

**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**

**December 17, 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**

**November 19, 2015 Board Meeting Minutes**

**REPORTS**

**Chairman's Report**

**Superintendent's Report**

**General Counsel's Report**

**Tennessee Legislative Network (TLN) Representative Report**

**Financial Report**

**BOARD ACTION ITEMS**

**New Board Business**

**Election of Chairman**

The Election of Jeff Norris as Chairman for 2015-2016 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: Abstain (With Conflict), Bryan Woodruff: Aye

**Election of Vice-Chairman**

The Election of Bryan Woodruff as Vice-Chairman for 2015-2016 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: Abstain (With Conflict)

### **Election of Tennessee Legislative Network Representative**

The Election of Bryan Woodruff as the Tennessee Legislative Network Representative 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: Abstain (With Conflict)

### **Memorandum of Understanding Title I FY16 Funds**

The Memorandum of Understanding Title I FY16 Funds 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

### **E-Rate Educational Consulting Service Agreement**

The E-Rate Educational Consulting Service Agreement 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

### **BCS Budget Amendment**

The BCS Budget Amendment Resolution 3-5 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: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Consulting Services Agreement**

The Consulting Services Agreement passed with a motion by Ms. Erin Berry 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

### **Superintendent Bonus Structure**

The Superintendent Bonus Structure Addendum B 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

### **UNFINISHED BOARD BUSINESS**

**Policy 1021: Use of the Internet and Internet Safety REVISED/SECOND  
READING**

The second reading of REVISED Policy 1021: Use of the Internet and Internet Safety 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

**ADJOURNMENT**

**BARTLETT CITY BOARD OF EDUCATION**  
**BUSINESS MEETING MINUTES**  
Thursday, November 19, 2015

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

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Mr. Woodruff said a prayer. The Board and audience recited 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
- Mr. Bryan Woodruff

**SPECIAL PRESENTATIONS**

The following students were recognized and presented a certificate:

- Jazmine Smith is a 7th grader at Appling Middle school. Her under the sea painting won 3rd place in the special learner's category at the Delta Fair. She created this painting last year in Ms. Carver's art class at Appling.
- Jemena Granada is a 7<sup>th</sup> grader at Appling Middle school. Her painting of a panda bear won 8th place in the special learner's category at the Delta Fair. She created this painting last year in Ms. Carver's art class at Appling.
- Jillian McBride is a 6th grader at Appling Middle school. She created her artwork in the 5th grade at Ellendale Elementary. The students were studying shapes and she created this collage in Mrs. Galbraith's art class. It won an honorable mention at the Mid-South Fair this year.

Principal Kasandra Berry and her staff were presented a Proclamation and Banner for achieving Reward School status at Bon Lin Elementary School (see attachment 1).

Superintendent Stephens presented the Bartlett City Schools Exemplary District banner to the Board.

**PUBLIC COMMENT**

- *Jennifer Proseus - 5185 Hare Creek Cove - Bartlett, TN 38002*  
*RE: Recording and archiving the BCS Board Meetings*

**APPROVAL OF AGENDA**

Mr. Jeff Norris requested that Policy 6052: Wellness be added to the agenda as Number 6 under New Board Business. Mr. Bryan Woodruff seconded the motion. With all ayes the amendment was added.

Mr. David Cook made the motion to approve the agenda as amended. Ms. Erin Berry seconded the motion. With all ayes the amended agenda was approved.

## **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

### **October 22, 2015 Board Business Meeting Minutes**

Mr. Bryan Woodruff made the motion to approve the October 22, 2015 Business Meeting Minutes. Mr. David Cook seconded the motion. With all ayes the Business Meeting Minutes were approved.

## **REPORTS**

### **Chairman's Report**

Chairman Norris stated that the recent TSBA Annual Convention was really great. Commission McQueen spoke and laid out the State's Strategic Plan that she intends to implement. He thanked Board Member Berry and Board Member Jackson for attending and recommended that other Board Members attend next year.

### **Superintendent's Report**

Superintendent Stephens met earlier today with Mayor McDonald and 35 area realtors at BPAC. After a welcome from Mayor McDonald, Superintendent Stephens spoke about schools and then the realtors toured the City of Bartlett on a bus.

Dr. Lee-Ann Kight presented a PowerPoint on Accountability Updates from the TN Department of Education (see attachment 2).

### **General Counsel's Report**

No report.

### **Tennessee Legislative Network (TLN) Representative Report**

No report.

