

BARTLETT CITY BOARD OF EDUCATION
BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING
BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS
6400 STAGE ROAD, BARTLETT
PO Box 341148
Bartlett, TN 38134
September 24, 2015
7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

SPECIAL PRESENTATIONS

CIPA/eRate Presentation

PUBLIC COMMENT

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

August 27, 2015 Board Business Meeting Minutes

The August 27, 2015 Board Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

UNFINISHED BOARD BUSINESS

Policy 3001: Business Operations Goals NEW/SECOND Reading

The SECOND Reading of NEW Policy 3001: Business Operations Goals 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: Absent, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Policy 3002: Emergency Closings REVISED/SECOND Reading

The SECOND Reading of Policy 3002: Emergency Closings as REVISED passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

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

The SECOND reading of Policy 3003: Authorized Use of School-Owned Materials as REVISED passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Policy 3013: Architectural Design Commissions REVISED/SECOND Reading

The SECOND Reading of Policy 3013: Architectural Design Commissions as 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: Absent, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

BOARD ACTION ITEMS

New Board Business

Contract Recommendation for Audit of Student Activity Funds for 2015-16

The Contract Recommendation for Audit of Student Activity Funds for 2015-16 passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Textbook Certification of Compliance with Tennessee Code Annotated Section 49-3-310(1)(A)

The Textbook Certification of Compliance with Tennessee Code Annotated Section 49-3-310(1)(A) passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Dismissal Hearing Officers List

The Dismissal Hearing Officers List 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: Absent, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Advance Therapy Services Contract

The Advance Therapy Services Contract 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: Absent, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

ADJOURNMENT

BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES
Thursday, August 27, 2015

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

INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Chairman Bryan Woodruff 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. Bryan Woodruff
Mr. Jeff Norris

SPECIAL PRESENTATIONS

Ben Halvorson, student at the Bartlett Ninth Grade Academy, was recognized for his outstanding performance at the Bartlett City Schools System Wide In-Service.

PUBLIC COMMENT

- *Jennifer Proseus*
5185 Hare Creek, Bartlett
RE: High Stakes Testing

- *Anne Grosvenor*
7148 Shady Oaks Drive, Bartlett
RE: High Stakes Testing and Math Curriculum

APPROVAL OF AGENDA

Ms. Erin Berry made the motion to approve the agenda. Mr. Bryan Woodruff seconded the motion. All Board Members responded aye and the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

July 23, 2015 Board Business Meeting Minutes

Mr. David Cook made the motion to approve the July 23, 2015 Board Business Meeting Minutes. Ms. Erin Berry seconded the motion. All Board Members responded aye and the Minutes were approved.

REPORTS

Chairman's Report

Thank you to the Board Members that attended the recent Shelby County Commission meeting where Bartlett City Schools was recognized for our Exemplary Schools status with a Proclamation presented by Commissioner David Reaves.

Superintendent's Report

- We are so proud of the teachers, students and administration of Bartlett High School for the tremendous gains in ACT. Going from 19.4 to a 20.5 is outstanding. Only seven districts in the state had greater growth than Bartlett.
- I had a great meeting on Tuesday with the Bartlett Kiwanis. They were very impressed with the work we are doing in the district.
- Last Tuesday, we had our monthly principal's meeting at Bartlett Elementary. It was a very productive meeting and had a great Professional Development session on reading strategies.
- The BCS Parent Portal will open district wide next Monday.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

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

UNFINISHED BOARD BUSINESS

POLICY 6031: Alternative School Programs - REVISED/Second Reading

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

BOARD ACTION ITEMS

Consent Agenda

- 1. Policy 3001: Business Operations Goals NEW/First Reading**
- 2. Policy 3002: Emergency Closings REVISED/First Reading**
- 3. Policy 3003: Authorized Use of School-Owned Materials REVISED/First Reading**
- 4. Policy 3013: Architectural Design Commissions REVISED/First Reading**

Motion Passed: The Consent Agenda 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

New Board Business

Expansion of Grantee's Voluntary Pre-K Program

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

Exemption from Compulsory School Attendance

Motion Passed: Exemption from Compulsory School Attendance form 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

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

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

Lease - Bartlett United Methodist Church for Soccer Field

Motion Passed: The Lease - Bartlett United Methodist Church for Soccer Field passed with a motion by Ms. Erin Berry 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

ADJOURNMENT

Meeting adjourned at 7:25 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent

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.



DATE: September 2, 2015

TO: Bartlett City Board of Education

CC: David A. Stephens

FROM: Teresa K. Winter

RE: Recommendation for Contract for Audit of Student Activity Funds for 2015-16

Dear Board:

The Tennessee Comptroller of the Treasury requires school systems to separately contract for the audit of internal school funds for the fiscal year ending June 30, 2016 prior to September 30, 2015.

Last year, Watkins Uiberall was selected as the auditor for the 2014-15 school funds through an RFP process. The RFP included an option to extend the contract for up to four (4) additional consecutive years if agreeable by all parties and at the same pricing and original terms of the RFP.

It is my recommendation that the contract with Watkins Uiberall be extended for an additional year at the rate of \$26,400 (11 schools at \$2,400 each). Watkins Uiberall has confirmed they are agreeable to the same terms for 2015-16. The City of Bartlett has also confirmed to me that Watkins Uiberall will be the auditor for the City in 2015-16. By using the same auditors, the consolidation of the financial statements is less cumbersome.

If you have any questions, please contact me.

**Certification of Compliance with Tennessee Code Annotated
Section 49-3-310(1)(A)**

“The director of schools and the chair of the board of each LEA shall certify to the commissioner on or before October 15 of the current school year that all children enrolled in that LEA have been furnished all required textbooks, as determined by the commissioner.”

In conformity with TCA 49-3-310(4)(A) we, the undersigned, hereby certify that all the children attending the schools of _____ school system have, or will be given, access to all textbooks and instructional materials.

Chairman, Board of Education

Superintendent/Director of Schools

Date

RETURN ELECTRONICALLY BY OCTOBER 15 TO:

Alison Gower, Director of Content
Alison.Gower@tn.gov
State Department of Education
12th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379