

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
October 25, 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

September 27, 2018 Board Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

UNFINISHED BOARD BUSINESS

Policy 3020: Emergency Preparedness Plan REVISED SECOND READING

The Second Reading of Revised Policy 3020: Emergency Preparedness Plan 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: Aye, Bryan Woodruff: Aye

Policy 3026: Lead Testing in Drinking Water NEW SECOND READING

The Second Reading of Revised Policy 3026: Lead Testing in Drinking Water 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: Aye, Bryan Woodruff: Aye

Policy 4034: School Volunteers REVISED SECOND READING

The Second Reading of Revised Policy 4034: School Volunteers 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: Aye, Bryan Woodruff: Aye

Policy 5003: Application and Employment REVISED SECOND READING

The Second Reading of Revised Policy 5003: Application and Employment 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: Aye, Bryan Woodruff: Aye

Policy 5024: Ethics REVISED SECOND READING

The Second Reading of Revised Policy 5024: Ethics 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: Aye, Bryan Woodruff: Aye

BOARD ACTION ITEMS

New Board Business

LEA Compliance Report 2018

The LEA Compliance Report 2018 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: Aye, Bryan Woodruff: Aye

2019-2020 BCS Instructional Calendar

The 2019-2020 BCS Instructional Calendar 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: Aye, Bryan Woodruff: Aye

School Support Organization for Approval

The Approval of School Support Organization Ellendale Elementary PTA passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

Resolution 6-2 Capital Fund Budget Amendment

Resolution 6-2 Capital Fund Budget Amendment passed with a motion by Bryan Woodruff and a second by Mr. Jeff Norris.

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

Memorandum of Understanding (MOU) Between Bartlett City Board of Education and the Bartlett Police Department

The Memorandum of Understanding (MOU) Between Bartlett City Board of Education and the Bartlett Police Department 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: Aye, Bryan Woodruff: Aye

Policy 1033: School Board Records REVISED FIRST READING

The First Reading of Policy 1033: School Board Records 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: Aye, Bryan Woodruff: Aye

Policy 2004: Bonded Employees REVISED FIRST READING

The First Reading of Policy 2004: Bonded Employees passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

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

ADJOURNMENT

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

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

**SEPTEMBER 27, 2018
7:00 P.M.**

INVOCATION AND PLEDGE OF ALLEGIANCE

Board Member 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
Mrs. Shirley Jackson
Mr. Bryan Woodruff

Absent Board Members:

Mr. David Cook
Mr. Jeff Norris

SPECIAL PRESENTATIONS

No presentations.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

August 23, 2018 Board Business Meeting Minutes

Board Member Bryan Woodruff made the motion to approve the August 23, 2018 Board Business Meeting Minutes. Board Member Erin Berry seconded the motion. With all ayes, the Board Business Meeting Minutes were approved.

REPORTS

Chairman's Report

Chairman Jackson updated the Board that she and Dr. Stephens recently attended the TSBA Fall District Meeting. It was hosted by Collierville Schools and held at the new Collierville High School. The meeting was informative and a good opportunity to visit with other Board Members.

Superintendent's Report

I am so proud of our Reward Schools: Ellendale Elementary, Oak Elementary, Bon Lin Middle School, and Academy/Bartlett High School. Our District earned Advancing Status which is the second highest designation.

Renovations at Bartlett Square are on track. Bartlett High School is prepping for the foundation to be poured. Bus lot renovations are moving forward.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

Board Members Bryan Woodruff and Erin Berry attended a recent Republican event. Board Member Woodruff was able to speak personally with Tom Leatherwood.

Financial Report

The August 2018-2019 Financial Report was accepted by the Board. It is a non-voting item.

BOARD ACTION ITEMS

New Board Business

2018-2019 Textbooks Certification of Compliance

Motion Passed: The 2018-2019 Textbooks Certification of Compliance passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Safe Schools Grant

Motion Passed: The Safe Schools Grant passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS School Support Organizations for Board Approval

Motion Passed: The BCS School Support Organizations as listed below for Board Approval passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

- Appling Middle Schools Band
- Bartlett High Homerun Club
- Bartlett Trap Team Booster Club
- Bartlett Lady Panthers Softball
- Bartlett Volleyball
- Bartlett High School PTSA

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

Approval of the 2018-2019 Disciplinary Hearing Authority (DHA) Members

Motion Passed: The approval of the 2018-2019 Disciplinary Hearing Authority Members passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS FY19 Title 1 MOU with Shelby County Schools

