

**BARTLETT CITY BOARD OF EDUCATION**  
**BARTLETT CITY BOARD OF EDUCATION WORK SESSION**  
**WORK SESSION AGENDA BARTLETT CITY SCHOOLS CONFERENCE ROOM,**  
**5650 WOODLAWN STREET, BARTLETT 7:00 PM**  
**PO Box 341148**  
**Bartlett, TN 38134**  
**May 18, 2017**  
**7:00 PM**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER & ROLL CALL**

**Official Business of the Day**

**APPROVAL OF AGENDA**

**REPORTS**

**Chairman's Report**

**Superintendent's Report**

**General Counsel's Report**

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

**Financial Report**

**STAFF ACTION ITEMS**

**2018-2019 Bartlett City Schools Instructional Calendar**

**Coordinated School Health District Application**

**Coordinated School Health District Addendum**

**Bid Award for #FY170059 Contract Painting at Altruria Elementary and Ellendale Elementary**

**Bid Award for #FY170060 Contract Paving at Bartlett Elementary and Bon Lin Elementary**

**Bid Award for #FY170060 Contract Paving at Oak Elementary**

**Bid Award #FY170052 Custodial Services at Bartlett High School, Altruria Elementary, Elmore Park Middle and Central Office**

**Bid Award #FY170052 Custodial Services at Oak Elementary, Appling Middle, Bon Lin Elementary and Bon Lin Middle**

**Bid Award #FY170052 Custodial Services at Ninth Grade Academy, Ellendale Elementary, Rivercrest Elementary and Bartlett Elementary**

**BOARD ACTION ITEMS**

**BCS School Support Organization (SSO) for Board Approval - Girl's Lacrosse Booster Club**

**Policy 1006: School Board Meetings REVISED FIRST READING**

**Policy 1007- Notification of Meetings REVISED FIRST READING**

**Policy 1008: Agendas REVISED FIRST READING**

**Policy 3017 - Insurance Management REVISED FIRST READING**

**Memorandum of Understanding for Technology Education at Bartlett High School Between Bartlett City Board of Education and the Tennessee College of Applied Technology Memphis**

**Memorandum of Understanding Between Southwest Tennessee Community College and Bartlett City Board of Education**

**Apple Memorandum of Understanding (MOU)**

**Resolution 4-17 General Fund Budget Amendment**

**5 Year Capital Improvement Plan**

**Superintendent Evaluation**

**ADJOURNMENT**



## **POLICY 1006: School Board Meetings**

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

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

No one shall bring a camera, camcorder, or other photographic equipment to Board meetings without the consent of the Board.<sup>3</sup>

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

The Board shall hold various types of meetings, including:

1. **Regular Business Meeting** - An official meeting held at least quarterly. Regular Business Meetings of the Board shall usually be held at 7:00 p.m. on the fourth Thursdays of each month.
2. **Special Called Meeting** - An official meeting called as necessary to transact the business of the Board, when because of circumstances, immediate action is required before the next Regular Business Meeting. Such meetings shall be called by the Chairman whenever, in his/her judgment, the interests of the schools require it, or when requested to do so by a majority of the Board.<sup>4</sup>
  - a. To call a Special Called Meeting by a majority of the Board, a Board member shall make the request one (1) of the following ways: 1) by motion during an official meeting or Board Work Session; or 2) in writing (via email, etc.) to the Board Chairman. The request must specifically state the action to be taken at the Special Called Meeting. When the request is made in writing to the Chairman, it must also specify a time limitation for polling Board Members. Upon receipt of a written request, the Chairman shall immediately forward the request to the Superintendent (or designee) to poll the Board members. The results of the poll shall be provided to each Board member. If a majority of the Board members agree to the Special Called Meeting, the Superintendent (or designee) shall poll the Board members for the date, time and location for the meeting.
  - b. At the beginning of the meeting, the Board Chairman shall identify the Board members who requested the meeting and the purpose.
  - c. Only business related to the call of the meeting, and details related to agenda items shall be discussed or transacted by the Board at a Special Called Meeting. Additional items not related to the original stated action may not be added to the agenda. No items may be added once the agenda is published.
3. **Work Session** – The primary objectives of a work session are: 1) to discuss background information regarding items that may be placed on the Regular Business Meeting

---

<sup>1</sup> T.C.A. § 8-44-102

<sup>2</sup> 28 CFR §36.201(a); 28 CFR § 36.202

<sup>3</sup> OP Tenn. Atty. Gen 95-101 (Oct. 2, 1995)

<sup>4</sup> T.C.A. § 49-2-202(c)(1)

Agenda; and 2) to receive information about educational programs, legislation, and other issues having relevance to the Bartlett City Board of Education. No official action can be taken at a Work Session. The Work Session ~~shall be is usually~~ held one week prior to a Regular Business Meeting ~~at their shall be request called off~~ by the Chairman whenever, in his/her judgment, the interests of the schools require it, or at the request of any member when requested to do so by a majority of the Board. To call a Work Session, the petitioning Board member shall submit the request in writing to the Board Chairman before the Monday preceding the requested Work Session. Board Work Sessions may be changed to Special Called Meetings when necessary for emergency situations. Under such circumstances, the nature of the emergency necessitating the change must be made a matter of record and approval for changing the Board Work Session to a Special Called Meeting and shall require a two-thirds (2/3) vote of the Board members present and voting.

