

BARTLETT CITY BOARD OF EDUCATION
BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING
BUSINESS MEETING AGENDA CITY OF BARTLETT, 6400 STAGE ROAD,
BARTLETT 7:00 PM
PO Box 341148
Bartlett, TN 38134
May 25, 2017
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

The April 27, 2017 Business Meeting Minutes, May 5, 2017 Special Called Meeting Minutes and May 18, 2017 Special Called Meeting Minutes 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: Absent, Bryan Woodruff: Aye

April 27, 2017 Business Meeting Minutes

May 5, 2017 Special Called Meeting Minutes

May 18, 2017 Special Called 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: Absent, Bryan Woodruff: Aye

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

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

New Board Business

Policy 6052: Wellness REVISED FIRST READING

The First Reading of Revised Policy 6052: Wellness 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: Absent, Bryan Woodruff: Aye

Superintendent Evaluation

The Superintendent Evaluation 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: Absent, Bryan Woodruff: Aye

Adoption of Bartlett High School Master Plan and Naming Architect of Record for Bartlett High School Renovation

The Adoption of Bartlett High School Master Plan and Naming Fleming as the Architect of Record for Bartlett High School Renovation 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: Absent, Bryan Woodruff: Aye

ADJOURNMENT

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING MINUTES

BARTLETT CITY HALL
6400 STAGE ROAD, BARTLETT

April 27, 2017
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 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

Bartlett High School's Valedictorian for the Class of 2017 is Seth Xavier Allen. Seth currently holds a 4.6023 weighted grade point average, excelling in Honors and Advanced Placement coursework throughout his high school career. He is a member of the National Honor Society and the school's CANstruction team. Seth was awarded All Region/All Metro honors for football in 2015 and is bilingual in Spanish, having lived in Mexico for seven years. He frequently volunteers with his church and as a camp counselor after school for elementary school children. Seth is interested in International Studies and was one of 60 students to be chosen for the Tennessee Governor's School for International Studies during the summer of 2016. After being accepted to the United States Military Academy, The University of Memphis, and The University of Mississippi, Seth has chosen to attend the United States Air Force Academy in Colorado following graduation.

Bartlett High School's Salutatorian for the Class of 2017 is Jennifer Tat. Jennifer has challenged herself with Honors and Advanced Placement coursework, earning a 4.5288 cumulative weighted grade point average. Her academic achievements have led to recognition in the 30+ ACT Club, as well as the BHS Honor Roll. She is a member of the Beta Club, serving as Vice-President, and Mu Alpha Theta, serving as Secretary. Jennifer is also a member of the National Honor Society, National Spanish Honor Society, and has served as President of the Student Council. Additionally, Jennifer is involved with our choir and theatre groups and the baseball team's Diamond Girls. She frequently gives her time to her church, volunteering with the youth choir and various summer programs, as well as the St. Jude Marathon, Bartlett High School blood drive, and the Vietnamese Eucharistic Youth Group as a leader for her age division. Jennifer has chosen to attend Vanderbilt University in Nashville, Tennessee for her post-secondary education.

Caleb Middleton was named a Finalist in the National Merit Scholarship Program contest. Caleb currently ranks in the top 5 percent of the Class of 2017, challenging himself with Honors and Advanced Placement coursework and excelling in all subjects. In addition to his academic achievements, Caleb is seen as a leader amongst his peers. He is the editor of the yearbook and is a member of the National Honor Society. He is also the Treasurer of "Wardrobe," the school's literary magazine and a member of the Knowledge Bowl academic team. He is now in consideration for one of 7,500 National Merit scholarships out of the nationwide competition.

Elena Schauwecker, is a tenth grader at Bartlett High School. She is a member of the Honors Academy, and is currently enrolled in six honors classes and creative writing. As a member of the varsity band, Elena plays flute and is a member of the color guard. A participant in the Bartlett High Thespians, Elena played a leading role in the group's recent production of Arthur Miller's *The Crucible*. Elena is an avid writer, with a story appearing in the 2015 edition of Bartlett High School's literary magazine *The Wardrobe*. In December of 2016, Elena's first novel, *The Silver Key*, was published by Georgia based BookLogix. The book is available on Amazon.com. Elena says she plans to continue her writing and pursue a career as an author and editor with a major publishing house.

Patricia Outten, the University of Memphis, Site Consultant for the Tennessee Behavior Supports Project presented a Certificate of Recognition for Bon Lin Middle School for achieving Gold Level for Model of Demonstration Schools. Principal Cody Duncan accepted the Certificate for the school.

