

BARTLETT CITY BOARD OF EDUCATION BOARD MEETING

AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134

September 26, 2019
7:00 PM

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
 - A. Official Business of the Day
- IV. SPECIAL PRESENTATIONS
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. August 22, 2019 Business Meeting Minutes
- VIII. REPORTS
 - A. Chairman's Report
 - B. Superintendent's Report
 - C. General Counsel's Report
 - D. Tennessee Legislative Network (TLN) Representative Report
 - E. Financial Report
- IX. UNFINISHED BOARD BUSINESS
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. Memorandum of Understanding (MOU) Between Bartlett City Board of Education and the Bartlett Police Department for School Resource Officers
 - 2. Second Renewal of Memorandum of Agreement Between Shelby County Government and Bartlett City Schools for Public Health School - Based Dental Prevention Program for Children
 - 3. Safe Schools Grant
 - 4. Approval of the 2019-2020 Disciplinary Hearing Authority (DHA) Members
 - 5. Policy 1008 Agendas REVISED FIRST READING
 - 6. Policy 3018 Student Transportation Management REVISED FIRST READING
 - 7. Policy 4011 Credit for Prior Courses RECENSION FIRST READING
 - 8. Policy 6039 Bus Safety and Conduct REVISED FIRST READING
 - 9. BCS School Support Organizations for Board Approval
- XI. ADJOURNMENT

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

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**August 22, 2019
7:00 PM**

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 Cook 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. Bryan Woodruff

SPECIAL PRESENTATIONS

No Special Presentations.

PUBLIC COMMENT

No public comment.

APPROVAL OF AGENDA

Mr. Bryan Woodruff made the motion to approve the agenda. Mrs. Shirley Jackson seconded the motion. With all ayes, the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

July 25, 2019 Board Business Meeting Minutes

The approval of the July 25, 2019 Business Meeting Minutes passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry. With all ayes, the Minutes were approved.

REPORTS

Chairman's Report

Chairman Cook provided the Board with these updates:

July 29: Met with Amy O'Bryan at Elmore Park Middle School to review my speech for the System Wide Address.

July 31: Dr. Stephens and I met with Mayor McDonald and Mark Brown to discuss the

process to fill the upcoming vacancy on the school Board; we also discussed the parking situation at the high school.

August 7: Reviewed and approved the FY20 Budget in ePlan.

August 9: System Wide Address

August 1-14: Had several phone conversations with potential school board candidates who reached out to me to discuss what it's like to be on the school Board.

Update on the interview schedules for the vacancy on the Board:

Monday, August 26th 5:30 - 8:00 p.m. 10 candidates

Tuesday, August 27th 5:30 - 6:45 p.m. 5 candidates

Superintendent's Report

Superintendent Stephens provided the Board with these updates:

- We had a great start to the school year. Tremendous amount of work to get BHS ready for the school year. Special thanks to our Operations Department for working 7 days a week to make sure the school was ready.
- Enrollment is at 8,896 that is 96.76% of projection (last year 96.8%). We are enrolling students daily and we will have our next count Monday. This year and last year we were projected around 9,000 students.
- All positions are filled except for a new position that we need at Bon Lin Middle School. We moved one teacher from Bartlett Elementary to Oak Elementary based on K enrollment. We added one teacher to Rivercrest and one teacher at Ellendale. Growth positions in the budget.
- Proud of our Reward Schools! The District Designation was Advancing (Second Highest). The district average was 3.0 and we needed to be 3.1 to be Exemplary. Missed by one tenth of a point.
 - Altruria Elementary
 - Bartlett Elementary
 - Bon Lin Elementary
 - Oak Elementary
 - Rivercrest Elementary
 - Bartlett High and Academy
- Had individual meeting with each principal this week to look at school data and inquire on how the start of school went. All were pleased with the first week!
- Commissioner of Education Schwinn stopped by Oak Elementary on B Ready day. This was a good visit.
- Getting ready for the first football game tomorrow night at BHS. Ticket gates, restrooms and concessions are all on the North side of the stadium.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

Mrs. Jackson stated that she recently attended the NE Shelby Republican Meeting on Monday. She was able to talk with Senator Rose and Representative Leatherwood.

Financial Report

The July 2019-20 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

No unfinished Board Business.