Motion Passed: The BCS FY19 Title 1 MOU with Shelby County Schools passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS Contract for Wraparound Services with Porter-Leath

Motion Passed: The BCS Contract for Wraparound Services with Porter-Leath passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

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

Resolution 6-1 Accept Surplus Property

Motion Passed: Resolution 6-1 Accept Surplus Property passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 3020: Emergency Preparedness Plan REVISED FIRST READING

Motion Passed: The First Reading of Revised Policy 3020: Emergency Preparedness Plan passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 3026: Lead Testing in Drinking Water NEW FIRST READING

Motion Passed: First Reading of New Policy 3026: Lead Testing in Drinking Water passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 5003: Application and Employment REVISED FIRST READING

Motion Passed: The First Reading of Revised Policy 5003: Application and Employment passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 5024: Ethics REVISED FIRST READING

Motion Passed: The First Reading of Revised Policy 5024: Ethics passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 4034: School Volunteers REVISED FIRST READING

Motion Passed: The First Reading of Revised Policy 4034: School Volunteers passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS 2018-2019 Emergency Operations Plan Annual Approval

Motion Passed: The BCS 2018-2019 Emergency Operations Plan Annual Approval passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

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

2018-2019 SAVE Act Assurances

Motion Passed: The 2018-2019 SAVE Act Assurances passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

ADJOURNMENT

The meeting adjourned at 7:35 p.m.

Shirley Jackson
Chairman

Dr. David A. Stephens
Superintendent

POLICY 3020: Emergency Preparedness Plan

The Superintendent shall be responsible for developing, maintaining and acquiring Board approval of the District Emergency Preparedness Plan,¹ which shall, at a minimum, include procedures for bomb threats, ~~civil disturbances~~, armed intruders, earthquakes, fires, tornados, ~~floods or other severe weather~~, and medical emergencies.

The ~~P~~principal of each school shall ~~develop and~~ implement emergency preparedness drills which shall be approved by the Superintendent. When appropriate, such drills shall be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students, and parents.

The ~~P~~principal shall be responsible for ensuring that one (1) fire drill requiring full evacuation is given held every ~~month~~ thirty (30) school days, during the school year with ~~an additional~~ two (2) fire drills to be conducted within the first ~~fifteen~~ thirty (30) full days of school. Additionally, four (4) fire safety educational announcements shall be conducted throughout the school year.²

The Principal shall ensure that at least one (1) armed intruder drill is conducted annually in coordination with local law enforcement.³

~~He/she~~The Principal shall also ensure that three (3) additional safety drills are given during the school year.⁴ Two (2) of these drills must include earthquake drills ~~an intruder drill is conducted within the first thirty (30) days of school.~~⁵ and one ~~He/she shall also ensure that three (3) additional safety drills are given during the school year. These drills may~~ cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation.

A record of all fire or safety drills, including the time and date, shall be kept in each school's main office and shall be made available upon request to the state fire marshal for inspection and review.⁶

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

MEDICAL EMERGENCIES/PANDEMIC FLU

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other Bartlett emergency or healthcare providers in protecting students and the community from further infection.

AED/CPR DRILLS⁷

¹ TRR/MS 0520-1-3-.03(158)

² T.C.A. §68-102-137(b)

³ T.C.A. §49-6-807

⁴ T.C.A. §68-102-137(f)

⁵ T.C.A. §49-1-302(a)(16); ~~2013 Public Chapter 188~~TRR/MS 0520-1-3-.03(15)

⁶ T.C.A. §49-5-201(a)(6); T.C.A. §68-102-137(b) and (f)

⁷ T.C.A. 49-2-122

The BCS School Health Coordinator shall manage automated external defibrillator (AED) use in BCS schools by ensuring compliance with the laws relative to training, a written plan for use, notification, and maintenance and testing of devices. The written plan for AED use shall comply with T.C.A. §68-140-404 and shall include, but not be limited to, the following considerations:

1. Where the AED will be placed;
2. The individuals who are authorized to operate the AED;
3. How the AED with an emergency medical service in the area where the AED is located;
4. Maintenance and testing on the AED;
5. Records that will be kept by the program;
6. Reports that will be made of AED use;
7. Other matters as specified by the Department of Health; and
8. A plan of action for proper usage of the AED.

At a minimum, Bartlett Academy and Bartlett High School shall be equipped with an AED.