### **Financial Report**

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

## **UNFINISHED BOARD BUSINESS**

### **POLICY 2014: Personal Property Sales NEW/SECOND READING**

**Motion Passed:** The Second Reading of New Policy 2014: Personal Property Sales 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

### **POLICY 5002: Equal Employment Opportunity REVISED/SECOND READING**

**Motion Passed:** The Second Reading of Revised Policy 5002: Equal Employment Opportunity 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

**POLICY 5003: Application and Employment REVISED/SECOND READING**

**Motion Passed:** The Second Reading of Revised Policy 5003: Application and Employment passed with a motion by Mrs. Shirley Jackson 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

**POLICY 5005: Acquired Immune Deficiency Syndrome (AIDS) REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 5005: Acquired Immune Deficiency Syndrome (AIDS) 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 Yes

**POLICY 5008: Classification and Qualifications REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 5008: Classification and Qualifications 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 Yes

**POLICY 5013.1: Emergency and Legal Leave REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 5013.1: Emergency and Legal Leave 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

**POLICY 5013.2: Personal and Professional Leave REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 5013.2: Personal and Professional Leave 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 Yes

**POLICY 5014: Long Term Leaves of Absence REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 5014: Long Term Leaves of Absence passed with a motion by Mr. David Cook 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

**POLICY 5014.3: Physical Assault Leave REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 5014.3: Physical Assault Leave 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

**POLICY 5019: Nonrenewal REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 5019: Nonrenewal 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

**POLICY 5020: Resignation REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 5020: Resignation 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

**POLICY 5033: Staff Time Schedules REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 5033: Staff Time Schedules passed with a motion by Mrs. Shirley Jackson 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

**POLICY 6015: Attendance and Non-Resident Students REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 6015: Attendance and Non-Resident Students 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

**POLICY 6019: Transfers Within the System REVISED/SECOND READING**

**Motion Passed:** The second reading of Policy 6019: Transfers Within the System 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

**BOARD ACTION ITEMS**

**New Board Business**

**Policy 1021: Use of the Internet and Internet Safety REVISED/FIRST READING**

**Motion Passed:** The first reading of Policy 1021: Use of the Internet and Internet Safety 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

**Memorandum of Understanding (MOU) Between the Bartlett City Schools and the Shelby County Sheriff's Office**

**Motion Passed:** Memorandum of Understanding (MOU) Between the Bartlett City Schools and the Shelby County Sheriff's Office 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

**2015-2016 Contract for Wraparound Services**

**Motion Passed:** 2015-2016 Contract for Wraparound 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

**LEA Compliance Report 2015**

**Motion Passed:** LEA Compliance Report 2015 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	Yes

**BCS Budget Amendment**

**Motion Passed:** The BCS Budget Amendment Resolution 3 - 4 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

**Policy 6052: Wellness NEW/FIRST READING**

Mr. David Cook made the motion to suspend the rules to allow this policy to pass on first reading. Mr. Jeff Norris seconded the motion. All Board Members responded aye and the rules were suspended.

**Motion Passed:** The first reading of New Policy 6052: Wellness 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

**ADJOURNMENT**

Meeting adjourned at 8:00 p.m.

---

Jeff Norris  
Chairman

---

Dr. David A. Stephens  
Superintendent

<b>Bartlett City Board of Education</b>		<b>1021</b>
Descriptor Term: <b>USE OF THE INTERNET AND INTERNET SAFETY</b>	Descriptor Code: <b>Board Operations</b> Rescinds:	Issue Date: <b>2/27/2014</b>  Revised:

- 1 The Bartlett City Board of Education provides access to the Internet as an instructional resource  
2 and acknowledges that staff and students need reasonable access to various information formats.  
3 The Board believes that it is incumbent upon staff and students to use this privilege in an  
4 appropriate and responsible manner. The Bartlett City Schools Internet Safety and  
[Acceptable Use Policy](#) is intended to prevent unauthorized access and unlawful  
activities by users online, prevent unauthorized disclosure of or access to sensitive information,  
and to comply with the Children’s Internet Protection Act (CIPA). This policy applies to all Bartlett  
City Schools students and employees, as well as volunteers, interns and contracted personnel,  
whose access to, or use of, Internet and/or e-mail services is provided by Bartlett City Schools.
- 5 CIPA Compliance and Internet Safety Measures<sup>1</sup>
- 6 The Superintendent or his/her designee will develop and maintain administrative procedures for  
7 the appropriate use of the Internet by staff and students. Internet safety measures will include but  
8 not be limited to:
- 9 A. Controls for access by students to inappropriate matter on the Internet and the World Wide  
10 Web
  - 11 B. A safe and secure environment for students when using electronic mail, chat rooms, and  
12 other forms of direct electronic communications
  - 13 C. Prevention of unauthorized access, including “hacking” and other unlawful activities on-  
14 line
  - 15 D. Prevention of unauthorized disclosure, use, and dissemination of student personal  
16 information
  - 17 E. Use of technology to restrict students’ Internet access to material that is obscene or  
18 harmful to them
- 19 The Superintendent or his/her designee shall establish procedures to ensure the district’s  
20 education technology is not used for purposes prohibited by law. The process shall include but  
21 not be limited to:
- 22 A. Utilizing technology to block or filter Internet access to material that is obscene or harmful  
23 to students
  - 24 B. Maintaining and securing a usage log
  - 25 C. Monitoring on-line activities of students
- 26 Internet Safety Instruction<sup>2</sup>
- 27 Students will receive appropriate instruction in Internet safety as a part of any instruction using  
28 devices that provide access to the Internet. Internet safety instruction will include but not be limited

---

<sup>1</sup> Children’s Internet Protection Act (Public Law 106-554)

- 1 to appropriate online behavior, interaction with others while using social networking websites or
- 2 chat rooms, and awareness of the impact and consequences of cyber-bullying.
- 3 The Superintendent or his/her designee shall also provide adequate in-service instruction on Internet safety.
- 4 Students, parents, and employees will be provided with material to raise awareness of the dangers posed by the Internet and ways in which the Internet may be used safely. Parents of students attending Bartlett City Schools shall also be provided with the district Responsible Acceptable-Use of Network and Electronic Media Agreement and accompanying guidelines for such Agreement. All network users shall abide by all laws, the Responsible Acceptable-Use Policy, and all district security policies when using the district network or district owned devices.

