

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

July 27, 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

June 22, 2017 Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

BOARD ACTION ITEMS

New Board Business

Resolution 5-1 Special Education Budget Amendment

Resolution 5-1 Special Education Budget Amendment passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Memphis Oral School for the Deaf Contract

The Memphis Oral School for the Deaf Contract 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: Absent, Bryan Woodruff: Aye

Contract for Audiological Services

The Contract for Audiological Services 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

Advance Therapy Contract

The Advance Therapy Contract passed with a motion by Ms. Erin Berry and a second by Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Behavior Services Of The Mid-South, LLC Agreement

The Behavior Services Of The Mid-South, LLC Agreement 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: Absent, Bryan Woodruff: Aye

Southern College of Optometry Memorandum of Understanding (MOU)

The Southern College of Optometry Memorandum of Understanding (MOU) 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: Absent, Bryan Woodruff: Aye

BCS Kindergarten Report Card

The BCS Kindergarten Report Card 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: Absent, Bryan Woodruff: Aye

FY2018 Every Student Succeeds Act (ESSA) Programs Summary AMENDED

The FY2018 Every Student Succeeds Act (ESSA) Programs Summary AMENDED 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: Absent, Bryan Woodruff: Aye

Shadowlawn School Historical Marker

The Shadowlawn School Historical Marker passed with a motion by Ms. Erin Berry and a second by Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

2017-2018 School Support Organizations for Approval

The 2017-2018 School Support Organizations for Approval, Applying Middle PTO and BHS Boy's La Cross, passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Policy 3016: Food Service Management REVISED SECOND READING

The second reading of revised Policy 3016: Food Service Management passed with a motion by Mr. David Cook and a second by Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Policy 6023: Use of Personal Communication Devices and Electronic Devices REVISED SECOND READING

The second reading of revised Policy 6023: Use of Personal Communication Devices and Electronic Devices passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Policy 6047: Attendance REVISED SECOND READING

The second reading of revised Policy 6047: Attendance 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: Absent, Bryan Woodruff: Aye

Policy 2016: Bids and Quotations REVISED FIRST READING

The first reading of revised Policy 2016: Bids and Quotations passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

ADJOURNMENT

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

**BARTLETT CITY HALL
6400 STAGE ROAD, BARTLETT**

**JUNE 22, 2017
7:00 P.M.**

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. Jeff Norris
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

BHS Girl's Track Recognitions

The State Lady Panther Track Team had a record-breaking 2017 season. These outstanding ladies broke 7 school records and finished in the top 10 for the State of Tennessee in the 4 x 200 relay and top 15 in the Pole Vault. The following students were presented a Certificate for making it to the State Competition: Heidi Myers, Shekinah Garner, Brooke Owens, Erica Minnis, Maya Hinkston, Jordyn Brooks, and Aatoria Strong.

Coach Nebo, Coach Houston, and Coach Miller are truly fortunate and honored to coach these great student athletes. The future looks so bright in returning 5 out of 7 participants for this year State track team; Shekinah Garner, Brooke Owens, Heidi Myers, Jordyn Brooks, and Aatoria Strong. Great job Ladies!

BHS Boy's Track Recognitions

The following students were presented a Certificate for making it to the State Competition: Stewart Kerby, Avery Wood, Brendan Hill, Benji Homeyer, Luke McNair, Travis Jones, Jacob Peirce, Marquavis Weaver, Darian Allen, and Cameron Easley.

For the season, our team won the Racer Relays at Murray State University and were the TSSAA Section 4 runner-up team competing against 23 teams in the large school division. This was the second year in a row for our boys team to qualify 9 events for the state meet and MORE is the expectation for next season as we counter new challenges in our quest to finish #1.

2016-2017 Superintendent Evaluation

Kari Shoopman, General Counsel reviewed the 2016-2017 Performance Evaluation for Dr. David Stephens, Superintendent of Bartlett City Schools.