Any BCS school with an AED shall conduct annual AED and CPR training for all school personnel to practice the use of these life-saving measures and to evaluate the school's preparedness in the event of sudden cardiac arrest. A drill must also be available to students so that students are aware of the steps that must be taken if an event should occur that requires the use of an AED.⁸

The BCS School Health Coordinator shall ensure that the AED portion of the training teaches the use of AEDs and informs school personnel of AED locations, the school's response plan, and members of the school's response team.⁹

~~The Superintendent shall develop procedures for health emergencies in accordance with state law and regulations.¹⁰~~

⁸ T.C.A. §49-6-1208

⁹ T.C.A. §49-2-122

¹⁰ Tennessee Department of Health Pandemic Influenza Response Plan,
<http://www2.state.tn.us/health/CEDS/pandemic.htm>health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf

POLICY 3026: Lead Testing in Drinking Water

In an effort to reduce the potential sources of lead contamination in drinking water in BCS facilities, the Bartlett City Board of Education establishes a lead testing and reduction program.¹

Bartlett City Schools shall complete, at a minimum, biennial testing of lead levels in all drinking water sources in school facilities constructed prior to January 1, 1998. The samples should consist of the first two hundred fifty milliliters (250 mL) drawn of water that has been standing in plumbing overnight.

If the lead level result exceeds fifteen parts per billion (15 ppb) but is less than twenty parts per billion (20 ppb), the BCS Department of Operations shall ensure lead levels are tested at such facility on an annual basis until retesting confirms that the level is less than fifteen (15) ppb.

If the lead level result is equal to or exceeds twenty parts per billion (20 ppb), the water source(s) tested shall be immediately removed from service and shall remain unavailable for use until corrective action is taken and/or subsequent retesting confirms a lead level below twenty parts per billion (20 ppb). The District must retest the lead level of the drinking water source within ninety (90) days of any corrective action to reduce lead levels under this Policy.

Upon a test result equal to or exceeding twenty parts per billion (20 ppb), the District shall notify the Commissioner of Environment and Conservation, the Commissioner of Health, the Shelby County Health Department, the City of Bartlett, and the Department of Education within twenty-four (24) hours of the test result. The District shall notify the parents and guardians of students enrolled at the school within five (5) business days of the test result.

¹ T.C.A. §49-2-133

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| Bartlett City Board of Education | | 4034 |
| Descriptor Term: SCHOOL VOLUNTEERS | Descriptor Code: Instructional Services | Issue Date: 07/28/2016 |
| | Rescinds: | Revised: |

1 The Board encourages the use of school volunteers to enhance educational programs and
2 promote community involvement in the District.

3 All volunteers shall comply with guidelines and standards implemented by the Superintendent,
4 principals, and supervising BCS personnel. Volunteers must be approved by the principal and
5 shall serve under the immediate supervision and direction of the BCS employee to whom they
6 are assigned.

7 In all cases, a responsible employee shall retain final authority over students, school programs,
8 and services.

9 Volunteers serve without compensation or benefits given to BCS employees, but they shall be
10 insured by the Board against loss or damage in the performance of their duties.¹

11 While serving as a volunteer, no individual shall have access to any student confidential medical
12 or education records. They may not teach, but volunteers may reinforce skills taught by BCS
13 employees. Volunteers shall adhere to the standards of conduct applicable to BCS employees at
14 all times.

15 Individuals providing volunteer services may be subject to a background check depending upon
16 their specific volunteer activities and the type and frequency of their contact with students. Refusal
17 or failure to submit to a required background check will render the individual ineligible to serve as
18 a volunteer. Additionally, falsification or omission of relevant information on required volunteer
19 documents will result in ineligibility to serve as a volunteer.

20 All approved BCS volunteers are required to report arrests and/or criminal convictions that occur
21 after initial volunteer assignment to the Superintendent or his/her designee within forty-eight (48)
22 hours of the arrest and/or conviction. Volunteers must also notify the Superintendent or his/her
23 designee immediately if the Department of Children’s Services (DCS) has indicated them as a
24 perpetrator of child abuse. This policy applies to all BCS volunteers as a condition of initial and
25 continued volunteer service.

26 The Superintendent shall develop procedures to require appropriate training and background
27 checks for volunteers who work closely with students.

