

BARTLETT CITY BOARD OF EDUCATION
BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING
BUSINESS MEETING AGENDA BARTLETT HIGH SCHOOL LIBRARY, BUILDING E
2ND FLOOR, 5688 WOODLAWN STREET, BARTLETT 7:00 PM
PO Box 341148
Bartlett, TN 38134
November 17, 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

October 27, 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

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: Aye

Bartlett City Schools Textbook Selection Committee

MOU TN College of Applied Technology Memphis and Bartlett High School

New Board Business

POLICY 1004: Method and Election of Board Officers REVISED/FIRST READING

Revised POLICY 1004: Method and Election of Board Officers 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 1006: School Board Meetings REVISED/FIRST READING

Revised Policy 1006: School Board Meetings 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

ADJOURNMENT

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

Thursday, October 27, 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 Woodruff 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

Absent Board Members:

Mr. Jeff Norris

SPECIAL PRESENTATIONS

No Special Presentations.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Ms. Erin Berry made the motion to approve the agenda. Mrs. Shirley Jackson seconded the motion. With all ayes the October 27, 2016 agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A. September 22, 2016 Board Business Meeting Minutes

B. October 5, 2016 Special Called Meeting Minutes

C. October 20, 2016 Special Called Meeting Minutes

Mr. David Cook made the motion to approve the Minutes from the September 22, 2016 Board Business Meeting, the October 5, 2016 Special Called Meeting and the October 20, 2016 Special Called Meeting. Ms. Erin Berry seconded the motion. With all ayes the Meeting Minutes were approved.

REPORTS

Chairman's Report

Chairman Woodruff reminded the Board that the TSBA Leadership Conference and Annual Convention will be held November 4th - 7th in Nashville.

Superintendent's Report

Superintendent Stephens provided the following updates:

- TN State Education Conference (LEAD) was held this week in Nashville with six presentations from BCS. Topics included: coaching model, 1:1 roll out, SPED, science fair revision, etc.
- The soccer field purchase is in the final stage with the last survey and Phase I Environmental study in progress and closing date will be set soon.
- The Bartlett Square purchase is moving forward. Updates will continue to be provided.
- The City of Bartlett Council Chambers will be under renovation for the next several months. The plan is to move the BCS Work Sessions to the Central Office Conference Room and the BCS Business Meetings to the BHS Library.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report. Reminder to go out and vote.

Financial Report

The September 2016-2017 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

Policy 5014.1 Family and Medical Leave Revised/SECOND Reading

Motion Passed: The Second Reading of Revised Policy 5014.1 Family and Medical 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	Absent
Mr. Bryan Woodruff	Yes

BOARD ACTION ITEMS

Consent Agenda

1. LEA Compliance Report 2016

2. Consulting Agreement with Debra Nelson

3. BCS School Support Organizations for Board Approval

- Bartlett High School PTSA
- Appling Middle Band Boosters
- Rivercrest Elementary PTO

4. RESOLUTION 4-7 Amend the 2016-2017 General Purpose Fund Budget

Motion Passed: The Consent Agenda 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	Absent
Mr. Bryan Woodruff	Yes

New Board Business

No new Board Business.

ADJOURNMENT

The meeting adjourned at 7:07 p.m.

Jeff Norris
Chairman

Dr. David A. Stephens
Superintendent

POLICY 1004: Method and Election of Board Officers REVISED

At the ~~last~~^{first} regular meeting in ~~December~~^{June} each year, the Board shall organize by electing a chairman, a vice-chairman, and a Tennessee Legislative Network (TLN) representative to serve one-year terms or until a successor is named. All effective terms will run from July 1 to June 30 to coincide with the District fiscal year. In the event an officer's seat is vacated, the Board shall elect a successor to serve the remainder of the officer's term. Each Board officer shall be eligible for re-election.

If no officer of the Board is serving at the time of the organizational meeting, any member shall call the meeting to order and preside until a ~~c~~^eChairman is elected as the first order of business.

The method of electing the officers of the Board shall be as follows:

- ~~1. The Chairman of the Board shall preside at the meeting at which time officers are elected;~~
- ~~2.~~^{1.}The Chairman shall vote as any other member in the election of a chairman for the forthcoming year;
- ~~3.~~^{2.}In the event of a permanent vacancy in the office of chairman or vice-chairman, new officers shall be elected as soon as practicable;
- ~~4.~~^{3.}Officers of the Board are elected by roll call vote.

Bartlett City Board of Education		1006
Descriptor Term: SCHOOL BOARD MEETINGS	Descriptor Code: Board Operations	Issue Date: 12/02/2013
	Rescinds:	Revised: 01/09/2014 01/23/2014 09/25/2014

1 The Board shall transact all business at official meetings of the Board which may be either
2 regular or special.

3 Every meeting of the Board, except with the attorney to discuss pending or threatened
4 litigation, will be open to the public.¹ Open meetings will be physically accessible to all
5 students, employees, and interested parties.²

6 No one shall bring a camera, camcorder, or other photographic equipment to Board
7 meetings without the consent of the Board.³

8 The Chairman shall commence all meetings promptly at the appointed hour.

9 The Board shall hold various types of meetings, including:

10 1. **Regular Business Meeting** - An official meeting held at least quarterly. Regular
11 Business Meetings of the Board shall usually be held at 7:00 p.m. on the fourth
12 Thursdays of each month.