Superintendent of Schools Overall Evaluation Score 2016-2017	
Section I Qualitative:	
Appendix A – Administrator Survey	<u>4.68</u> X <u>15%</u> = <u>.70</u>
Appendix B – Board Observational Data	<u>4.85</u> X <u>35%</u> = <u>1.70</u>
Section II Quantitative	
Appendix C – Achievement of Board Goals/Strategic Plan	<u>4.92</u> X <u>50%</u> = <u>2.46</u>
OVERALL EVALUATION SCORE:	<u>4.86</u>

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

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

BOARD ACTION ITEMS

Superintendent's Contract Extension

Motion Passed: Proposed amendment to the Superintendent's Contract Extension to remove words "up to" on page 1, item #2, 4th line 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

Motion Passed: Superintendent's Contract Extension as Amended passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

May 26, 2017 Business Meeting Minutes

May 30, 2017 Special Called Meeting Minutes

Motion Passed: The Approval of May 26, 2017 Business Meeting Minutes and May 30, 2017 Special Called Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

REPORTS

Chairman's Report

No report.

Superintendent's Report

Thank you for approving the new contract. I appreciate what you do and you know how much I love this job. I recently found my black and red notebook that included the remarks I made to the Board when you hired me. I still feel the same. This is a great Board and great staff. I appreciate the vote of confidence. This is where my family and my home is. I am looking forward to the future and seeing where we will be over the next few years. I am humbled and almost at a loss for words.

There are many projects in BCS this summer. I checked on the projects earlier this week with Ken Demetriou and Jeff Waller and they are going well. The RFQ will go out soon for the construction manager for the BHS renovation project. We recently had a good meeting with Mayor McDonald, his staff, Scott Fleming and legal counsel. We are working with Joe Getz and Mike Marshall who are experts in this construction area. We hope to have the construction manager in place by August.

We are meeting weekly with Renaissance regarding the progress with the Bartlett Square project.

Now that some of the other municipalities will no longer be part of Shared Services, Dr. Ted Horrell, Superintendent of Lakeland Schools brought Baby Jacks BBQ to Central Office staff yesterday as a thank you for the shared services that were provided over past three years.

General Counsel's Report

We are getting started on the BHS Renovation expansion project. We are excited to work with Mike Marshall and Joe Getz with Evans Petree. Joe Getz heads up their construction department. He is an expert in construction law and is providing transactional support as well as that industry knowledge. He has overseen the Collierville High School project. We are looking forward to the additional support.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

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

UNFINISHED BOARD BUSINESS

No unfinished business.

BOARD ACTION ITEMS

New Board Business

Election of Chairman

Shirley Jackson was elected to serve as the Board Chairman beginning July 1, 2017 for a one year term ending June 30, 2018.

Election of Vice-Chairman

Bryan Woodruff was elected to serve as the Board Vice-Chairman beginning July 1, 2017 for a one year term ending June 30, 2018.

Election of Tennessee Legislative Network Representative

Bryan Woodruff was elected to serve as the TLN Representative beginning July 1, 2017 for a one year term ending June 30, 2018.

General Counsel's Contract Extension

Motion Passed: The General Counsel's Contract Extension 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

Memorandum of Understanding (MOU) TNDOE Coordinated School Health

Motion Passed: The Memorandum of Understanding (MOU) TNDOE Coordinated School Health passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

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

Policy 1006: School Board Meetings REVISED SECOND READING

Motion Passed: The Second Reading of Revised Policy 1006: School Board Meetings passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

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

Policy 1007: Notification of Meetings REVISED SECOND READING

Motion Passed: The second reading of Revised Policy 1007: Notification of Meetings passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

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

Policy 1008: Agendas REVISED SECOND READING

Motion Passed: The second reading of Revised Policy 1008: Agendas passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

Policy 3017: Insurance Management REVISED SECOND READING

Motion Passed: The second reading of Revised Policy 3017: Insurance Management passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

Policy 4014: Report Cards and Grading Systems REVISED SECOND READING

Motion Passed: The second reading of Revised Policy 4014: Report Cards and Grading Systems passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

Policy 6052: Wellness REVISED SECOND READING

Motion Passed: The second reading of Revised Policy 6052: Wellness 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

Resolution 4-20 Education Capital Fund Budget Amendment

Motion Passed: Resolution 4-20 Education Capital Fund Budget Amendment 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

Resolution 4-22 General Fund Budget Amendment

Motion Passed: Resolution 4-22 General Fund Budget Amendment passed with a motion by Mrs. Shirley Jackson 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