28

¹ T.C.A. §29-20-310(e)

| | | |
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| Bartlett City Board of Education | | 5003 |
| Descriptor Term: APPLICATION AND EMPLOYMENT | Descriptor Code: Personnel | Issue Date: 02/27/2014 |
| | Rescinds: | Revised: 09/25/2014;11/19/2015 |

1 Bartlett City Schools does not discriminate in employment or recruitment practices on the basis
2 of race, color, national origin, religion, sex, age, or disability in compliance with state and federal
3 law.¹ Opportunity for employment, as well as continuation and advancement in employment, shall
4 be afforded equally to members of all races, creeds, genders, religions, national origins, and
5 individuals with disabilities with regard only for qualifications for the position in question.

6 **Application**

7 An individual desiring a position with the Board shall make application to the Superintendent on
8 forms developed by his/her office. ~~In an effort~~ to ensure the safety and welfare of students and
9 staff, ~~Bartlett City Board of Education~~ the BCS Department of Human Resources shall require that
10 prior to employment, and at least every five (5) years thereafter, applicants to and employees
11 holding teaching positions or any other position requiring proximity to children shall submit to a
12 TBI and FBI criminal history background check and fingerprinting of all applicants for positions
13 that require proximity to children, including both full-time and part-time, certified and classified,²
14 and at least every five (5) years thereafter.³ This requirement further extends to all applicants for
15 athletic coaching positions and volunteers whose activities are of the type and/or frequency that
16 give rise to individual proximity to children.⁴ Hiring decisions are contingent upon satisfactory
17 results of such checks.

18 Knowingly falsifying information shall be sufficient grounds for termination of employment and
19 shall also constitute a Class A misdemeanor which must be reported for prosecution.⁵

20 Any costs incurred in conducting a background check and fingerprinting shall be paid by the
21 applicant upon hiring.⁶

22 Certified Employees

23 The application must include a transcript of credits earned at the colleges or universities
24 attended along with references from persons such as previous employers, college professors,
25 and supervisors of student teachers. Other information shall include whether such applicant has
26 been dismissed for cause from a school district. If previously employed by a local board of
27 education, the applicant shall provide evidence of acceptable resignation.

28 No person shall be employed:

- 29 1. Who does not hold a valid license to teach from the State Board of Education⁷ and the
30 appropriate highly qualified status, if required;

¹ U.S. Constitution, Amendment XIV; Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of Rehabilitation Act of 1973; 42 U.S.C. §12101-12213.

² T.C.A. §49-5-406(a)(1)

³ T.C.A. §49-5-406(a); T.C.A. §49-5-413(a)

⁴ T.C.A. §49-5-413(g)

⁵ T.C.A. §49-5-406(a)(2)(A)

⁶ T.C.A. §49-5-413(c)

⁷ T.C.A. §49-5-403; T.C.A. §49-5-101

- 1 2. Who does not present a physician's certificate showing a satisfactory health record or has
2 any contagious or communicable disease in such form that might endanger the health of
3 school children;⁸
- 4 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of
5 Tennessee and of the United States of America;⁹
- 6 4. Who fails to make a full and accurate disclosure of any prior criminal record or any prior
7 dismissals from employment for cause;
- 8 5. Who does not receive a satisfactory background check; or
- 9 6. Who has not complied with the Immigration Reform and Control Act of 1986.

10 Classified Employees

11 No person shall be employed:

- 12 1. Who does not present a physician's certificate showing a satisfactory health record or has
13 any contagious or communicable disease in such form that might endanger the health of
14 school children;
- 15 2. Who has not complied with the Immigration Reform and Control Act of 1986;¹⁰
- 16 3. Who fails to make a full and accurate disclosure of any prior criminal record or any prior
17 dismissals from employment for cause; or
- 18 4. Who does not receive a satisfactory background check.

19 **Employment**

20 Initial Employment

21 Upon initial employment, the Superintendent shall notify such person, in writing, of the offer and
22 conditions of employment. Upon receipt of employment notification, such person shall have
23 fourteen (14) days to accept or reject, in writing, the offered employment. From the date of the
24 written acceptance, such person is considered to be under employment with the Board and is
25 subject to all rights, privileges and duties.

26 Certified Employees

27 After checking references and receiving written recommendations, the Superintendent shall hire
28 and assign qualified applicants.¹¹

29 Classified Employees

30 After checking references and receiving written recommendations from principals and/or
31 supervisors, the Superintendent shall hire and assign qualified applicants. Each support
32 employee shall be advised of the required probationary period.

33 Self-Reporting While Employed

34 All BCS employees, including part-time, temporary, contracted, and substitute personnel, are
35 required to report arrests and/or criminal convictions that occur after initial employment to the
36 Superintendent or his/her designee within forty-eight (48) hours of the arrest and/or conviction.
37 Employees must also notify the Superintendent or his/her designee immediately if the Department
38 of Children's Services (DCS) has indicated them as a perpetrator of child abuse. This requirement
39 further extends to all approved BCS volunteers.