13 2. **Special Called Meeting** - An official meeting called as necessary to transact the
14 business of the Board, when because of circumstances, immediate action is
15 required before the next Regular Business Meeting. Such meetings shall be called
16 by the Chairman whenever, in his/her judgment, the interests of the schools require
17 it, or when requested to do so by a majority of the Board.⁴

18 a. To call a Special Called Meeting by a majority of the Board, a Board member
19 shall make the request one (1) of the following ways: 1) by motion during
20 an official meeting or Board Work Session; or 2) in writing (via email, etc.)
21 to the Board Chairman. The request must specifically state the action to be
22 taken at the Special Called Meeting. When the request is made in writing to
23 the Chairman, it must also specify a time limitation for polling Board
24 Members. Upon receipt of a written request, the Chairman shall immediately
25 forward the request to the Superintendent (or designee) to poll the Board
26 members. The results of the poll shall be provided to each Board member.
27 If a majority of the Board members agree to the Special Called Meeting, the
28 Superintendent (or designee) shall poll the Board members for the date,
29 time and location for the meeting.

30 b. At the beginning of the meeting, the Board Chairman shall identify the Board
31 members who requested the meeting and the purpose.

¹ T.C.A. § 8-44-102

² 28 CFR §36.201(a); 28 CFR § 36.202

³ OP Tenn. Atty. Gen 95-101 (Oct. 2, 1995)

⁴ T.C.A. § 49-2-202(c)(1)

1 c. Only business related to the call of the meeting, and details related to
2 agenda items shall be discussed or transacted by the Board at a Special
3 Called Meeting. Additional items not related to the original stated action may
4 not be added to the agenda. No items may be added once the agenda is
5 published.

6 3. **Work Session** – The primary objectives of a work session are: 1) to discuss
7 background information regarding items that may be placed on the Regular
8 Business Meeting Agenda; and 2) to receive information about educational
9 programs, legislation, and other issues having relevance to the Bartlett City Board
10 of Education. No official action can be taken at a Work Session. The Work Session
11 is usually held one week prior to a Regular Business Meeting or shall be called by
12 the Chairman whenever, in his/her judgment, the interests of the schools require
13 it, or when requested to do so by a majority of the Board. Board Work Sessions
14 may be changed to Special Called Meetings when necessary for emergency
15 situations. Under such circumstances, the nature of the emergency necessitating
16 the change must be made a matter of record and approval for changing the Board
17 Work Session to a Special Called Meeting and shall require a two-thirds (2/3) vote
18 of the Board members present and voting.

19 ~~Unless decided by prior agreement at an open meeting, the place of the Regular Business~~
20 ~~Meetings, Special Called Meetings and Work Sessions will be in the usual location and~~
21 ~~at the usual time designated by the Board.~~ In instances when the date of the Regular
22 Business Meeting or Work Session falls on a legal holiday or during a holiday season, the
23 meeting shall be rescheduled by the Chairman. Any indisposed business items remaining
24 on the agenda at adjournment shall be carried over to Unfinished Business at the next
25 Regular Business Meeting.

26 A majority of all of the Members constituting the Board, and not merely a majority of the
27 quorum, shall be required to transact all business coming before the Board in all Regular
28 Business or Special Called Meetings. In emergency situations where the Board has
29 provided no policy guidance for administrative action and no meeting of the Board is
30 scheduled, the Superintendent shall have the power to act, but report to the Board when
31 necessary or requested.

32 *Robert's Rules of Order - Newly Revised* shall be used as the parliamentary authority at
33 all Regular Business Meetings, Special Called Meetings, and Work Sessions of the Board
34 unless Board policy provides an exception governing the procedure to be used by the
35 Board.

36 A Rule of Order may be suspended by a two-thirds (2/3) vote of the Members present
37 and voting.

38 **ELECTRONIC ATTENDANCE⁵**

39 Absent Board members may attend a regular or special meeting by electronic means if
40 the member is absent because of work, a family emergency, or the member's military
41 service. If a Board member is absent due to military service, he or she may participate

⁵ T.C.A. §49-2-203(c)

1 electronically as often as he or she is able to do so. However, a Board member may not
2 participate electronically more than two (2) times per year for absences due to work and/or
3 family emergencies.

4 *General Requirements*

5 The following requirements apply to all electronic attendance, regardless of the reason
6 for the member's absence:

- 7 1. A quorum of the Board must be physically present at the meeting in order for any
8 member to attend electronically.
- 9 2. Any member wishing to participate electronically must do so using technology
10 which allows the Chair to visually identify the member.
- 11 3. The responsibility for the connection lies with the member wishing to participate
12 electronically. No more than three (3) attempts to connect shall be made unless
13 the Board chooses to make additional attempts.

14 *Work Related Absence*

15 The following requirements apply to electronic attendance due to a work related absence:

- 16 1. The Board member must be absent from the county due to work.
- 17 2. The member wishing to participate must give the Chair and Superintendent at least
18 five (5) days' notice prior to the meeting of the member's desire to participate
19 electronically.

20 *Family Emergency*

21 The following requirements apply to electronic attendance due to a family emergency:

- 22 1. The member must be absent due to the hospitalization of the member or the death
23 or hospitalization of the member's spouse, father, mother, son, daughter, brother,
24 sister, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law, mother-
25 in-law, brother-in-law, or sister-in-law.