BOARD ACTION ITEMS

New Board Business

School Support Organizations (SSO) for approval

The following School Support Organizations passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

1. Altruria Elementary PTO
2. Appling Middle Chorus
3. Appling Middle PTO
4. Bartlett High Basketball Boys
5. Bartlett High Girls Lacrosse
6. Bartlett High PTSA
7. Bartlett Bowlers Parents Association
8. Bartlett High Cross Country Boys
9. Bartlett High Marching Band
10. Bartlett High Basketball Girls
11. Bartlett High Girls Soccer

12. Bartlett High Home Run
13. Bartlett High Softball Booster Club
14. Bartlett High Theatre and Forensics
15. Bartlett High Touchdown Club
16. Bartlett High Volleyball
17. Bartlett High Wrestling
18. Bon Lin Middle Band
19. Bon Lin Middle PTSA
20. Ellendale PTO
21. Elmore Park Middle Volleyball
22. Oak Elementary PTO

BHS Re-Roofing Project Bid #FY20002

The BHS ReRoof Bid #FY20002 awarded to Jessie Bryant Roofing in the amount of \$118,300 passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

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

Resolution 7-1 to Approve the Planned Use of General Fund Balance and to Amend the General Fund and Education Capital Project Fund

Resolution 7-1 to Approve the Planned Use of General Fund Balance and to Amend the General Fund and Education Capital Project Fund passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS 2019-2020 Emergency Operations Plan Annual Approval

BCS 2019-2020 Emergency Operations Plan Annual Approval passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

2019-2020 SAVE Act Assurances

2019-2020 SAVE Act Assurances passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

ADJOURNMENT

The meeting adjourned at 7:30 p.m.

David M. Cook II, Chairman

Dr. David A. Stephens, Superintendent

The following individuals are recommended as members of the Disciplinary Hearing Authority (DHA) for the 2019-2020 school year.

Dr. Korrie White (Director of Student Services)
Gina Bennett (Human Resources Supervisor)
Dr. Momodou Keita (Student Services Supervisor)
Mark Stephens (Student Services Supervisor)

POLICY 1008: Agendas

Board Regular Business Meetings and Work Sessions

The Executive Committee shall prepare all Board agendas. ~~Regular Business Meeting and Work Session agendas of the Board.~~ Any Board Member may place items on the agenda for discussion by submitting such items and supporting documentation, if any, to the Board Secretary at least seventeen (17) calendar days before the regular business meeting.

Regular Business Meeting Planning/Submission Schedule

1. Development of Regular Business Meeting Agenda (at least fourteen (14) calendar days before the Regular Business Meeting)
 - a. The order of business for Regular Business Meetings shall be set out in the agenda accompanying the Board meeting notice. The Executive Committee of the Board shall be responsible for developing the agenda for each Board meeting at least fourteen (14) calendar days before the Regular Business Meeting.
 - b. Board Member agenda items that advanced through BWS may not be removed from the agenda without that Board Member's permission.
 - c. If any item of business placed on the agenda by a Board Member or Superintendent was not on the BWS agenda, it may be added during the Regular Business Meeting by a two-thirds (2/3) vote of the Members present and voting, or by action of the Executive Committee prior to issuance of the Regular Business Meeting agenda.
 - d. Any Board Member or the Superintendent may add non-business items (items not requiring Board action) to the agenda at the Regular Board Meeting prior to approval of the agenda.
2. Submission Deadline for Regular Business Meeting Agenda Items at least seventeen (17) calendar days before the Regular Business Meeting
 - a. Agenda items submitted for the Regular Business Meeting agenda are due in final format to the Board Chairman and/or Superintendent (or designee) at least seventeen (17) calendar days before the Regular Business Meeting.
 - a.b. Agenda items approved for the Regular Business Meeting during BWS are due in final format to the Board Chairman and/or Superintendent (or designee) at least five (5) calendar days before the Regular Business Meeting, except where otherwise provided.
3. Distribution of Regular Business Meeting and Board Work Session Agendas
 - a. The Executive Committee (or designee) shall approve the BWS and Regular Business Meeting agendas prior to distribution.
 - b. The Regular Business Meeting agendas shall be distributed to Board Members at least fourteen (14) calendar days in advance of the Regular Business Meeting, if possible.
 - c. The Board Work Session agendas shall be distributed to the Board Members at least three (3) calendar days in advance of the called Work Session.
4. Posting of Regular Business Meeting and Board Work Session Agendas (at least three (3) calendar days before the meeting)
 - a. The Executive Committee (or designee) shall approve the Board Work Session and Regular Business Meeting agendas prior to posting. All Board Work Session and

Regular Business Meeting agendas shall be made available to the news media, members of the community, staff, and student organizations at least three (3) days in advance of the scheduled Board Work Session/Regular Business Meeting, if possible.