40 This policy applies to all BCS employees as a condition of initial and continued employment.

⁸ T.C.A. §49-5-404; TRR/MS 0520-1-3-.08(2)(f)

⁹ T.C.A. §49-5-405

¹⁰ Immigration Reform and Control Act of 1986

¹¹ T.C.A. §49-2-301(b)(1)(J)(L)(EE); T.C.A. §49-2-303(b)(3)

| | | |
|---|--------------------------------------|----------------------------------|
| Bartlett City Board of Education | | 5024 |
| Descriptor Term: ETHICS | Descriptor Code: Personnel | Issue Date: 01/09/2014 |
| | Rescinds: | Revised: 4/23/2015 |

1 The primary function of the school system is the education of children and youth, and an effective
2 educational program requires the services of men and women of integrity, high ideals, and human
3 understanding. Each employee is expected to represent the school, the District, and the community
4 in a positive manner. To maintain and promote these qualities, employees are expected to maintain
5 high standards in all aspects of their school relationships.¹ These include, but are not limited to,
6 interactions with students, colleagues, and others as a representative of the education profession.

7 All BCS personnel serve as representatives of the Bartlett City Board of Education and are subject
8 to the BCS professional ethics standards described in this Policy. All teachers are subject to the
9 Teacher Code of Ethics defined in state law and incorporated into this Policy. Failure to meet these
10 standards of behavior will result in disciplinary action up to and including dismissal.

11 **BCS Ethics**

12 All BCS employees are responsible for adhering to the following standards of ethical behavior:

- 13 1. Maintaining just and courteous professional relationships with students, parents,
14 colleagues, and others;
- 15 2. Growing their own efficiency and professional knowledge in their fields of work;
- 16 3. Transacting all official business with the properly designated authorities of the District;
- 17 4. Establishing friendly and intelligent cooperation between the community and the District;
- 18 5. Representing the District's goals and contributions to the community;
- 19 6. Placing the welfare of children as the primary concern when making all decisions, including
20 the assignment of personnel. Placing pressure on school officials for appointments or
21 transfers is unethical;
- 22 7. Refraining from using school contacts and/or privileges to promote personal enhancement
23 of any kind, regardless of whether such enhancement is to the detriment of the District. Such
24 enhancement includes promotion of partisan politics, sectarian religious views, or self-
25 serving propaganda of any kind;
- 26 8. Abiding by established procedures to air complaints and grievances, starting with the school
27 administrator who holds administrative responsibility for addressing the concern;
- 28 9. Properly using and protecting all school property, equipment, and materials; and
- 29 10. Following all Board policies and District procedures.

30 All BCS employees shall avoid any conflict of interest or appearance of impropriety between their
31 personal interests, financial or otherwise, and the interests of the District. Concerns about conflict
32 of interest arise when employees may have the opportunity to (a) use institutional privileges for
33 personal gain or (b) influence business decisions of the District in ways that could lead to personal

¹ T.C.A. §49-5-501; T.C.A. §49-5-1003; T.C.A. §49-5-1004

1 gain or give improper advantage to the employee's family or associate(s). In cases of uncertainty,
2 an employee and/or supervisor should request a ruling from the Superintendent.

3 **Teacher Code of Ethics**

4 The Board expects BCS teachers to complete annual ethics training and to, at all times, adhere
5 to the Teacher Code of Ethics defined in state law. This Code acknowledges an educator's
6 obligations both to students and to the education profession at large.

