

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
August 25, 2016
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 28, 2016 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 4012 – Course Recovery REVISED SECOND READING

The second reading of Revised Policy 4012 – Course Recovery 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: Aye

Policy 4017 – Religious Themed Course Content NEW SECOND READING

The second reading of Policy 4017 – Religious Themed Course Content 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

**Policy 6029 – Enrollment Beyond Compulsory Attendance Age – REVISED
SECOND READING**

The second reading of Policy 6029 – Enrollment Beyond Compulsory Attendance Age 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

Policy 6054 – Student Suicide Prevention NEW SECOND READING

The second reading of New Policy 6054 – Student Suicide Prevention 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

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

2016-2017 Advanced Placement Courses

2016-2017 Textbooks Certification of Compliance

New Board Business

**University of Memphis Contract for Memphis Leadership Scholars Program
2016-2017**

The University of Memphis Contract for Memphis Leadership Scholars Program 2016-2017 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: Aye

Resolution 4-3 re: TML Risk Management Pool

Chairman Norris read Resolution 4-3 into the record. Resolution 4-3 re: TML Risk Management Pool passed with a motion by Mrs. Shirley Jackson 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

Resolution 4-4 General Fund Budget Amendment

Chairman Norris read Resolution 4-4 into the record. Resolution 4-4 General Fund Budget Amendment 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

School Support Organizations 2016-2017

The following School Support Organizations 2016-2017 Bon Lin Elementary PTA BHS Wrestling BHS Boys Soccer BHS Volleyball BHS Girls Soccer EPMS Band Boosters BHS Bowlers Parents BHS Band Boosters Appling Middle Volleyball BHS Lady Panthers Softball 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

Lease Extension - Bartlett United Methodist Church for Soccer Field

Lease Extension - Bartlett United Methodist Church for Soccer Field 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

Authorize property acquisition

Direct Superintendent to locate and recommend suitable property for Bartlett City Schools Central Offices and begin process of property acquisition 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

ADJOURNMENT

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

Thursday, July 28, 2016

Bartlett City Hall-Council Chambers
6400 Stage Road, Bartlett

7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Bryan 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:

Mr. David Cook
Mrs. Shirley Jackson
Mr. Jeff Norris
Mr. Bryan Woodruff

Absent Board Members:
Ms. Erin Berry

SPECIAL PRESENTATIONS

No presentations.

PUBLIC COMMENT

*Blount Smith, Bartlett Education Association
457 Waring Road, Bartlett
RE: Star Spangled Banner Sing-a-long*

APPROVAL OF AGENDA

Chairman Norris recommended adding Intent to Purchase Property as Agenda Item #8 under New Business and made the motion to approve the amended agenda. Mr. Bryan Woodruff seconded the motion. With all ayes the July 28, 2016 agenda as amended was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

June 23, 2016 Board Business Meeting Minutes

Mr. David Cook made the motion to approve the June 23, 2016 Board Business Meeting Minutes. Ms. Shirley Jackson seconded the motion. With all ayes the Meeting Minutes were approved.

REPORTS

Chairman's Report

Upcoming System Wide Address on Friday, August 5th at 8:30 a.m. at Bartlett Baptist Church. Reminder that we are getting very close to the start of school.

Superintendent's Report

Superintendent Stephens provided the following updates for the Board:

- Summer 2016 Facility projects update will be emailed to the Board.
- Bartlett United Methodist Church voted last Sunday to begin the process to sell the soccer field. We are excited to have a soccer field that will work for us for many years.
- We had a very successful administrative staff In-Service on Tuesday at New Hope Church. Great facility. Breakfast was provided by BEA. New Hope provided breakfast and lunch. One and a half day training and the time was well spent.
- Coaching Institute was very productive this week.
- New teachers' orientation today and tomorrow.
- Our B Ready Day was last Tuesday, with 86% of students registered at that time.
- WKNO Behind the Headlines television taping is tomorrow with Jason Manual, Superintendent from Germantown. Episode will air soon.
- In your Board packet there is a new B sticker which will be given to all staff at System Wide Address and additional stickers will be given to each Principal to distribute.
- Michael Winter, Fleming Architects presented an update on the Master Plan with the Scope of Services for Bartlett High School. Scott Fleming was unable to attend due to a delayed flight. Timeline provided:

Programming Phase August - September 2016

Site and Building Analysis Phase September - October 2016

Design Phase November - December 2016

Final Presentation January 2017

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No Report.

Financial Report

The June 2015-2016 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

New Policy 4034: School Volunteers SECOND READING

Motion Passed: The Second Reading of New Policy 4034: School Volunteers passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

New Policy 6053: Sports Related Concussions and Sudden Cardiac Arrest SECOND READING

Motion Passed: The Second Reading of New Policy 6053: Sports Related Concussions and Sudden Cardiac Arrest passed with a motion by Mrs. Shirley Jackson and a second by Mr. Bryan Woodruff.

