

BARTLETT CITY BOARD OF EDUCATION
BOARD OF EDUCATION BUSINESS MEETING
BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS
6400 STAGE ROAD, BARTLETT
PO Box 341148
Bartlett, TN 38134
August 27, 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

July 23, 2015 Board Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

UNFINISHED BOARD BUSINESS

POLICY 6031: Alternative School Programs - REVISED/Second Reading

The Second Reading of POLICY 6031: Alternative School Programs - REVISED 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: Aye

BOARD ACTION ITEMS

Consent Agenda

The Consent Agenda 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

Policy 3001: Business Operations Goals NEW/First Reading

Policy 3002: Emergency Closings REVISED/First Reading

Policy 3003: Authorized Use of School-Owned Materials REVISED/First Reading

Policy 3013: Architectural Design Commissions REVISED/First Reading

New Board Business

Expansion of Grantee's Voluntary Pre-K Program

The Expansion of Grantee's Voluntary Pre-K Program 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: Aye

Exemption from Compulsory School Attendance

Exemption from Compulsory School Attendance form 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

Memorandum of Understanding (MOU) Tennessee College of Applied Technology Memphis and Bartlett High School

The Memorandum of Understanding (MOU) Tennessee College of Applied Technology Memphis (TCAT) and Bartlett High School 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

Lease - Bartlett United Methodist Church for Soccer Field

The Lease - Bartlett United Methodist Church for Soccer Field passed with a motion by Ms. Erin Berry 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, July 23, 2015

Bartlett City Hall-Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Superintendent Stephens said a prayer and led the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

***** Official Business of the Day *****

Chairman Jeff 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

Absent Board Member:

Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

No presentations.

PUBLIC COMMENT

No comment.

APPROVAL OF AGENDA

Mr. Jeff Norris made the motion to add the BCS Board Meeting Schedule as #8 under New Board Business. Ms. Erin Berry seconded the motion. The Board responded with all ayes. Mr. Jeff Norris made the motion to approve the revised agenda. Ms. Erin Berry seconded the motion. The Board responded with all ayes and the revised agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

June 25, 2015 Board Business Meeting Minutes

Ms. Erin Berry made the motion to approve the June 25, 2015 Business Meeting Minutes. Mr. David Cook seconded the motion. All Board Members responded aye and the Minutes were approved.

REPORTS

Chairman's Report

Reminder to let the Board Secretary know if you want to attend the TSBA Fall District Meeting or Annual Convention.

Superintendent's Report

- ESEA (Accountability) waiver submitted by the State has been approved. Information is included in your packet and we will share more as it is received.
- I met with principals individually this week to discuss the previous year and look at their plans for their school for the upcoming year.
- Meet the Panther Night is August 8th at the HS football stadium at 6:00 p.m.
- We will be sending information out regarding the ribbon cutting for the new BHS lobby, auditorium and main office renovations.
- Our clinics are making progress. The health trust board is holding their quarterly meeting tomorrow. The tentative openings of the clinics are projected for late October.
- B Ready Day is August 4th and we are excited about how well online registration is going.
- I have a lot of back to school media interviews that will be taking place.
 - Tomorrow, July 24th I am doing a Bartlett FYI taping at Bartlett Elementary
 - July 30th WKNO Behind the Headlines
 - July 31st WMC Back to School Interview
 - July 31st Live interview KWAM AM 990 at 3:15 p.m.
- The BCS System Wide Address will be held on August 7th at 8:30 a.m. at the Bartlett Baptist Church. We want all of the Board Members to attend. We are thankful and appreciate Bartlett Baptist Church staff allowing us to use their facility because there is not another building in the city, other than a church, that will hold our 900 or so employees. They have been a great partner and with the size of our district it is really hard to find a place. They have been very gracious to allow us to use their facility without a charge.
- Human Resources update - We are fully staffed.
- We recently sent out the staff In-Service schedule with attachments for your information so you could see when we bring the administrators in and when we bring in the teachers.
- First Day of School is August 10th!