7 An educator shall engage students in the following manner:

- 8 1. Abide by all applicable federal and state laws;
- 9 2. Not unreasonably restrain the student from independent action in the pursuit of learning;
- 10 3. Provide the student with professional education services in a nondiscriminatory manner
11 and in consonance with accepted best practices known to the educator;
- 12 4. Respect the constitutional rights of the student;
- 13 5. Not unreasonably deny the student access to varying points of view;
- 14 6. Not deliberately suppress or distort subject matter relevant to the students' progress;
- 15 7. Make reasonable effort to protect the student from conditions harmful to learning or to
16 health and safety;
- 17 8. Make reasonable effort to protect the emotional well-being of the student;
- 18 9. Not intentionally expose the student to embarrassment or disparagement;
- 19 10. Not on the basis of race; color; creed; disability; sex; national origin; marital status;
20 political or religious beliefs; family, social, or cultural background; or sexual orientation,
21 unfairly exclude the student from participation in any program, deny benefits to the
22 student, or grant any advantage to the student;
- 23 11. Not use the educator's professional relationship with the student for private advantage;
- 24 12. Not disclose information about the student obtained in the course of the educator's
25 professional service, unless disclosure is permitted, serves a compelling professional
26 purpose, or is required by law;
- 27 13. Not knowingly make false or malicious statements about students or colleagues;
- 28 14. Ensure interactions with the student take place in transparent and appropriate settings;
- 29 15. Not engage in any sexually related behavior with the student, whether verbal, written,
30 physical, or electronic, with or without the student's consent. Sexually related behavior
31 includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks;
32 engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student
33 for dates or sexual favors; engaging in inappropriate physical touching, groping, or
34 grabbing; kissing; rape; threatening physical harm; and committing sexual assault;
- 35 16. Not furnish alcohol or illegal or unauthorized drugs to the student;
- 36 17. Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when
37 the student is under the educator's supervision on District property, during school
38 activities, or in any private setting;
- 39 18. Refrain from the use of alcohol while on District premises or during a school activity at
40 which students are present; and
- 41 19. Maintain a professional approach with the student at all times.

1 In fulfillment of an educator's obligation to his or her profession, the educator shall administer
2 state-mandated assessments fairly and ethically and shall conduct themselves in a manner that
3 preserves the dignity and integrity of the profession. The educator shall not:

- 4 1. Deliberately make a false statement or fail to disclose a material fact related to
5 competency and qualifications in an application for a professional position;
- 6 2. Misrepresent the educator's professional qualifications;
- 7 3. Assist entry into the teaching profession of a person known to be unqualified in respect
8 to character, education, or other relevant attribute;
- 9 4. Knowingly make a false statement concerning the qualifications of a candidate for a
10 professional position;
- 11 5. Assist a non-educator in the unauthorized practice of teaching;
- 12 6. Knowingly make false or malicious statements about a colleague;
- 13 7. Accept any gratuity, gift, or favor that might impair or appear to influence professional
14 decisions or actions; and
- 15 8. Use illegal or unauthorized drugs.

16 **Breaching the Teacher Code of Ethics**

17 An educator who has personal knowledge of a breach by another educator of the Teacher Code
18 of Ethics shall report the breach to the educator's immediate supervisor, Superintendent, or the
19 Board within thirty (30) days of discovering the breach.

20 Failure to report a breach of the Teacher Code of Ethics, or to file a report of any criminal
21 activity or other misconduct that is required by federal or state law, is a breach of the Teacher
22 Code of Ethics.

23 The BCS Human Resources Department shall ensure that the District conducts annual
24 professional development training concerning the Teacher Code of Ethics and its requirements.
25 The training shall address what constitutes unethical conduct.

26



2018 LEA Compliance Report

This Compliance Report is one document used by the Tennessee Department of Education (TDOE) in the annual process of ensuring local education agencies (LEAs) are in compliance with all state laws and State Board of Education (SBE) rules. All LEAs must complete this form, including the Area of Non-Compliance page if applicable, and return it to the TDOE.

RETURN COMPLETED FORM VIA EMAIL TO:

LaQuisha Oliver
Director of School Approval
Tennessee Department of Education
LaQuisha.Oliver@tn.gov

DUE DATE:

November 30, 2018

Please be advised that LEAs are required to comply with all state education laws and SBE rules. The commissioner of education is responsible for ensuring all school laws and SBE rules are faithfully executed and is charged with taking corrective action when an LEA is not in compliance with state education laws and SBE rules and is not following a TDOE approved plan addressing compliance issues. All LEAs should carefully check the status of compliance with all state education laws and SBE rules prior to execution of this Compliance Report. The adherence by LEAs to some laws and rules are monitored through other data sources and all data sources will be considered when the TDOE makes final decisions regarding LEA compliance with laws and rules.

I certify that, except for those items listed in the attached document which includes a compliance plan for each item, the LEA is in compliance with all Tennessee statutes and SBE rules.

Area of Non-Compliance Form is attached: Yes No

LEA Name: Bartlett City Schools

Director of Schools Name: Dr. David A. Stephens

Director of Schools Signature: _____

Date of Board Approval: _____

Board Chair Name: Shirley Jackson

Board Chair Signature: _____



For your convenience, the following is a list of helpful links to various state education laws and SBE rules available online.