Consent Agenda

1. 2017-2018 BCS Differentiated Pay Plan
2. FY2018 Every Student Succeeds Act (ESSA) Programs Summary
3. FY2018 IDEA Programs Summary
4. Bid Award #FY170069 Restroom Renovation at Ellendale Elementary
5. Bid Award #FY170070 Bathrooms for Soccer Field
6. Shelby County Education Foundation Voluntary Pre-K Application
7. Policy 6023: Use of Personal Communication Devices and Electronic Devices
- REVISED FIRST READING
8. Policy 6047: Attendance REVISED FIRST READING
9. Policy 3016: Food Service Management REVISED FIRST READING
10. Resolution 4-19 General Fund Budget Amendment
11. Resolution 4-21 Special Revenue Fund Budget Amendment
12. BCS Other Post-Employment Benefits (OPEB) payment

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

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

ADJOURNMENT

Meeting adjourned at 7:45 p.m.

Shirley Jackson
Chairman

Dr. David A. Stephens
Superintendent

Bartlett City Schools
FY 2018 Every Student Succeeds Act (ESSA) Programs Summary

	<u>Title I</u>	<u>Title I N</u>	<u>Title ID</u>	<u>Title IIA</u>	<u>Title III</u>
FY18 Original	\$1,158,653	\$383,624	\$37,693	\$305,606	\$33,960
FY18 Revised	\$2,657,301	\$1,006,859	\$37,111	\$194,203	\$17,057

Title IA, Title IN, & Title ID-In order to increase student academic achievement, the Bartlett City Schools Title I program for school year 2017-2018 will provide instructional services to all BCS students, 2 facilities for neglected children (Lakeside Behavioral and Youth Villages), and 1 facility for delinquent children (Varangon Academy). These services will supplement instructional services provided by state and local funds.

Title I funds will be utilized for Instructional Facilitators, teachers (Response to Intervention), tutors, technology support, accounting support, administrative support, N & D Supervisor, and Federal Programs Supervisor; extended learning including before/after school and Saturday tutoring; equipment; parent training; family engagement; and professional development.

Title IIA-Professional development activities for core academic subjects that are high quality, sustained, intensive, and classroom focused will be provided for instructional staff in all BCS schools and the participating non-public school (St. Ann Bartlett).

Title IIA funds will be utilized for the position of Professional Development/Evaluation Supervisor and Instructional Program Assistant. These personnel support school administrative initiatives and goals by providing professional development to teachers through Assessment Coaches and Instructional Coaches.

Title IIIA- Supplemental scientifically based language instruction to increase English proficiency and student academic achievement in support of English as a Second Language (ESL) services to English Learners will be provided to eligible BCS students, as well as eligible students attending participating non-public schools. Funds will be utilized for instructional materials/supplies, equipment, parent outreach, and professional development. Bartlett City Schools will also act as the Title IIIA Financial Consortium for Arlington Community Schools because their Title IIIA allocation is not large enough to act as a single standing district.

Summary presented by:

James Aldinger, Director of Human Resources, Federal Projects, and Accountability
 Bartlett City Schools
 5650 Woodlawn Street
 Bartlett, TN 38134
 901-202-0855
 james.aldinger@bartlettschools.org

To the Bartlett City School Board:

This is a request from the Shadowlawn High School Alumni and the Bartlett Historical Society to place a historical marker in front of the Bartlett Ninth Grade Academy relating the history of Shadowlawn School.

Below is the wording that would go on the marker and at the meeting we will have a rendering of the marker and would also to explain how this came about.

Suzanne Coleman
Bartlett Historical Society

SHADOWLAWN SCHOOL

Shadowlawn School was built on land purchased by Shelby County from the Mittie Becton estate in 1957. It served grades one through eight.

Shadowlawn School was partially destroyed in 1964 when struck by lightning and flames burned down most of the school. The school was reconstructed and in 1968 an additional classroom building and gymnasium were added with plans put in place to make Shadowlawn a High School by adding an additional grade level each year until the class of 1971 became the first class to graduate from the new high school. It went as far as the eleventh grade before desegregation of all Shelby County Schools in 1970 resulted in Shadowlawn High School students transferring to various neighboring high schools.