AdvancED Certificates were presented to each school in Bartlett City Schools. Principals or a school representative came forward to receive the Certificate.

Altruria Elementary
Appling Middle
Bartlett Elementary
Bartlett High
Bon Lin Elementary
Bon Lin Middle
Ellendale Elementary
Elmore Park Middle
Oak Elementary
Rivercrest Elementary
Ninth Grade Academy

PUBLIC COMMENT

*Becca Priddy, 3550 Josee Lane, Bartlett
Re: 2017 Project Graduation*

APPROVAL OF AGENDA

Mr. David Cook made the motion to approve the agenda. Mr. Bryan Woodruff seconded the motion. With all ayes the April 27, 2017 agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

March 23, 2017 Business Meeting Minutes

March 30, 2017 Special Called Meeting Minutes

Ms. Erin Berry made the motion to approve the March 23, 2017 Business Meeting Minutes and March 30, 2017 Special Called Meeting Minutes. Mrs. Shirley Jackson seconded the motion. With all ayes the meeting minutes were approved.

REPORTS

Chairman's Report

Chairman Norris discussed proposed changes to Policy 1006: School Board Meetings. The proposed revisions will be reviewed at the next Work Session. Without objection, Master Plan was added to the agenda under New Board Business.

Superintendent's Report

Superintendent Stephens provided updates to the Board.

- He recommended that the previously used Snow Day not be made up with an additional day of school.
- Central Office and 12 month employees will work 4 days per week from May 30th thru July 14th with Friday off work.
- Paperwork submitted to combine High School and Academy Identification Numbers for accountability purposes.
- Tomorrow Bartlett High School will host the annual Olympics for Exceptional Athletes.
- A group of employees will travel to Apple Headquarters for planning around our 1:1 on May 9th and return May 11th.
- Closing date on the Bartlett Square property is Monday.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

Mr. Bryan Woodruff updated the Board that the Voucher bill did not pass and will roll over to next year's Legislation.

Financial Report

The Bartlett City Schools March 2016-2017 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

No unfinished Board Business items.

BOARD ACTION ITEMS

Consent Agenda

- 1. Proposed 2017-2018 BCS Elementary, Middle and High School Fees**
- 2. Special Course Applications**
- 3. Addendum C to Superintendent Contract for Employment (FY17 Superintendent Performance Standards)**
- 4. Policy 4014: Grading System REVISED/FIRST READING**
- *5. Proposal for Design Services - BHS Band Room Renovation**
- *6. Proposal for Design Services - Bartlett Square Administrative Building**

- *7. Proposal for Design Services - BHS Gym Re-Roof**
- 8. Bid Award for Ninth Grade Academy Flooring Contract**
- 9. Resolution 4-14 General Fund Budget Amendment**
- 10. Resolution 4-15 Capital Projects Fund Budget Amendment**
- 11. Resolution 4-16 General Fund Budget Amendment**
- 12. FY17 BCS Operating Budgets**

*Note items 5, 6, and 7 the terms and conditions are still being negotiated by General Counsel.

Motion Passed: The Consent Agenda passed with a motion by Mr. Jeff Norris 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

New Board Business

CBRE Property Management Agreement

Motion Passed: The CBRE Property Management Agreement 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

Master Plan

Please note this is not the official adoption of the Master Plan nor the Designation of the Architect of Record.

Motion Passed: The adoption of the Master Plan Concept for Bartlett High School as previously presented by Fleming and Associates passed with a motion by Mr. Jeff Norris 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

2017 Tenure Recommendations

Motion Passed: The 2017 Tenure Recommendations for Bartlett City Schools 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

James Aldinger, Director of Human Resources read the 2017 Teacher Tenure names into the record. Each teacher was recognized for this accomplishment and presented a certificate. Reception was held in the lobby following the end of the meeting.