General Counsel's Report

No report.

VIII.D. Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The June 2015-2016 Monthly Financial Report was accepted by the Board. It is not a voting item.

UNFINISHED BOARD BUSINESS

Policy 5028: Vacations and Holidays - REVISED SECOND READING

Motion Passed: The Second Reading of Policy 5028: Vacations and Holidays as Revised passed with a motion by Mr. David Cook 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	Absent

BOARD ACTION ITEMS

Mr. Jeff Norris pulled Policy 1019 from the Consent Agenda and moved it to #9 under New Board Business.

Consent Agenda

- 1. Advanced Placement Course Offerings 2015-2016 Bartlett High School**
- 2. Contract for Audiological Services**
- 3. Apple Lease**
- 4. POLICY 6031: Alternative School Programs - REVISED/First Reading**
- 5. Memorandum of Understanding between the TN Department of Education and BCS for Coordinated School Health Project**
- 6. Voluntary Pre-K Application 2015-2016 to Shelby County Education Foundation (SCEF)**
- 7. Resolution 3-1 Amend General Fund Budget and Establish Education Capital Projects Fund**
- 8. Resolution 3-2 Establish Occupational Safety and Health Program (TOSHA) Plan**

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

New Board Business

Memorandum of Understanding (MOU) Apple

Motion Passed: The Memorandum of Understanding (MOU) Apple passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

Memorandum of Understanding (MOU) Title I

Motion Passed: Memorandum of Understanding (MOU) Title I passed with a motion by Mr. David Cook and a second by Mr. Jeff Norris.

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

Memorandum of Agreement (MOA) Dental Program with Shelby County Health Department

Motion Passed: The Memorandum of Agreement (MOA) Dental Program with Shelby County Health Department passed with a motion by Ms. Erin Berry 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	Absent

Business Association Agreement (BAA) Dental Program with Shelby County Health Department

Motion Passed: The Business Association Agreement (BAA) Dental Program with Shelby County Health Department passed with a motion by Mr. David Cook 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	Absent

School Nutrition Program Compliance

Motion Passed: The School Nutrition Program Compliance (First and Second Documents) passed with a motion by Mrs. Shirley Jackson 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	Absent

Student Insurance Program Policy

Mr. Jeff Norris made a motion to suspend the Board policy and approve the Student Insurance Program Policy #3024 and Policy #1019 Tobacco-Free Schools on First Reading. Mr. David Cook seconded the motion. All Board Members responded aye.

Motion Passed: The Student Insurance Program Policy #3024 as approved on one 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	Absent

Nomination of two Board Members to serve as Trustees on the BCS Sick Leave Bank Committee of Trustees

Mr. Jeff Norris nominated Mrs. Shirley Jackson to serve as a Trustee on the BCS Sick Leave Bank. Mrs. Shirley Jackson seconded the motion and accepted the nomination. Mr. David Cook nominated Ms. Erin Berry to serve as a Trustee on the BCS Sick Leave Bank. Ms. Erin Berry seconded the motion and accepted the nomination.

Motion Passed: The Nomination of two Board Members, Mrs. Shirley Jackson and Ms. Erin Berry as Trustees on the BCS Sick Leave Bank Committee of Trustees 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	Absent

2015-2016 Board Member Meeting Schedule Revised

Motion Passed: The 2015-2016 Board Member Meeting Schedule as Revised passed with a motion by Mr. Jeff Norris 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 Absent

POLICY 1019: Tobacco-Free Schools REVISED/First Reading

Subsidiary Motion Passed: Recommendation that Paragraph 4 of POLICY 1019: Tobacco-Free Schools REVISED/First Reading be amended as follows: Any student who possesses tobacco or tobacco products, including smokeless tobacco, electronic cigarettes, and personal vaporizers, shall be issued a citation by the school principal or resource officer 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 Absent

Subsidiary Motion Passed: Recommendation that Paragraph 3 of POLICY 1019: Tobacco-Free Schools REVISED/First Reading be amended as follows: District employees and students enrolled in Bartlett City Schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes, and personal vaporizers, while they are participants in any class or activity in which they represent the District passed with a motion by Mr. David Cook and a second by Mr. Jeff Norris.