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

BOARD ACTION ITEMS

Consent Agenda

- 1. Revised Contract for Special Education Services Brunswick Day School**
- 2. Contract for Education Services Southern Educational Strategies**
- 3. Policy 4012: Course Recovery REVISED FIRST READING**
- 4. Policy 4017: Religious Themed Course Content NEW FIRST READING**
- 5. Policy 6029: Enrollment Beyond Compulsory Attendance Age REVISED FIRST READING**
- 6. Policy 6053: Student Suicide Prevention NEW FIRST READING**
- 7. BCS Resolution 4-1 Joint Resolution for One-Time, Non-Recurring Expenditure**
- 8. BCS Resolution 4-2 Amend the 2016-2017 General Fund Budget**

Motion Passed: The Consent Agenda passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

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

New Board Business

9-12 Additional Graduation Focus

Motion Passed: The 9-12 Additional Graduation Focus Include Intervention Focus passed with a motion by Mr. Jeff Norris and a second by Mrs. Shirley Jackson.

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

MOU TN Department of Education Coordinated School Health

Motion Passed: The MOU TN Department of Education Coordinated School Health passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

Contract for Audiological Services

Motion Passed: The Contract for Audiological Services passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

Advance Therapy Services Contract

Motion Passed: The Advance Therapy Services Contract passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

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

Mr. Jeff Norris made the motion to suspend policy to approve Policy 1033 and 6030 on first reading. Mr. David Cook seconded the motion. With all ayes, the motion passed.

Policy 1033: School Board Records REVISED FIRST READING

Motion Passed: The First and Final Reading of Revised Policy: 1033 School Board Records passed with a motion by Mrs. Shirley Jackson and a second by Mr. Bryan Woodruff.

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

Policy 6030: Disciplinary Hearing Authority REVISED FIRST READING

Motion Passed: The First and Final Reading of Revised Policy 6030: Disciplinary Hearing Authority passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

DHA Appeal to the Board

Motion Passed: To deny a Board Hearing and to affirm the decision of the Superintendent and DHA regarding the DHA Appeal to the Board passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

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

The Chairman suspended the Board Meeting at 7:40 p.m. to go into Executive Session. The Board Meeting reconvened at 8:00 p.m.

Intent to Purchase Property

Motion Passed: The Intent to Purchase Property, not to exceed \$350,000, piece of property (known as Soccer Fields) from Bartlett United Methodist Church passed with a motion by Mr. Jeff Norris and a second by Mrs. Shirley Jackson.

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

ADJOURNMENT

The meeting adjourned at 8:02 p.m.

Jeff Norris
Chairman

Dr. David A. Stephens
Superintendent

Policy 4012: Course Recovery **REVISED FIRST READING**

Course Recovery is [a course-specific, skill-based extended learning program for students who have previously been unsuccessful in mastering content or skills required to receive course credit or earn promotion. Course Recovery is](#) designed to provide students an opportunity to recoup credit needed for graduation. Bartlett City Schools provides Course Recovery as self-paced online courses that meet the Tennessee Standards for course credit.

Student Eligibility

In order to be eligible for course recovery, students must meet all of the following criteria:

1. Student is repeating a failed course with a minimum average of 50%
2. Student is deficient in credit to progress to the next grade level, or to graduate on time and cannot obtain said credits during the regular school day during the school year.
3. Student has failed a Gateway course, but has passed the Gateway test for that course.
4. [Student has not been classified as Truant \(10 unexcused absences or 15 total absences\) during the current term.](#)
5. [The student's parent or legal guardian has provided written consent for the student to enroll in the proposed credit recovery course.](#)

Instruction

1. [Teachers of record shall be endorsed and certified in any content area\(s\) for which they teach or otherwise facilitate credit recovery courses.](#)
2. [Teachers of record must work closely with credit recovery facilitators on class content and instruction.](#)
3. [The Superintendent or his/her designee shall ensure that all credit recovery facilitators receive training specific to the credit recovery course, online instruction management, and related technology.](#)
4. [The Superintendent or his/her designee shall ensure that all credit recovery courses:](#)
 - A. [Align with Tennessee Standards for the relevant course content area, as approved by the State Board of Education; and](#)
 4. [B. Differentiate instruction to address individual student growth needs based on diagnostic assessments or end of course data](#)

Course Recovery Requirements/Procedures

1. Tuition, not to exceed the current tuition amount of summer school, may be charged for Course Recovery offered outside the school day.
2. Students shall be allowed no more than two (2) absences from sessions (absences during the summer will require "make-up" time.)
3. Students shall maintain appropriate conduct during session time, including adequate progress toward completion.
4. Students will receive no more than three (3) attempts to pass any single test.
5. Students may apply for a maximum of four (4) credits through Course Recovery toward graduation.
6. Course Recovery may only be taken at the student's base school during the school year.