In instances when the date of the Regular Business Meeting or Work Session falls on a legal holiday or during a holiday season, the meeting shall be rescheduled by the Chairman. Any undisposed business items remaining on the agenda at adjournment shall be carried over to Unfinished Business at the next Regular Business Meeting.

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

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

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

## **ELECTRONIC ATTENDANCE<sup>5</sup>**

Absent Board members may attend a regular or special meeting by electronic means if the member is absent because of work, a family emergency, or the member's military service. If a Board member is absent due to military service, he or she may participate electronically as often as he or she is able to do so. However, a Board member may not participate electronically more than two (2) times per year for absences due to work and/or family emergencies.

### General Requirements

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

---

<sup>5</sup> T.C.A. §49-2-203(c)

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

### Work Related Absence

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

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

### Family Emergency

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

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

<b>Bartlett City Board of Education</b>		<b>1007</b>
Descriptor Term: <b>NOTIFICATION OF MEETINGS</b>	Descriptor Code: <b>Board Operations</b>	Issue Date: <b>12/02/2013</b>
	Rescinds:	Revised:

- 1 The Board shall ensure adequate public notice<sup>1</sup> of all Regular Business Meetings ~~and Work~~  
2 ~~Sessions~~ by publishing a complete schedule for the entire school year, made available to the  
3 news media, the public, the Board, and the president of any local education association.<sup>2</sup>  
4 Meetings shall be held on the schedule set forth under Policy 1006: School Board Meetings.
- 5 Except in rare emergencies, the notification for all Special Called and/or rescheduled Regular  
6 Business Meetings shall be sent to the media and posted on the website at least twenty-four (24)  
7 hours in advance, except when Board Work Sessions are changed to Special Called Meetings  
8 for emergencies. Board members shall be contacted by telephone and via e-mail as soon as the  
9 necessity for the Special Called and/or rescheduled meeting is determined, unless the Board  
10 members have been notified of the date and time of the Special Called and/or rescheduled  
11 meeting during a Board Work Session or Regular Business Meeting. In emergencies, notice shall  
12 be given to all appropriate parties as is practical. For purposes of this policy, emergency is defined  
13 as “a sudden, generally unexpected occurrence or set of circumstances demanding immediate  
14 action.”

---

<sup>1</sup> T.C.A. § 8-44-103

<sup>2</sup> T.C.A. § 49-2-202(c)(1)

## **POLICY 1008: Agendas**

### **Board Regular Business Meetings and Work Sessions**

The Executive Committee shall prepare all Board agendas.

#### **Agenda Preparation and Review**

~~For items to be considered on the Regular Business Meeting agenda, all items must first advance through Board Work Session (BWS), except non-business items (items not requiring Board action, e.g. special recognitions/presentations, discussion only items, reports) or where otherwise provided. The submission and planning process is outlined below.~~

#### **Regular Business Meeting Planning/Submission Schedule**

1. Development of Regular Business Meeting Agenda (at least four (4) calendar days before the Regular Business Meeting)
  - a. The order of business for Regular Business Meetings shall be set out in the agenda accompanying the Board meeting notice. The Executive Committee of the Board shall be responsible for developing the agenda for each Board meeting at least four (4) calendar days before the Regular Business Meeting.
  - b. Board Member agenda items that advanced through BWS may not be removed from the agenda without that Board Member's permission.
  - c. If any item of business placed on the agenda by a Board Member or Superintendent was not on the BWS agenda, it may be added during the Regular Business Meeting by a two-thirds (2/3) vote of the Members present and voting, or by action of the Executive Committee prior to issuance of the Regular Business Meeting agenda.
  - d. ~~Additionally,~~ any Board Member or the Superintendent may add non-business items (items not requiring Board action) to the agenda at the Regular Board Meeting prior to approval of the agenda.
2. Submission Deadline for Regular Business Meeting Agenda Items at least five (5) calendar days before the Regular Business Meeting
  - a. Agenda items approved for the Regular Business Meeting during BWS are due in final format to the Board Chairman and/or Superintendent (or designee) at least five (5) calendar days before the Regular Business Meeting, except where otherwise provided.
3. Posting/Distribution of Regular Business Meeting and Board Work Session Agendas (at least three (3) calendar days before the meeting)
  - a. The Executive Committee (or designee) shall approve the BWS and Regular Business Meeting agendas prior to posting/distribution. The BWS and Regular Business Meeting agendas shall be posted/distributed to Board Members and made available to the news media, members of the community, staff and student organizations at least three (3) days in advance of the scheduled BWS/Regular Business Meeting, if possible.

