

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
February 22, 2018
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

January 25, 2018 Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

UNFINISHED BOARD BUSINESS

BOARD ACTION ITEMS

New Board Business

Bartlett City Board of Education Schedule 2018-2019

The Bartlett City Board of Education Schedule for 2018-2019 passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

BCS Local Adoption of Textbooks

The Bartlett City Schools Local Adoption of Textbooks passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

POLICY 3018: Student Transportation Management REVISED FIRST READING

The First Reading of Revised POLICY 3018: Student Transportation Management passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

Bid Award #FY180022 Administrative Offices for Bartlett City Schools

Belz Construction was named for the Bid Award #FY180022 for the Administrative Offices for Bartlett City Schools passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

Resolution 5-8 Education Capital Fund Budget Amendment

Resolution 5-8 Education Capital Fund Budget Amendment passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

ADJOURNMENT

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

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

**JANUARY 25, 2018
7:00 P.M.**

INVOCATION AND PLEDGE OF ALLEGIANCE

Vice-Chairman 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 Jackson called the meeting to order at 7:00 p.m. The following Board Members were present:

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

SPECIAL PRESENTATIONS

January 21 - 27, 2018 is School Board Appreciation Week in Tennessee. Representing the schools, Principal Portia Tate and Principal Tim Jones presented each Board Member with a small token of their appreciation including a gift card and hand-crafted cards from the students.

Altruria Elementary School was named a TN Reward School for the 2016-2017 school year. A Proclamation by the Bartlett City Board of Education was read by the Board Secretary and presented to Principal Marva Johnson by Chairman Jackson.

PUBLIC COMMENT

*Hannah Rouse
6495 Birch Mill Road
RE: Creating inclusivity at BCS*

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

December 14, 2017 Board Meeting Minutes

The approval of the December 14, 2017 Business Meeting Minutes passed with a motion by Mr. David Cook and a second by Mr. Bryan Woodruff. With all ayes, the Minutes were approved.

REPORTS

Chairman's Report

No report.

Superintendent's Report

- Superintendent Stephens introduced Jeff Thomason and Meredith Austin with Watkins Uiberall. They provided a review of the Bartlett City Schools audits.
- The RFP is out for Bartlett Square and we will bring a recommendation at the February Board Meeting. There are weekly meetings with Flintco/Linkous and Fleming regarding the Bartlett High School Project. This project is on track and they are working on final design, so the contractors can give us our guaranteed maximum price on the construction.
- Open Enrollment has started, and we had to limit space at certain schools due to capacity. This process will continue through March 9th.
- We will bring a recommendation to the board regarding Snow Days after winter weather season. As a reminder, we do have additional time built into the schedule.
- The Transportation RFP has been sent out and the responses are due back February 20th.
- I will be attending the TOSS legislative conference in Nashville February 4-7th.
- On a sad note, Kitty Hiltenbrand, a BCS Instructional Technology Coach, passed away this week.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

Arlington Community Schools recently hosted Breakfast with the Legislators.

Financial Report

The December 2017-2018 Financial Report was reviewed. It is not a voting item.

UNFINISHED BOARD BUSINESS

No unfinished business.

BOARD ACTION ITEMS

New Board Business

2018-2019 BCS Budget Development Calendar

Motion Passed: The 2018-2019 BCS Budget Development Calendar 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 |

ADJOURNMENT

The meeting adjourned at 7:35 p.m.

Shirley Jackson
Chairman

Dr. David A. Stephens
Superintendent



**BARTLETT CITY BOARD OF EDUCATION
MEETING SCHEDULE
2018-2019**

JULY 2018

- 19 Work Session (*If Needed*)
- 26 Business Meeting

AUGUST 2018

- 16 Work Session (*If Needed*)
- 23 Business Meeting

SEPTEMBER 2018

- 20 Work Session (*If Needed*)
- 27 Business Meeting

OCTOBER 2018

- 18 Work Session (*If Needed*)
- 25 Business Meeting

NOVEMBER 2018

- 8 Work Session (*If Needed*)
- 15 Business Meeting*

DECEMBER 2018

- 13 Business Meeting**

JANUARY 2019

- 17 Work Session (*If Needed*)
- 24 Business Meeting

FEBRUARY 2019

- 21 Work Session (*If Needed*)
- 28 Business Meeting

MARCH 2019

- 21 Work Session (*If Needed*)
- 28 Business Meeting

APRIL 2019

- 18 Work Session (*If Needed*)
- 25 Business Meeting

MAY 2019

- 16 Work Session (*If Needed*)
- 23 Business Meeting

JUNE 2019

- 20 Work Session (*If Needed*)
- 27 Business Meeting

UNLESS OTHERWISE NOTED, BUSINESS MEETINGS WILL BE HELD THE FOURTH THURSDAY OF THE MONTH AT 7:00 P.M. IN BARTLETT. WORK SESSIONS (IF NEEDED) WILL BE HELD ONE WEEK PRIOR TO THE BUSINESS MEETING AT 7:00 P.M. IN BARTLETT.

