

BARTLETT CITY BOARD OF EDUCATION

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING

BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS

6400 STAGE ROAD, BARTLETT THURSDAY, FEBRUARY 27, 2014 7:00 PM

PO Box 341148

Bartlett, TN 38134

February 26, 2015

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

January 22, 2015 Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

BOARD ACTION ITEMS

CONSENT AGENDA

The Consent Agenda passed with a motion by Mr. David Cook 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: Absent

GASB45 Trust Resolution

TSBA GASB45 Trust Interlocal Agreement

Proposed Bartlett City Board of Education Schedule for 2015-2016

REVISED POLICY 6019: Transfers Within the System - SECOND READING

NEW BOARD BUSINESS

BCS Student Activity Fund Audit Recommendation per Policy #2011 Student Activity Funds Management

The BCS Student Activity Fund Audit Recommendation of Watkins Uiberall per Policy #2011 Student Activity Funds Management 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: Absent

Revised Policy 6033 – Student Records

Revised Policy 6033 – Student Records 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: Absent

Revised Policy 6034 – Student Records: Annual Notification of Rights

Revised Policy 6034 – Student Records: Annual Notification of Rights 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: Absent

ADJOURNMENT

**BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES**

Thursday, January 22, 2015
Bartlett City Hall - Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Jason Sykes, President of Bartlett Education Foundation 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

Governor Bill Haslam has declared January 25-31, 2015 to be School Board Appreciation Week in the state of Tennessee. Appreciation cards were made by each of the schools below.

Altruria Elementary for Jeff Norris, Chairman
Bartlett Elementary for Bryan Woodruff, Vice-Chairman
Bon Lin Elementary for Erin Berry
Oak Elementary for David Cook
Rivercrest Elementary for Shirley Jackson
Ellendale Elementary for the Bartlett City School Board

The Bartlett City Schools Banner was created by the Ellendale Elementary Art Teacher, Amanda Galbraith and many 5th grade students. This banner was on display at the Tennessee School Boards Association Convention last November. Certificates of Appreciation were presented to:

Amanda Galbraith, Art Teacher Ellendale Elementary
Landry Thompson, 5th Grade Ellendale Elementary
Jocelyn Rocha, 5th Grade Ellendale Elementary

Jason Sykes, President of Bartlett Education Foundation, presented a \$5,000 check to the Bartlett HS Band Director to purchase a new band trailer.

PUBLIC COMMENT

None

APPROVAL OF AGENDA

Board Member Jeff Norris made the motion to add two items to the agenda, the Interlocal Cooperation Agreement for Cooperative Purchasing Services and Resolution. Board Member Bryan Woodruff seconded the motion. All Board Members responded aye and the amendments were approved.

Board Member Jeff Norris made the motion to approve the agenda as amended. Board Member David Cook seconded the motion. All Board Members responded aye and the Agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

December 11, 2014 Business Meeting Minutes

Board Member Shirley Jackson made the motion to approve the Minutes from the December 11, 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

TSBA Day on the Hill will be Tuesday, February 17th. Some Board Members and staff will be in attendance. Superintendent Stephens and I will present the BCS Strategic Plan to the City of Bartlett Mayor and Aldermen on January 31st.

Superintendent's Report

I am finishing up meetings at each of our schools to give an update on where we have been, where we are, and where we are going. Emphasizing an Attitude of Excellence in all things we do.

Some points that I have covered are:

- We created a school system that had one employee at this time last year to approximately 900 employees today.
- We had a successful opening of schools.
- We were able to add back school based positions with a balanced budget.
- We established a climate that values our teachers, students and community.
- Bartlett Ninth Grade Academy
- 8,550 students with a \$71 million budget
- Creating a vision for our school district - Attitude of Excellence
- Evaluating the way we do business and looking for ways to continuously improve
- Planning next year's academic program
- Developing next year's budget
- New Commissioner of Education
- Standards-Legislative agenda
- Assessment - Measurement Inc.
- Competition - An Attitude of Excellence
- Create an identity for our District - What are we known for?
- STEAM
- Technology - 1 to 1 Initiative

Important Dates:

- The Academy Open House will be February 19th 5:00 - 7:00 p.m.
- BCS Open Enrollment Nights will be held from 4:30 - 7:00 p.m. on March 24th for Middle Schools, 10 -12th grades and 4:30 - 7:00 p.m. March 26th for Elementary Schools and 9th grade.
- A Technology Awareness Seminar will begin at 6:30 p.m. on February 5th in the Appling Middle School Cafeteria.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

Vice-Chairman Bryan Woodruff provided a Legislative update that there are currently 41 Education Bills filed with 75 Companion Bills.

Financial Report

The BCS December 2014 Financial Report was accepted by the Board. It is not a voting item.