#### **Order of Business**

The order of business for Regular Business Meetings shall be as follows unless the order of business is altered by a two-thirds (2/3) vote of the members present and voting:

1. Invocation

2. Pledge of Allegiance
3. Roll Call
4. Special Recognition/Presentations - (not to exceed fifteen (15) minutes per school district)
5. Public Comment (as set forth in Policy 1009: Public Participation at Board Meetings)
6. Approval of Agenda
7. Approval of Minutes of Previous Meeting
8. Reports
9. Chairman's Report (not to exceed fifteen (15) minutes, exclusive of questions and answers)
10. Committee Reports (not to exceed ten (10) minutes per Committee, exclusive of questions and answers)
11. Superintendent's Report (not to exceed fifteen (15) minutes, exclusive of questions and answers. The time may be extended at the Chairman's discretion or by a two-thirds (2/3) vote of the members present and voting.)
12. General Counsels' Report
13. Unfinished Business (agenda items carried forward from prior Business Meeting)
14. New Board Business (items considered at the previous Work Session)
  - a. Consent Agenda
  - b. Policies
  - c. Requests for Action
15. Items added to agenda during "Approval of Agenda"
16. Superintendent's recognition of Grants, Gifts and Donations (not to exceed fifteen (15) minutes)
17. Adjournment

Items of business considered during Board Work Sessions are moved forward, with or without recommendations, and appropriately placed on the Board Meeting Agenda.

The Consent Agenda contains routine or non-controversial items reviewed and moved forward during the Board Work Sessions related to the specific business operations of the District requiring Board approval. If any member objects to an item on the Consent Agenda, that item shall be moved to the regular agenda as an action item requiring discussion.

The order of business for Board Work Sessions shall be as follows unless the order of business is altered by a two-thirds (2/3) vote of the members present and voting:

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Chairman's Report
6. Superintendent's Report
7. Staff Action Items
8. Board Items
9. Adjournment

### **Special Called Meetings**

The order of business for Special Called Meetings shall be set out in the agenda accompanying the Board meeting notice, which shall contain the following:

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Announcement of Poll Results and Meeting Purpose
5. Public Comment (as set forth in Policy 1009: Public Participation at Board Meetings)
6. Action Items - only the item(s) for which the meeting was called (as set forth in this policy)
7. Adjournment

The agenda for all Special Called Meetings of the Board shall be distributed at the time the meeting is noticed to Board members and shall be made available to the news media, members of the community, staff and student organizations at least twenty-four (24) hours in advance or as soon as is practicable.

## **3017 INSURANCE MANAGEMENT**

The insurance program will provide coverages in a minimum of the following broad categories:

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion; and vehicles;
2. Liability: Board members, Superintendent and employees resulting from discharging their duties;
3. Workers Compensation; and
4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

### Group Health Insurance

The Board shall provide group health insurance for all full-time employees.<sup>1</sup>

Board approval of group insurance for which the Board makes partial payment shall be given on recommendation of a committee comprised of at least one representative of each participating entity in the Health insurance pool.

### PHI (Protected Health Information)

The Bartlett City Board of Education shall comply with the Health Insurance Portability and Accountability Act (HIPAA)<sup>3</sup> and Health Information Technology for Economic and Clinical Health Act (HITECH)<sup>4</sup> in the securing Protected Health Information.

### Group Life Insurance

The Board shall provide group life insurance for all full-time employees.<sup>1</sup>

### Retirees<sup>2</sup>

For Bartlett City Board of Education employees hired directly from Shelby County Schools prior to August 4, 2014 and employees hired by Bartlett City Board of Education between January 1, 2014 and June 30, 2014:

Payment of individual hospitalization insurance coverage shall be available for any retiring employee at the same cost as for other employees until the employee reaches age sixty-five (65) provided that:

1. The employee is eligible for retirement under the eligibility standards as set by Tennessee Consolidated Retirement System; and
2. The employee has been enrolled in the Bartlett City Board of Education sponsored insurance plan for one (1) full year immediately prior to retirement; and
3. The employee has completed fifteen (15) years' service with Bartlett City Schools
  - a. For employees in this category hired directly from Shelby County Schools, prior service credited by Shelby County Schools will be applied to the 15-year service requirement.

**Life insurance shall be continued at 1 time annual earning to cap at \$50,000 meeting the above requirements. This benefit is paid 100% by the board.**

For Bartlett City Board of Education employees whose effective hire date is July 1st, 2014 or after who do not fall into the category above:

A defined contribution shall be available for any retiring employee to go toward the purchase of a health policy on the open market for five years following effective date of retirement or until the employee reaches age sixty-five (65), whichever comes first, provided that:

1. The employee is eligible for retirement under the eligibility standards as set by Tennessee Consolidated Retirement System; and
2. The employee has been enrolled in the Bartlett City Board of Education sponsored insurance plan for one (1) full year immediately prior to retirement; and
3. The employee has completed fifteen (15) years' consecutive service with Bartlett City Schools.

Life insurance shall be continued at \$10,000 under the same terms for employees ~~in both categories~~ meeting the above requirements. This benefit is paid 100% by the board.