*Moved to accommodate Thanksgiving Holiday

**Moved to accommodate Christmas Holiday

Proposed February 22, 2018

POLICY 3018: Student Transportation Management REVISED FIRST READING

Generally

Transportation shall be provided for all Bartlett residents who live more than 1 ½ miles by the nearest accessible route from the school to which they are assigned. Transportation shall not be provided for resident students attending a non-assigned school or for non-resident students. All accidents, regardless of the damage involved, must be reported to the Transportation Supervisor, including incidents in which any part of the bus contacts any other object or vehicle. The Superintendent shall develop procedures to ensure compliance with the statutory and regulatory requirements for the District's student transportation program.

Transportation Supervisor

The Superintendent shall appoint a Transportation Supervisor who shall be responsible for the monitoring and oversight of transportation services for the District. Upon being appointed, the Transportation Supervisor shall complete a student transportation management training program developed jointly by the Tennessee Department of Safety and Tennessee Department of Education. Each year thereafter, the Transportation Supervisor shall complete a minimum of four (4) hours of student transportation management training. The Transportation Supervisor shall ensure that all transportation records are collected and maintained in accordance with state law and State Board rules and regulations.

Contracted Bus Service

The Superintendent shall contract for student transportation services annually or as otherwise authorized by the Board. School buses shall be maintained and operated in accordance with ~~State and Federal law and State Board Rules and Regulations~~, and the Superintendent shall ensure that the following requirements are satisfied.¹

- a) Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications set forth by the State Board of Education and National Highway Traffic Safety Administration.
- b) Each school bus shall be equipped with the phone number for reporting safety complaints on its rear bumper.
- c) Each school bus driver shall obey all applicable state rules and regulations.
- d) Each contractor shall have on file in the Superintendent's office a current statement of liability and property damage insurance coverage in the amounts prescribed by State Board rules.
- e) Each school bus driver shall follow BCS policies regarding the transportation of students or the prohibition against transporting BCS students.
- f) Each school bus driver shall pass an annual physical and mental examination, a drug screen, and a background check or shall be prohibited from transporting BCS students.
- g) Each school bus driver must possess the proper license with school bus and passenger endorsements.
- h) Each contractor shall participate fully in the complaint process and recordkeeping requirements as outlined below.

Transportation Related Complaints

Students, parents, teachers, staff, and community members are encouraged to report school

¹ T.C.A. §49-6-2109; TRR/MS 0520-1-5

bus safety complaints on a form that is developed by the Transportation Supervisor. The complaint form shall be available in each school's main office, the Central Office, and on the District's website. Complaints may also be reported to the telephone number displayed on the bumper of each school bus serving the District. If a complaint is received via telephone, the person designated to receive calls shall complete the complaint form and submit it to the Transportation Supervisor. Each complaint form will be time and date stamped upon receipt by the District.

The Transportation Supervisor shall ensure that the investigation of all safety related complaints is commenced within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of a complaint, a preliminary report shall be issued to the Superintendent and shall include the following information:

- a) The time and date of receipt of the complaint;
- b) A copy or summary of the complaint;
- c) The name of the driver of the school bus on which the complaint arose;
- d) A list of all prior complaints or disciplinary actions, if any, taken against the driver.

Within sixty (60) school days of receipt of the complaint, the Transportation Supervisor shall ensure that a final report is submitted to the Superintendent including any findings and any action taken in response to the complaint.

Recordkeeping

The Transportation Supervisor shall ensure the following records are collected and maintained:

- a) Bus maintenance and inspection forms;
- b) Bus driver credentials, including required background checks, health records, and performance reviews;
- c) Driver training records;
- d) Accident reports; and
- e) Complaints received and any records related to the investigation of those complaints.

The Transportation Supervisor shall be responsible for ensuring that this policy is included on the District's website and in each of BCS's student handbooks.

~~The school transportation program shall be monitored daily by the principals and the manager of transportation and subjected to periodic evaluations by them as necessary.~~

~~All accidents, regardless of the damage involved, must be reported to the transportation manager, including incidents in which any part of the bus contacts any other object or vehicle.~~

~~The Superintendent shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.~~