Shadowlawn transitioned back to an elementary school in 1970 for one year, and restructured to a junior high school in 1971, serving grades seven and eight. In 1976 sixth graders were added, changing it to a middle school until 2014 when it became part of the newly created Bartlett City Schools. The name changed to Bartlett Ninth Grade Academy, an extension of Bartlett High School

We will forever remember our beloved Shadowlawn. Though the name of the school has changed, our memories will always take us back to the Green and Gold and the home of the Cougars. We call upon all who read this to realize the rich history of this school and to honor its memory as Shadowlawn High School, a high school that never had a graduating class.

Placed by the Shadowlawn High School Alumni Group and the Bartlett Historical Society. 2017

POLICY 3016: Food Service Management

The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all federal, state, and local requirements necessary for participation.¹

The District's School Nutrition Supervisor will oversee the BCS Nutrition Program. All products and services necessary for the operation of the School Nutrition Department shall be procured using a procurement plan which complies with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, and School Breakfast Program. Meals that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.

As required for participation in the School Nutrition Programs, the Board agrees to the following:

1. Meals must be made available to all students in attendance.
2. Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Free or Reduced Price Meals

The criteria and procedures for determining a student's need and steps in securing for students no-cost or reduced-cost lunches as established at the state/federal level will be outlined and made known by the principal. Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff member(s) as needed to make the special arrangements for them.

Competitive Foods/Vending Machines

All schools shall offer school meal programs with menus that meet the patterns and nutrition standards established by the U.S. Department of Agriculture and State Board of Education's Minimum Nutritional Standards for individual food items sold or offered to pupils in Pre-K through Twelve (PK-12). When school snack programs are offered, they will meet all USDA program standards. The school nutrition director shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the School Nutrition Department Programs that include school breakfast, lunch, a la carte and snack programs.

Sanitation

Principals shall be responsible for implementing regulations from the Department of Health and seeing that school cafeterias meet acceptable standards of cleanliness at all times.

Offer v. Serve

¹ 42 U.S.C. 1758; T.C.A. 49-6-2301 *et seq.*; 7 C.F.R. 210.10; 7 C.F.R. 210.12; 7 C.F.R. 210.13

Each school shall offer its students all five required food components as set forth in the school lunch pattern. Under the offer vs. serve regulation, students may decline up to two components on the menu with no effect on the price of the meal. One vegetable or one fruit must be included on each student's tray as part of a reimbursable meal. Students shall be allowed to refuse one of the four components required in the breakfast program. Preschool classes may be exempt from offer vs. serve at breakfast and lunch.

Meal Charge

In the event a student does not have adequate funds to purchase a meal, he or she may charge the meal according to procedure. The Superintendent shall ensure that this procedure is provided in writing to all households at the beginning of each school year and to households that transfer to the school. Further, families may access this policy and the meal charge procedure in the Student Handbook posted on the BCS website.

Collection of Meal Charges

The District shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to the end of the school year. Uncollected charges from the previous fiscal year shall be considered delinquent debt. The Superintendent shall establish reasonable methods and a timeframe for collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by the Board. Upon recommendation of the Superintendent, the Board may classify delinquent debt as bad debt which shall be considered uncollectable and categorized as an operating loss.

Bartlett City Board of Education		6023
Descriptor Term: USE OF PERSONAL COMMUNICATION DEVICES AND ELECTRONIC DEVICES	Descriptor Code: Student Services	Issue Date: 06/23/2014
	Rescinds:	Revised:

1 Students may possess personal communication devices and personal electronic devices,
2 including but not limited to cell phones, laptops, tablets, mp3 players, and cameras, on
3 school property so long as such devices are turned off and stored in backpacks, purses, or
4 personal carry-alls. However, a teacher may grant permission for the use of these devices
5 to assist with instruction in his/her classroom, and teachers are encouraged to integrate the
6 devices into course work. The Principal or his/her designee may also grant a student
7 permission to use such a device at his/her discretion.

8 Unauthorized use or improper storage of a device **may** result in confiscation until such time
9 as the device may be released to the student's parent or guardian. The District is not
10 responsible for any loss or theft of any personal communication or electronic device while
11 on school property. Furthermore, the District is not responsible for any confiscated items,
12 and will not repair or replace any lost, stolen, or damaged confiscated items while in the
13 custody of the District.