1. Rhonda Bailey – Bartlett High School
2. India Blatt – Appling Middle
3. Abigail Bobbitt – Bartlett Elementary
4. Robin Bond – Oak Elementary
5. Katrina Bradshaw – Oak Elementary
6. Jeanine Caughman – Altruria Elementary
7. Sotheareath Chhim – Elmore Park Middle
8. Kathryn Clements – Altruria Elementary
9. Shelley Copeland – Altruria Elementary
10. Kasey Craddock – Bartlett Academy
11. Montrell Craft – Appling Middle
12. Jonathan Croft – Bartlett High
13. Erin Curlin – Elmore Park Middle
14. Monica Dempsey – Oak Elementary
15. Elizabeth Erwin – Altruria Elementary
16. Mary Etheridge – Bartlett Elementary
17. Jacob Farrell – Elmore Park Middle
18. Carmen Fentress – Elmore Park Middle
19. Lauren Goff – Altruria Elementary
20. Sara Hagy – Altruria Elementary
21. Sharon Hicks – Alternative
22. Tasha Isaac – Bartlett Academy
23. Stephen Ledford – Bartlett High
24. Shelly Lee – Bartlett High
25. Amy Martin – Bon Lin Elementary
26. Melody McClain – Bon Lin Middle
27. John McCrary – Bartlett Academy
28. Molly Mills – Bartlett Elementary
29. Teri Moses Griffin – Bartlett High
30. Dawn Nutt – Bartlett High
31. Lindsey Parker – Appling Middle
32. Robbie Parsons – Altruria Elementary
33. Peggy Patton – Bon Lin Middle
34. Jera Pitchford – Altruria Elementary
35. Michele Pope – Bon Lin Elementary
36. Caitlin Shaffer – Bartlett High
37. Hunter Siler – Bartlett High
38. Heather Smith – Oak Elementary
39. Katie Smith – Altruria Elementary
40. Morgan Smith – Bartlett Academy
41. Tara Smith – Bartlett Academy
42. Jennifer Taylor – Bartlett Elementary
43. Karrie Veglio – Altruria Elementary
44. Amy Venckus – Appling Middle
45. Stacy Wardlaw – Altruria Elementary
46. Courtney Wells – Bon Lin Elementary
47. Donna Wilding – Oak Elementary

ADJOURNMENT

Meeting adjourned at 7:42 p.m.

Jeff Norris
Chairman

Dr. David A. Stephens
Superintendent

**BARTLETT CITY BOARD OF EDUCATION
SPECIAL CALLED MEETING MINUTES**

Bartlett City Schools
Central Office Conference Room
5650 Woodlawn Street, Bartlett

Friday, May 5, 2017
7:30 a.m.

CALL TO ORDER & ROLL CALL

***** Official Business of the Day *****

Chairman Norris called the meeting to order at 7:30 a.m. The following Board Members were present:

Mr. David Cook
Mr. Jeff Norris
Mr. Bryan Woodruff

Absent:

Ms. Erin Berry
Mrs. Shirley Jackson

ANNOUNCEMENT OF MEETING PURPOSE

Chairman Norris stated the purpose of today's Special Called Meeting is to discuss the Makowsky Ringel Greenburg Property Management Agreement for the Bartlett Square building.

PUBLIC COMMENT

No comments.

APPROVAL OF AGENDA

Mr. Bryan Woodruff made the motion to approve the agenda. Mr. David Cook seconded the motion. With all ayes the agenda was approved.

BOARD ACTION ITEMS

New Board Business

Makowsky Ringel Greenberg Property Management Agreement

Motion Passed: The Makowsky Ringel Greenberg Property Management Agreement passed with a motion by Mr. David Cook and a second by Mr. Bryan Woodruff.

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

ADJOURNMENT

Meeting adjourned at 7:33 a.m.

Jeff Norris
Chairman

Dr. David A. Stephens
Superintendent

**BARTLETT CITY BOARD OF EDUCATION
SPECIAL CALLED MEETING MINUTES**

Bartlett City Schools
Central Office Conference Room
5650 Woodlawn Street, Bartlett

Thursday, May 18, 2017
Immediately Following Conclusion of the Work Session

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation and Pledge of Allegiance were waived.

CALL TO ORDER & ROLL CALL

***** Official Business of the Day *****

Chairman Norris called the meeting to order at 7:50 p.m. The following Board Members were present:

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

ANNOUNCEMENT OF MEETING PURPOSE

Chairman Norris stated the purpose of today's Special Called Meeting is to approve the Execution of Addendum C of Superintendent Contract.

PUBLIC COMMENT

No comments.

APPROVAL OF AGENDA

Mr. Bryan Woodruff made the motion to approve the agenda. Mr. David Cook seconded the motion. With all ayes the agenda was approved.

BOARD ACTION ITEMS

New Board Business

Motion Passed: Approval of the Execution of Addendum C of Superintendent Contract 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

ADJOURNMENT

Meeting adjourned at 7:55 p.m.

