deny.

⁶ T.C.A. §49-13-120

⁷ T.C.A. §49-13-121

POLICY 3023: Crisis Management

The principal shall develop a Crisis Management plan for use in times of crisis, including natural disasters, suicides, shootings, and the death of a student, faculty member, or visitor. Within the development of such a plan, the principal shall appoint a Crisis Team which shall deal with specific situations and make decisions in the event of a crisis. Members of the Team shall consist of the principal, school counselor, and other staff members as designated by the principal.

In the event of a crisis, the principal shall notify the Crisis Team and the Superintendent. If necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).

All media attention shall be directed to the Superintendent's office.

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 and were paid out their earned vacation shall have 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.