14 A student in violation of this policy is subject to disciplinary action.

Bartlett City Board of Education		6047
Descriptor Term: ATTENDANCE	Descriptor Code: Student Services	Issue Date: 07/24/2014
	Rescinds:	Revised:

1 Attendance is a key factor in student achievement and therefore, students are expected
2 to be present each day school is in session. The attendance supervisor shall oversee
3 the entire attendance program which shall include:¹

- 4 1. All accounting and reporting procedures and their dissemination;
- 5 2. Alternative program options for students who severely fail to meet minimum
6 attendance requirements;
- 7 3. Ensuring that all school age children attend school;
- 8 4. Providing documentation of enrollment status upon request for students applying
9 for new or reinstatement of driver's permit or license; and
- 10 5. Notifying the Department of Safety whenever a student with a driver's permit or
11 license withdraws from school.²

12 Student attendance records shall be given the same level of confidentiality as other
13 student records. Only authorized school officials with legitimate educational purposes
14 may have access to student information without the consent of the student or
15 parent/guardian.³

16 Absences shall be classified as either excused or unexcused as determined by the
17 principal or his/her designee. Excused absences shall include:

- 18 1. Personal illness;
- 19 2. Illness of immediate family member;
- 20 3. Death in the family;
- 21 4. Extreme weather conditions;
- 22 5. Religious observances;⁴ or
- 23 6. Circumstances which in the judgment of the principal create emergencies over
24 which the student has no control.

25 The principal shall be responsible for ensuring that:⁵

- 26 1. Attendance is checked and reported daily for each class;
- 27 2. Daily absentee sheets contain sign in/sign out sheets and indicate students
28 present or absent for the majority of the day;

¹ TRR/MS 0520-1-3-.08(1)(a); T.C.A. §49-6-3006

² T.C.A. §49-6-3017

³ T.C.A. §10-7-504; 20 U.S.C. §1232(g)

⁴ TRR/MS 0520-1-3-.03(16); T.C.A. §49-6-2904

⁵ T.C.A. §49-6-3007

- 1 3. All student absences are verified;
- 2 4. Written excuses are submitted for absences and tardiness;
- 3 5. System-wide procedures for accounting and reporting are followed.

4 HOMEBOUND⁶

5 Students shall not be penalized for periods of hospitalization or homebound instruction.

6 If a student is unable to attend regular classes because of illness, injury or pregnancy
7 and if the student has participated in a program of hospital or homebound instruction
8 administered or approved by Bartlett City Schools, then the student shall not be
9 penalized for grading purposes nor be denied course completion, grade level
10 advancement or graduation solely on the basis of the student's absence from the
11 regular classroom during the period of the hospital or homebound instruction.

12 It is the policy of Bartlett City School Board of Education that an adult be present in the
13 student's home during the entire time the homebound teacher is present.

14 Any schoolwork that a student misses prior to homebound services beginning must be
15 handled through the student's teachers. The homebound teacher is not responsible for
16 grades prior to the start of homebound services.

17 TRUANCY

18 Truancy is defined as an absence for an entire school day, a major portion of the school
19 day, or the major portion of any class, study hall, or activity during the school day for
20 which the student is scheduled.

21 Five (5) unexcused check-ins will equal one (1) unexcused absence. An unexcused
22 check-in will result when a student checks in twenty (20) minutes or more after the
23 beginning of the school day without an adequate excuse.

24 Students who are absent five (5) days without adequate excuse shall be reported to the
25 Superintendent of schools who will, in turn, provide written notice to the
26 parents/guardians of the student's absence. The Superintendent shall also comply with
27 state law regarding the reporting of truant students to the proper authorities. If a student
28 is required to participate in a remedial instruction program outside of the regular school
29 day where there is no cost to the parent(s) and the school system provides
30 transportation, unexcused absences from these programs shall be reported in the same
31 manner.⁷

32 Students participating in school-sponsored activities whether on- or off-campus shall not
33 be counted absent. In order to qualify as "school-sponsored," the activity must be
34 school-planned, school-directed, and teacher-supervised.⁸

35 MILITARY SERVICE OF PARENT/GUARDIAN

⁶ T.C.A. §49-6-3002

⁷ T.C.A. §49-6-3201(c)