Jeff Norris
Chairman

Dr. David A. Stephens
Superintendent



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

Before School Begins

July 26-27, 2018	New Teacher Induction
July 30, 2018	(AM) PD (PM) Administrative Day*
July 31, 2018	Administrative Day* & Be Ready Student Enrollment Verification/New Student
August 1, 2018	Registration Day (AM) PD (PM) Administrative Day*
August 2, 2018	Professional Development Day*
August 3, 2018	Professional Development Day*

First Semester					88 Days
Date	Day	Event	Students	Teachers	
August 6	Monday	1 st Day for Students 1 st Day 1 st Quarter	In	In	
September 3	Monday	Labor Day	Out	Out	
September 13	Thursday	Parent Conferences (3-6 p.m. & 4-7 p.m.)	In	In	
September 14	Friday	Flex Professional Learning	Out	Out	
October 5	Friday	End of 1 st Quarter	In	In	
October 8-12	Monday-Friday	Fall Break	Out	Out	
October 15	Monday	1 st Day 2 nd Quarter	In	In	
November 21-23	Wednesday-Friday	Thanksgiving Break	Out	Out	
December 17-19	Mon-Wed	Semester Exams	In	In	
December 19	Wednesday	End of 2 nd Quarter	In (1/2 Day)	In (Full Day)	
December 19	Wednesday	½ Administrative Day	Out (1/2 Day)	In (Full Day)	
December 20- December 31	Thurs-Monday	Winter Break	Out	Out	
Second Semester					92 Days
Date	Day	Event	Students	Teachers	
January 1	Tuesday	Winter Break	Out	Out	
January 2	Wednesday	Administrative Day	Out	In	
January 3	Thursday	Students Return 1 st Day 3 rd Quarter	In	In	
January 21	Monday	MLK Jr. Day	Out	Out	
February 7	Thursday	Parent Conferences (3-6 p.m. & 4-7 p.m.)	In	In	
February 8	Friday	Professional Dev. Day	Out	In	
February 18	Monday	President's Day	Out	Out	
March 8	Friday	End of 3 rd Quarter	In	In	
March 11-15	Monday-Friday	Spring Break	Out	Out	
March 18	Monday	1 st Day 4 th Quarter	In	In	
April 19	Friday	Good Friday	Out	Out	
May 21-23	Tue-Thur	Semester Exams	In	In	
May 23	Thursday	End of 4 th Quarter	In (1/2 Day)	In (Full Day)	
May 23	Thursday	½ Administrative Day	Out (1/2 Day)	In (Full Day)	

180 School Days

Q 1=43 Days
Q 2=45 Days
(S 1=88 Days)

Q 3=44 Days
Q 4=48 Days
(S 2=92 Days)

PD

July 30 (.5)
August 1 (.5)
August 2 (1)
August 3 (1)
February 8 (1)
7 flex hours (1)
5 Days

Admin

July 30 (.5)
July 31 (1)
August 1 (.5)
December 19 (.5)
January 2 (1)
May 23 (1)
4 Days

Conference

September 13 (.5)
February 7 (.5)
=====

1 Day

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.¹ Open meetings will be physically accessible to all students, employees, and interested parties.²

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

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.⁴
 - 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

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)

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 requested called of~~ 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 12:00 p.m. on 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 ATTENDANCE⁵

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:

⁵ 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.

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

- 1 The Board shall ensure adequate public notice¹ 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.²
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.”

¹ T.C.A. § 8-44-103

² 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 ~~fourteen~~ (14) 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 ~~fourteen~~ (14) 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 ~~seventeen~~ five ~~(17)~~ (15) 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.
 - b. The ~~BWS and~~ Regular Business Meeting agendas shall be ~~posted~~ distributed to Board Members at least fourteen (14) calendar days in advance of the Regular Business Meeting, if possible.
 - c. The Board Work Session agendas shall be distributed to the Board Members at least three (3) calendar days in advance of the called Work Session.
4. Posting 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 Board Work

[Session and Regular Business Meeting agendas prior to posting. All BWS and Regular Business Meeting agendas shall be ~~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 \[Board Work Session\]\(#\)/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.¹

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)³ and Health Information Technology for Economic and Clinical Health Act (HITECH)⁴ in the securing Protected Health Information.

Group Life Insurance

The Board shall provide group life insurance for all full-time employees.¹

Retirees²

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.