7. Any course taken through Course Recovery will be honored across Bartlett City Schools. This includes transfers prior to completion of the course.¹
8. Successful completion of Course Recovery will be recorded as an additional entry on the transcript with a 70 being listed as the semester average with a Course Recovery designation. The original failing grade will remain on the transcript.
9. Course Recovery priority for available seats will be given to seniors needing course credit to graduate.

¹ T.C.A. §49-6-601

POLICY 4017: Religious Themed Course Content NEW FIRST READING

Educational course content which consists of religious themes shall be presented in a factual, objective, and respectful manner in accordance with the following guidelines:¹

1. Religious themes may be part of the curriculum for school-sponsored courses and programs provided it is essential to the learning experience in the particular field of study and is presented objectively;
2. The inclusion of religion shall be for educational purposes only;
3. The emphasis on religious themes should be only as extensive as is necessary for a balanced and comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish, foster, or demean any particular religion, religious tenets, or religious beliefs; and
4. Student-initiated expressions to questions or assignments which reflect student beliefs or non-beliefs about religious themes shall be accommodated.

¹ Public Acts of 2016, Chapter No. 660

POLICY 6029: Enrollment and Attendance Beyond Compulsory Attendance Age **REVISED FIRST READING**

Enrollment

During the first twenty (20) days of school, students eighteen (18) years of age or older who have been continuously enrolled in the District may register for classes through the standard registration process. However, upon enrollment, such student must meet with the principal or his/her designee to outline the school's academic and behavioral expectations of the student during the school year.

A ~~student~~person eighteen (18) years of age or older who applies for admission must have the application evaluated and approved by the principal when:

1. The applicant fails to enroll within twenty (20) calendar days after school officially starts; or
2. The applicant has dropped out of school and wants to re-enter.

Exception shall be made if the student can show proof of satisfactory attendance in another school system during the first twenty (20) day period, if a doctor's certificate states that illness has prevented enrollment during the first twenty (20) day period, or if the district is required to permit the student to enroll under the Individuals with Disabilities Education Act.

Students not initially accepted for enrollment by the principal may contact the ~~Bartlett City Schools department responsible for student services~~Department of Student Services for possible enrollment.

Attendance

Any student having passed the compulsory attendance age may be dropped from the rolls after three (3) consecutive unexcused absences or an aggregate of five (5) unexcused absences upon approval of the Superintendent or his/her designee.

POLICY 6053: Student Suicide Prevention NEW FIRST READING

The Board is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Such students will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK)

PREVENTION¹

All District employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the Superintendent. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention.

INTERVENTION¹

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or school counselor. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers.

Upon notification, the principal or counselor shall ensure the student is placed under adult supervision. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or his/her designee shall contact the Superintendent or the Director of Student Services as soon as practicable.

Prior to contacting the student's parent/guardian, the Superintendent or his/her designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.²

The Superintendent or his/her designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses to seek appropriate assistance, the Superintendent or designee shall contact the Department of Children's Services.²

The Superintendent or his/her designee shall document the contact with the parent/guardian by recording:

1. The time and date of the contact;
2. The individual contacted;
3. The parent/guardian's response; and
4. Anticipated follow-up.

¹ Public Acts of 2016, Chapter No. 623

² T.C.A. §37-1-403

The Superintendent or his/her designee shall ensure the student is under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

Prior to a student returning to school, the Superintendent or his/her designee and/or the principal shall meet with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide documentation from a mental health care provider stating that the student has received care and is no longer a danger to themselves or others.

POSTVENTION¹

Immediately following a student suicide death, Student Services personnel and counseling staff shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will immediately review suicide warning signs and reporting requirements. The Superintendent or his/her designee shall be responsible for all media inquiries.

2016-2017 Bartlett High School Advanced Placement Course Offerings

1. AP Language and Composition
2. AP Literature
3. AP Calculus AB
4. AP Biology
5. AP Environmental Science
6. AP Chemistry
7. AP Physics II
8. AP United States History
9. AP United States Government & Politics
10. AP European History
11. AP Statistics
12. AP Macroeconomics
13. AP Psychology
14. AP Spanish Language & Culture
15. AP Studio Art – 2D Drawing
16. AP Music Theory
17. AP Computer Science

**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(1)(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,
Content & Assessment Design
Alison.Gower@tn.gov
State Department of Education
12th floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379