⁸ Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education

1 School principals shall provide students with a one-day excused absence prior to the
2 deployment of and a one-day excused absence upon the return of a parent or custodian
3 serving active military service. Principals shall also allow up to ten (10) excused
4 cumulative absences per year for students to visit a parent or guardian during a
5 deployment cycle. The student shall provide documentation to the school as proof of
6 his/her parent's/guardian's deployment. Students shall be permitted to make up
7 schoolwork missed during these absences.⁹

8 CREDIT/PROMOTION DENIAL

9 Credit/promotion denial determinations may include student attendance, however,
10 student attendance may not be the sole criterion.¹⁰ However, if attendance is a factor,
11 prior to credit/promotion denial, the following shall occur:

- 12 1. Parents and students shall be advised if a student is in danger of
13 credit/promotion denial due to excessive absenteeism.
- 14 2. Procedures in due process are available to the student when credit or promotion
15 is denied.

16 DRIVER'S LICENSE REVOCATION

17 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a
18 student during any semester renders a student ineligible to retain a driver's permit or
19 license, or to obtain such if of age.

20 In order to qualify for reclaiming a driver's permit or license, the student must make a
21 passing grade in at least three (3) full unit subjects or their equivalency at the
22 conclusion of a subsequent grading period.

⁹ T.C.A. §49-6-3109

¹⁰ T.C.A. §49-2-203(b)(7)

Bartlett City Board of Education		2016
Descriptor Term: BIDS AND QUOTATIONS	Descriptor Code: Fiscal Management	Issue Date: 02/27/2014
	Rescinds:	Revised: 06/25/2015

1 All purchases of supplies, materials, equipment, and contractual services in excess of ~~ten~~ twenty
2 five thousand dollars (~~\$10,000~~) (\$25,000), including those of individual schools, shall be based on
3 competitive bids. These bids shall be solicited by advertisement in a newspaper of general
4 circulation within the District. However, the newspaper advertisement may be waived by the
5 purchasing agent in an emergency. Where appropriate, the purchasing agent may satisfy
6 advertising and bid requirements by use of a comprehensive list of vendors; provided, that the
7 vendors on the list are given notice to bid; and provided further, that the purchasing agent shall
8 advertise at least annually for prospective vendors in a newspaper of general circulation and shall
9 update the list of vendors following the advertisement.¹

10 All purchases of ~~ten~~ twenty five thousand dollars (~~\$10,000~~) (\$25,000) or less, including those of
11 individual schools, may be made in the open market without newspaper notice, but shall,
12 whenever possible, be based on at least three (3) competitive bids in accordance with applicable
13 state law.²

14 The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any
15 or all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced
16 by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the
17 scheduled time for the opening of bids. Any bid received after the time and date specified shall
18 not be considered.

19 The bidder to whom the award is made may be required to enter into a written contract.

20 The practice of splitting an order or dividing items to be purchased in order to avoid the use of
21 bidding or other purchasing procedures is strictly prohibited.

22 **Exceptions to Competitive Bidding**

23 The following are exceptions to the competitive bidding requirement:

- 24
- 25 1. Contracts for legal services, educational consultants, and similar services by professional
26 persons or groups of high ethical standards;³

¹ T.C.A. §49-2-203(a)(3); T.C.A. §49-2-203(a)(3)(A)(B); T.C.A. §49-2-206

² T.C.A. §49-2-203(b)

³ T.C.A. §12-4-106

- 1 2. Liability Insurance purchased through a plan authorized and approved by any organization
- 2 of governmental entities representing cities and counties;⁴
- 3 3. Purchases of goods or contracts for services from sole source and single source
- 4 providers. A sole source provider shall be a supplier of goods and services exempt from
- 5 the bid process based on the unavailability of any supplier capable of performing the
- 6 function of the sole source product or service. A single source provider shall be a single
- 7 supplier of goods and services among others in a competitive marketplace which for a
- 8 justifiable reason has predominant qualifications and unique attributes only possessed by
- 9 that source. Factors considered shall include availability of the product or service,
- 10 compatibility of the product or service with existing District products, programs, or
- 11 resources, standardization of the product or service with existing District products,
- 12 programs, or resources, and grant or contract requirements; or

- 13 4. Purchases of supplies, equipment, and services under the same terms of a competitive
- 14 bid issued by any Tennessee local education agency (LEA) or other local governmental
- 15 unit.⁵

⁴ T.C.A. §29-20-407

⁵ T.C.A. §12-3-1201