Public chapters regarding education passed during the 2018 legislative session:

https://www.tn.gov/content/dam/tn/education/legal/legal_legislative_report_2018.pdf

Current and pending SBE rules:

<https://www.tn.gov/sbe/rules--policies-and-guidance.html>

SBE frequently asked questions:

<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:

<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding applicable laws or SBE rules, please contact TDOE's General Counsel, Christy Ballard at (615)741-2921.

Areas of Noncompliance Form

| AREA(S) OF NONCOMPLIANCE: | PLAN FOR COMPLIANCE: |
|----------------------------------|-----------------------------|
| | |



2019-2020 **Proposed** Instructional Calendar - Option A

Before School Begins

July 26 & 29, 2019
 July 30-31, 2019
 August 1, 2019
 August 2, 2019
 August 5, 2019
 August 6, 2019
 August 7, 2019
 August 8, 2019
 August 9, 2019

New Teacher Induction
 Inservice Days (school-based)
 Administrative Day
 DLD (Inservice Day)
 Inservice Day (school-based)
 B Ready (Administrative Day)
 DLD (Inservice Day)
 Inservice Day (school-based)
 District-wide address, Administrative Day

| First Semester | | | | 83 Days |
|------------------------|------------------|---|-------------------------------|---------------|
| Date | Day | Event | Students | Teachers |
| August 12 | Monday | 1 st Day for Students 1 st Day 1 st Quarter | In | In |
| September 2 | Monday | Labor Day | Out | Out |
| September 12 | Thursday | Parent Conferences (2-5; 3-6; & 4-7) | In | In |
| October 11 | Friday | End of 1 st Quarter | In | In |
| October 14-18 | Monday-Friday | Fall Break | Out | Out |
| October 21 | Monday | 1 st Day 2 nd Quarter | In | In |
| November 11 | Monday | Veteran's Day | Out | Out |
| November 25-26 | Monday-Tuesday | Inservice Flex Days | Out | Flex (Out) |
| November 27-29 | Wednesday-Friday | Thanksgiving Break | Out | Out |
| December 18-20 | Wednesday-Friday | Semester Exams | In | In |
| December 20 | Friday | End of 2 nd Quarter/Admin. ½ Day | In (1/2 Day) | In (Full Day) |
| December 23- January 1 | Monday-Wednesday | Winter Break | Out | Out |
| Second Semester | | | | 92 Days |
| Date | Day | Event | Students | Teachers |
| January 2-3 | Thursday-Friday | Winter Break Inservice Flex Days | Out | Flex (Out) |
| January 6 | Monday | Students Return 1 st Day 3 rd Quarter | In | In |
| January 20 | Monday | MLK Jr. Day | Out | Out |
| February 14 | Friday | Parent Conferences (11-2; 12-3; & 1-4) | In (1/2 Day) Out (1/2 Day) | In (Full Day) |
| February 17 | Monday | President's Day | Out | Out |
| March 13 | Friday | End of 3 rd Quarter | In | In |
| March 16-20 | Monday-Friday | Spring Break | Out | Out |
| March 23 | Monday | 1 st Day 4 th Quarter | In | In |
| April 10 | Friday | Good Friday | Out | Out |
| May 20-22 | Wednesday-Friday | Semester Exams | In | In |
| May 22 | Friday | End of 4th Quarter/Admin. ½ Day | In (1/2 Day) | In (Full Day) |

175 Instructional Days

Q 1=44 Days
 Q 2=39 Days
(S 1=83 Days)
 Q 3=48 Days
 Q 4=44 Days
(S 2=92 Days)

Inservice

July 30 (1)
 July 31 (1)
 August 1 (.5)
 August 2 (.5)
 August 5 (1)
 August 7 (1)

=====

5 Days

PD Days

August 8 (1)
 November 25 (1)
 November 26 (1)
 January 2 (1)
 January 3 (1)

=====

5 Days

Admin

August 1 (.5)
 August 2 (.5)
 August 6 (1)
 August 9 (1)
 December 20 (.5)
 May 22 (.5)

=====

4 Days

Conference

September 12 (.5)
 February 14 (.5)

=====

1 Day

Proposed 10-25-18

POLICY 1033: School Board Records

The Superintendent shall maintain all District records required by law, regulation, and Board policy and shall permit inspection of such records in accordance with Tennessee law and this policy.