5 Expectations and Responsible Acceptable-Use of Network and Internet

6 The Superintendent or his/her designee shall develop an Responsible Acceptable-Use of Network and Electronic Media Agreement and adopt guidelines for such Agreement that shall apply to all Bartlett City Schools students, employees, volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by or through Bartlett City Schools.

- 7 A. All users shall act in a responsible, ethical, and lawful manner when using the schools
- 8 district's information technology resources.
- 9 B. Users observing any illegal activities or misuse of the network shall report these activities
- 10 to appropriate district personnel.
- 11 C. Staff members who supervise students, control electronic equipment, or otherwise have
- 12 occasion to observe student use of said equipment online shall monitor the use of this
- 13 equipment to assure that it conforms to the mission and goals of the district.
- 14 a. Parents/guardians wishing to deny independent access to electronic media
- 15 involving district technological resources may do so by returning a signed right of
- 16 refusal form supplied by the school. This document shall be kept on file as a legal,
- 17 binding document. (In order to modify or rescind the agreement, the user's
- 18 parent/guardian must provide the principal with a written request.)
- 19 D. Before any employee is permitted use of the district's network or a district owned device,
- 20 the employee shall sign the Responsible Acceptable-Use of Network and Electronic Media Agreement.
- 21 Any employee who accesses the district's network for any purpose agrees to be bound by
- 22 the terms of the Agreement, even if no signed Agreement remains on file.
- 23 E. All users shall follow this policy.

24 Unacceptable Uses of the Network or Internet

25 Bartlett City Schools reserves the right to take immediate action regarding activities on its network

26 that (1) create security and/or safety issues for the district, students, employees, schools, network

27 or computer resources, or (2) other activities as determined by the district as inappropriate.

28 Prohibited and illegal activities include but are not limited to the following:<sup>3</sup>

- 29 A. Violating any state, federal, or municipal ordinance, such as: accessing or sending
- 30 pornography of any kind, obscene depictions, harmful materials, materials that encourage
- 31 others to violate the law, confidential information, or copyrighted materials
- 32 B. Criminal activities that can be punished under law
- 33 C. Selling or purchasing illegal items or substances
- 34 D. Causing harm to others or damage to their property, such as:

- 1 a. Using profane, abusive language; threatening, harassing language, or making
- 2 damaging or false statements about others or accessing, sending, or downloading
- 3 offensive, harassing, or disparaging materials;
- 4 b. Deleting, copying, modifying, or forging other users' names, emails, files, or data;
- 5 impersonating other users, or sending anonymous email;
- 6 c. Damaging computer equipment, files, data or the network in any way, including
- 7 intentionally accessing, transmitting or downloading computer viruses or other
- 8 harmful files or programs, or disrupting any computer system performance;
- 9 d. Using any District computer to pursue "hacking", internal or external to the District,
- 10 or attempting to access information protected by privacy laws;
- 11 E. Using the network or Internet for commercial purposes, such as:
- 12 a. Using the network for personal financial gain;
- 13 b. Using the network for personal advertising, promotion; or
- 14 c. Conducting for-profit business activities and/or engaging in non-government
- 15 related fundraising or public relations activities such as solicitation for religious
- 16 purposes, lobbying for personal political purposes.

17 Penalties for Improper Use of Network or Internet

18 Violation of this policy or the [Responsible Acceptable-Use Agreement](#) referenced herein by  
students may lead to disciplinary and/or legal action including, but not limited to, suspension or  
expulsion. Violation of this policy or the [Responsible Acceptable-Use Agreement](#) referenced herein  
by staff may lead to reprimand, suspension, dismissal from employment, or criminal prosecution  
by government authorities.

19 Internet Filtering

20 Bartlett City Schools will use technology protection measures on all district networks for all  
21 Internet-enabled, district-owned devices to block or filter the access of material that is obscene,  
22 pornographic, and harmful to minors. The district reserves the right to monitor users' online  
23 activities and to access, review, copy, and store or delete any electronic communication or files  
24 and disclose them to others as it deems necessary. Users should have no expectation of privacy  
25 regarding their use of district property, network and/or Internet access or files, including e-mail.

26 The categories of material considered inappropriate and to which access will be blocked will  
27 include, but not be limited to: nudity/pornography; images or descriptions of sexual acts;  
28 promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate  
29 groups; instructions for performing criminal acts, and online gambling.

30 The Superintendent or his/her designee will consider requests from users who wish to use a  
31 blocked site for bona fide research or other lawful purposes. This permission will be granted for a  
32 specific period of time and internet activity will be logged and reported to the district Network  
33 Administrator during this period.