CONSENT AGENDA

1. 2015-2016 Budget Development Calendar
2. School Calendar Committee Recommendations
3. Cooperative Agreement with Bartlett Education Foundation
4. REVISED Policy 1027: Appeals to and Appearances Before the Board of Education - SECOND READING
5. REVISED Policy 2021: Expenses and Reimbursements - SECOND READING
6. REVISED Policy 6019: Transfers Within the System - FIRST READING
7. ~~REVISED Policy 6031: Alternative School Programs - FIRST READING - PULLED from Consent~~

Motion Passed: Revised Policy 6031: Alternative School Programs - First Reading was pulled from the Consent Agenda. The Consent Agenda 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

ACTION ITEMS

REVISED Policy 6031: Alternative School Programs - FIRST READING

Motion Passed: Suspend the Rules to Approve the Policy on First Reading 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

Motion Passed: REVISED Policy 6031: Alternative School Programs passed on First Reading 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

Interlocal Cooperation Agreement for Cooperative Purchasing Services

Motion Passed: The Interlocal Cooperation Agreement for Cooperative Purchasing Services passed with a motion by Mr. Bryan Woodruff 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

Cooperative Purchasing Services Resolution

Motion Passed: The Cooperative Purchasing Services Resolution passed with a motion by Mr. Bryan Woodruff 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

Meeting adjourned at 8:00 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent

A RESOLUTION establishing an investment trust and inter-governmental cooperative for the purpose of pre-funding other post-employment benefits as provided in Tennessee Code Annotated, Title 8, Chapter 50, Part 12.

WHEREAS, the Governmental Accounting Standards Board issued Statements 43 and 45, which set forth standards on accounting and reporting for post-employment benefits (other than pensions) by governmental entities; and

WHEREAS, these new standards will require political subdivisions of the State of Tennessee to report such post-employment benefits on an actuarial basis during an employee's career rather than on a pay-as-you-go basis during retirement; and

WHEREAS, the Tennessee General Assembly enacted Chapter 771 of the Tennessee Public Acts of 2006, which is codified in Tennessee Code Annotated, Title 8, Chapter 50, Part 12, that authorized a Tennessee political subdivision that offers other post-employment benefits to establish an investment trust by resolution of its chief governing body whereby the political subdivision may begin financing those benefits in advance; and

WHEREAS, Tennessee law identified as the Interlocal Cooperation Act (Tenn. Code Ann. § 12-9-101, et seq.) provides that public entities may contract with one another to perform any activity authorized by law.

NOW, THEREFORE, BE IT RESOLVED THAT THE Bartlett City Board of Education hereby establishes and elects to participate in the attached investment trust and participate in an Interlocal cooperative for the purpose of establishing said trust in accordance with and subject to the terms and conditions set forth in Tennessee Code Annotated, Title 8, Chapter 50, Part 12 and Title 12, Chapter 9, Part 1.

STATE OF TENNESSEE
COUNTY OF SHELBY

I, Jeff Norris, Chairman of the Bartlett City Board of Education of the City of Bartlett, Tennessee do hereby certify that this is a true and exact copy of the foregoing resolution that was approved and adopted at a meeting held on the _____ day of _____, 2015, the original of which is on file in this office. I further certify that ____ members voted in favor of the resolution and that ____ members were present and voting.

IN WITNESS THEREOF, I have hereunto set my hand.

Chairman, Bartlett City Board of Education



**BARTLETT CITY BOARD OF EDUCATION
MEETING SCHEDULE
2015-2016**

JULY 2015

16 Work Session
23 Business Meeting

AUGUST 2015

20 Work Session
27 Business Meeting

SEPTEMBER 2015

17 Work Session
24 Business Meeting

OCTOBER 2015

22 Business Meeting*

NOVEMBER 2015

12 Work Session (If Needed)
19 Business Meeting*

DECEMBER 2015

10 Work Session** (If Needed)
17 Business Meeting**

JANUARY 2016

21 Work Session
28 Business Meeting

FEBRUARY 2016

18 Work Session
25 Business Meeting

MARCH 2016

24 Business Meeting*

APRIL 2016

21 Work Session
28 Business Meeting

MAY 2016

19 Work Session
26 Business Meeting

JUNE 2016

16 Work Session
23 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.

*Work Session Cancelled due to School Break
**Moved to accommodate Thanksgiving Holiday
***Moved to accommodate Christmas Holiday

Proposed February 19, 2015

POLICY 6019: Transfers Within the System

During the spring transfer/open enrollment period, a parent, legal guardian, or custodian may request that his/her student attend a school within the system other than the one to which the student is zoned. The Superintendent or his/her designee shall review such requests and, if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests of the student or the District. If granted, the student must provide his/her own transportation to and from the school.¹

Except within the first ten (10) days of a school year during which time student assignments may be appealed,² after a student has enrolled in one (1) school within the system, he/she shall not be permitted to transfer to another school unless there is a change in residence outside the school zone for which the student is enrolled. Any exception to this policy must be brought before the Superintendent for evaluation and decision.