Any citizen of Tennessee may make a request to inspect or receive copies of District records by submitting such request to the following public records request coordinator: Superintendent, Bartlett City Schools, ~~575650 Woodlawn Stage Road Street~~, Bartlett, Tennessee 38134, ~~(901) 202-0855 ext. #2222, supt@bartlettschools.org~~. The Superintendent shall be authorized to permit inspection or duplication of all District records, except information deemed confidential by law. Confidential information may include, but shall not be limited to, student records, attorney work product, attorney/client privileged documents, security related information, teacher evaluation records, confidential employee records, devices or equipment used in creating or storing public records, and other personally identifying information.

Requests for Inspection or Copying of District Records

All public records requests should be directed to the Superintendent and must be accompanied by proof of citizenship. Requests to inspect District records may be made orally or in writing, should be directed to the Superintendent and must be accompanied by proof of citizenship. Requests to receive copies of ~~District r~~Records must be submitted in writing on the Inspection/Duplication of Records Request Form and accompanied by proof of citizenship. The Superintendent shall send all requests to inspect or copy District records to BCS's General Counsel for review and response.

Before producing a record for inspection or copying, all confidential information shall be redacted. As provided by state law, Bartlett City Schools is not responsible for sorting through files to compile information or creating a record that does not exist. Any request for inspection or copying of a public record shall be sufficiently detailed to enable the Superintendent to identify the specific records for inspection and copying.

The District shall make available for inspection any public record not specifically exempt from disclosure as promptly as possible, but always in accordance with the timeframes established under T.C.A. §10-7-503(2)(B). If the records cannot be made available promptly, the BCS General Counsel shall:

1. Provide the records within seven (7) business days;
2. Deny the request in writing including the basis for the denial; or
3. Furnish the requestor with a time reasonably necessary to produce the records.

Schedule of Reasonable Charges

A person who has the right to inspect or receive copies of a record may do so subject to the payment of reasonable cost in advance.¹ Requestors shall be provided an estimate of copy and/or duplication charges prior to production, and such charges must be paid in advance to the BCS Central Office by cash or certified funds. The Board adopts all copy charges as outlined in the Office of Open Records Counsel's Schedule of Reasonable Charges located at

¹ T.C.A. §10-7-503

<https://www.comptroller.tn.gov/openrecords/forms.asp>. These charges include a per page charge of 15 cents (\$0.15) for black and white copies and 50 cents (\$0.50) for color copies of standard 8 1/2" x 11" or 8 1/2" x 14" documents.

No fee shall be assessed for the inspection of records. However, in producing records for inspection, the District shall charge a labor fee for production time exceeding a one (1) hour labor threshold.

When the total number of requests made by a requestor within a calendar month exceeds four (4), but the time to produce the record requested each time is less than the one (1) hour threshold necessary to charge a reasonable fee, the District shall also charge a fee for any and all labor reasonably necessary to produce the copies of the requested records after notifying the requestor of this policy.

~~Copy and/or duplication charges must be paid in advance to the BCS Central Office by cash or certified funds. The Board adopts all copy charges as outlined in the Office of Open Records Counsel's Schedule of Reasonable Charges.~~

In calculating the charge for labor, BCS shall determine the number of hours each employee spent producing a request. The Records Custodian shall then subtract the one (1) hour labor threshold from the number of hours the highest paid employee(s) spent producing the request. BCS will then multiply the total number of hours to be charged for the labor of each employee by that employee's hourly wage. Finally, BCS will add together the total cost for all the employees involved in the request and submit this total to the requestor.

POLICY 2004: Bonded Employees

The Superintendent and all other employees who handle school money in the amount of \$2,500 or more annually shall be bonded in order to indemnify the school system against the loss of any funds.¹ In determining the amount of the bond, the Board shall consider the total amount of money and/or property handled in each school.²

The following BCS positions shall be bonded in the amount of \$50,000:

Cafeteria Managers
Finance Clerks;
Accountants;
Finance Supervisor; and
Payroll Supervisor

The following BCS employees shall be bonded in the amount of \$100,000:

Superintendent;
Principals;
Financial Secretaries;

~~The amount of the bond shall be prescribed by the Board.~~ BCS Chief Financial Officer shall be bonded in an amount, in the form and be conditioned as prescribed by law for county trustees.³
~~In determining the amount of the bond, the Board shall consider the total amount of money and/or property handled in each school.~~⁴

¹ ~~T.C.A. §8-19-101, 102, 103;~~ T.C.A. §49-2-110(a)(1)

² Tennessee Internal School Uniform Accounting Policy Manual; Section 4-21

³ T.C.A. §49-3-315;

⁴ ~~Tennessee Internal School Uniform Accounting Policy Manual; Section 4-21~~