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

Motion Passed: The First Reading of POLICY 1019: Tobacco-Free Schools REVISED as amended passed with a motion by Mr. David Cook 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 Absent

ADJOURNMENT

Meeting adjourned at 7:40 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent

POLICY 6031: Alternative School Programs

The Board shall operate an alternative school program for students in grades kindergartensix through twelve (K6-12) who have been suspended or expelled from regular school programs.¹ Assignment to attendance in alternative school programs shall be contingent upon space availability, and if a student is assigned, his/her attendance in the alternative school program shall be mandatory. s Students found to be eligible for special education and related services shall be assigned and served in accordance with the law and rules governing special education.

Students attending the alternative school program shall provide their own transportation.

Alternative school programs shall be operated in accordance with state laws and the rules of the State Board of Education,² and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school. All course work completed and credits earned in the alternative school shall be granted as if the work were performed in the home school.

The Superintendent is authorized to develop appropriate procedures to implement this policy and to ensure compliance with relevant state laws and regulations.

¹ T.C.A. §49-6-3402(a)

² TRR/MS 0520-1-2-.09

POLICY 3001: Business Operations Goals

The Board establishes these general goals for the conduct of its business operations program:

1. To develop a plan for the management of buildings and grounds which provides a safe, secure, comfortable, and clean environment for instruction and administration;
2. To provide a building maintenance program which protects the taxpayer's investment in facilities and ensures their continued use;
3. To provide sufficient supplies and equipment for effective teaching and learning;
4. To provide a student transportation system which meets state requirements;
5. To design and implement a program of food services which emphasizes nutritional needs of children as the basis of growth and development of bodies and minds;
6. To collect and maintain data pertinent to educational planning; and
7. To provide a sound program of insurance protection for District employees, students, and property.

Bartlett City Board of Education		3002
Descriptor Term: EMERGENCY CLOSINGS	Descriptor Code: Support Services	Issue Date: 01/09/14
	Rescinds:	Revised:

- 1 The Superintendent is authorized to close the schools, delay opening, or ~~to dismiss~~ **them-schools**
- 2 early in the event of hazardous weather or other emergencies which threaten the health or safety
- 3 of students, personnel, or school property.¹ Schools may not properly be closed merely to avoid
- 4 inconvenience. Therefore, if conditions affect only a single school, only that school shall be
- 5 closed.

- 6 As soon as the decision to close schools is made, the Superintendent will notify the public
- 7 media and request that an announcement be made.

- 8 If school is closed or is dismissed early, the Superintendent or **his/her** designee shall
- 9 determine if all scheduled student activities shall be postponed or cancelled.

¹ T.C.A. §49-6-3004(e)(1); TRR/MS 0520-1-3-.02(1)(b)

POLICY 3003: Authorized Use of School-Owned Materials

District employees are responsible for the materials, equipment, and supplies assigned to them. No school equipment may be used for any purposes other than school purposes. The Superintendent or [his/her](#) designee shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment, and to students when the equipment is to be used in connection with their studies or extracurricular activities. The Superintendent shall develop procedures and controls to assure the lender's responsibility for, and return of, all such equipment. School owned equipment may not be loaned or used for personal ~~use or personal~~ gain, unless specifically provided for by contract, Board policy, or written procedure.

POLICY 3013: Architectural Design Commissions

The services of licensed architects may be commissioned for Capital Improvement Program construction projects where knowledge, skills, or design time cannot be supplied by regular staff. The commission of services shall be ~~consistent~~ consistent with the Capital Improvement Program budget. Procedures for the review and recommendation of architectural design commissions shall be developed by the Superintendent. The Executive Committee shall recommend architects to the Bartlett City Board of Education.