Students whose families transfer their residence to another attendance zone within Bartlett City Schools after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area. The Superintendent or his/her designee may grant other exceptions to this policy for good and sufficient reasons.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered, and graded by the principal or his/her designee.³

The feasibility of approving in-District transfer applications shall consider, but not be limited to, educational capacity, staffing, and general program offerings. Acceptance for a given year does not guarantee continued acceptance in subsequent years, and applications must be filed annually. Failure to provide and maintain a satisfactory academic, discipline, and attendance record may result in the denial of the transfer.

¹ T.C.A. §49-2-128

² T.C.A. §49-6-3201

³ TRR/MS 0520-1-3-.03(11)(a-e)

Policy 6033 – Student Records

A cumulative record shall be kept for each student enrolled in Bartlett City Schools. The record shall contain, at a minimum, a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his **or her** school career.¹ The District shall not collect or maintain individual student data on a student's political affiliation, religion, voting history, or firearms ownership.² Additionally, the District shall not collect or maintain individual student data on a student's biometrics, analysis of facial expression, EEG brain wave patterns, skin conductance, galvanic skin response, heart rate variability, pulse, blood volume, posture, and/or eye-tracking without prior written consent of the parent or eligible student.³

The name used on the record of the student entering the district must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such student will be as shown on documents which are acceptable to the district as proof of date of birth.

The name used on the records of a student entering the district from another school must be the same as that shown on records from the school previously attended, unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the district, the school shall send the student's original records to the transfer school.

When a student transfers and his or her records are requested from a school outside the district, the school shall keep the original records and send copies to the transfer school. **All cumulative** records kept on each student are property of the Bartlett City Board of Education.⁴

Definitions

1. Student Records – Student records means records, files, documents, and other materials which:
 - A. Contain information directly related to a student, including: state and national assessment results, including information on untested public school students; course taking and completion, credits earned, and other transcript information; course grades and grade point average; date of birth, grade level and expected graduation date or graduation cohort; degree, diploma, credential attainment, and other school exit information such as receipt of the GED and drop-out data; attendance and mobility; data required to calculate the federal four-year adjusted cohort graduation rate, including sufficient exit and drop-out information; discipline reports limited to objective information sufficient to produce the federal Title IV annual incident report; remediation; special education data; demographic data and program participation information; and
 - B. Are maintained by the District or a person acting on behalf of the District.
2. Personally Identifiable Information – Personally identifiable information (PII) includes, but

¹ TRR/MS 0520-1-3-.03(13)(a)

² T.C.A. §49-1-705

³ T.C.A. §49-1-706(a)

⁴ TRR/MS 0520-1-3-.03(13)(a)

is not limited to:

- A. Student's name;
 - B. Name of student's parent or other family member;
 - C. Address of student or student's family;
 - D. A personal identifier, such as a student's social security number, student number, or biometric record;
 - E. Other indirect identifiers, such as a student's date of birth, place of birth, and mother's maiden name;
 - F. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
 - G. Information requested by a person who the District reasonably believes knows the identity of the student to whom the student record relates.
3. Directory Information – Directory information means information contained in a student's education record which is generally not considered harmful or an invasion of privacy if disclosed. For Bartlett City Board of Education's designation of directory information, refer to Policy 6034: Student Records – Annual Notification of Rights.

Access to Student Records

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes without consent of the parent/guardian or eligible student.⁵ A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s) or eligible student's prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. Bartlett City Schools will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure;
2. If the disclosure is an item of directory information;
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the child; the name and address

⁵ 20 U.S.C. §1232(g); T.C.A. §10-7-503; T.C.A. §10-7-504

of the person responsible for the care of the child, and the facts requiring the report;⁶

4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the district;
5. When the district has entered into a contract or written agreement for an organization to conduct scientific research on the district's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;
6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;
7. To accrediting organizations to carry out their accrediting functions;
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;⁹
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements.
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.
11. To the Attorney General or designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production.¹⁰
12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.¹¹

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written

⁶ T.C.A. §37-1-403

⁷ ~~TRR/MS 0520-1-3-.09(5)(e)(7)~~

⁸ ~~1979 Internal Revenue Code (1954 Amendment), Sections 151 and 170.~~

⁹ TRR/MS 0520-1-3-.03(11)(e)

¹⁰ USA Patriot Act of 2001 §507

¹¹ Uninterrupted Scholars Act of 2013

consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

Bartlett City Schools shall maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The district will maintain an accurate record of information it discloses and access it permits. The district will maintain this record as long as it maintains the student's education record.

The record will include at least:

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

The Superintendent shall establish a Research Review Committee consisting of administrative staff, General Counsel, and one member of the Bartlett City Board of Education. This committee shall evaluate all requests to conduct research which will result in the disclosure of student education records.

**The student becomes an "eligible student" when he or she reaches age 18 or enrolls in a post secondary school, at which time all of the above rights become the student's right.*