Order of Business

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

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

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

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

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

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda

5. Chairman's Report
6. Superintendent's Report
7. Staff Action Items
8. Board Items
9. Adjournment

Special Called Meetings

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

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

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

POLICY 3018: Student Transportation Management

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. Students shall not be in transit to and from school more than one and one-half (1 1/2) hours each way. 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 operated in accordance with State and Federal law, 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. The results of such annual physical and mental examination, drug screen, and background check shall be submitted to the Superintendent or his/her designee.
- g) Each school bus driver must possess the proper license with school bus and passenger endorsements in the appropriate vehicle class.
- h) Each contractor shall participate fully in the complaint process and recordkeeping requirements as outlined below.

Transportation Related Complaints

¹ T.C.A. §49-6-2109; TRR/MS 0520-1-5

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

Use of Video Cameras and Related Video Footage

Video cameras may be used to monitor student behavior on vehicles transporting students to and from school or extracurricular activities.

The District shall keep all video recording of students, if any, confidential and shall at all times comply with T.C.A. §10-7-504, the Family Educational Rights and Privacy Act (20 U.S.C. §1232(g)), and other relevant state and federal privacy laws related to video recordings.

Parents or guardians who wish to view video footage collected from school buses, if any, shall contact the BCS Transportation Supervisor with the basis of such request. Video footage shall be viewed consistent with the terms of T.C.A. §49-6-2119 and under the supervision of the BCS Transportation Supervisor.

Video footage collected from school buses, if any, shall be maintained for ten (10) calendar days.

Bartlett City Board of Education		4011
Descriptor Term: CREDIT FOR PRIOR COURSES	Descriptor Code: Instructional Services	Issue Date: 06/23/2014
	Rescinds:	Revised:

1 Students enrolled in grades 9-12 who have taken the equivalent of a high school level
2 course in middle school may earn high school credit for graduation,¹ except in American
3 History², under the following guidelines:

- 4 1. Students shall be given the same comprehensive examination for the course as
5 required for students in grades nine (9) through twelve (12) who earn credit for
6 graduation;
- 7 2. The examination shall provide evidence that a student has mastered all of the
8 terminal objectives in the applicable curriculum framework adopted by the State
9 Board of Education and shall be scored and graded on the same scale as for
10 students who are enrolled in the course;
- 11 3. Students must have earned a grade of “B” or better in the course in order to qualify
12 to take the examination; and
- 13 4. Students must score a “B” or better on the examination in order to receive credit
14 toward high school graduation.

15 The Superintendent or his/her designee shall develop procedures for:

- 16 1. Making application for credit;
- 17 2. Administering and scoring the examination; and
- 18 3. Record keeping to ensure that proper credit is given.

¹ TRR/MS 0520-01-03.06(2)(b)(2)

² T.C.A. §49-6-1202

POLICY 6039: Bus Safety and Conduct

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus.¹

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed.²

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Students must ride their bus determined by the student's address of record. Additionally, students are not permitted to exit at a point other than the student's regular bus stop, unless they- provide a signed note from the parent or guardian informing of the change in the student's bus stop for the day have been granted a waiver. The school shall be advised as soon as possible, but no later than the end of the route, of any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's regular bus stop or authorized stop for that route.

USE OF VIDEO CAMERAS

Video cameras may be used to monitor student behavior on ~~school~~ vehicles transporting students to and from school or extracurricular activities. Video surveillance, if any, shall be used only to promote the order, safety, and security of students, staff and property.

Students in violation of bus conduct rules ~~shall~~will be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The District shall keep all video recording of students, if any, confidential and shall at all times comply with ~~all applicable state and federal laws related to video recordings when such recordings are considered as part of the student's education and behavioral record as determined by the district and in accordance with the law~~T.C.A. §10-7-504, the Family Educational Rights and Privacy Act (20 U.S.C. §1232(g)), and other relevant state and federal privacy laws.

¹ T.C.A. §49-6-2008

² T.C.A. §49-6-2118

~~Video surveillance shall be used only to promote the order, safety and security of students, staff and property.~~

Any parent or guardian wishing to view video footage collected from school buses, if any, shall contact the BCS Transportation Supervisor with the basis of such request in accordance with Policy 3018: Student Transportation Management.

~~The Superintendent is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board policies.~~