

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING AGENDA

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

**June 26, 2025
6:00 PM**

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
 - A. Official Business of the Day
- IV. SPECIAL PRESENTATIONS
 - A. 2024-2025 Superintendent's Evaluation
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. May 22, 2025 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
 - A. SECOND READING REVISED Policy 5003: Application and Employment
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. Election of Chairman
 - 2. Election of Vice-Chairman
 - 3. Election of Tennessee Legislative Network Representative (TLN)
 - 4. FIRST READING REVISED Policy 4012: Course Recovery
 - 5. FIRST READING REVISED Policy 4035: Testing Programs
 - 6. Bartlett City Schools Attendance Plan for Truancy
 - 7. Uncollectible Cafeteria Charges
 - 8. Resolution 12-10 Budget Amendment
 - B. Consent Agenda
 - 1. ACES-TN Contract
 - 2. Advance Therapy Services Contract
 - 3. Allied Instructional Services Contract
 - 4. Family to Family Adult Care Services Contract
 - 5. Professional Audiological Services, Inc. Contract
 - 6. Stellar Therapy Services, LLC, Contract

7. Memorandum of Understanding (MOU) Between Southern College of Optometry and Bartlett City Board of Education
8. Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education
9. Renewal Letter of Intent (LOI) Non-Food Bid#FY231008 – Sysco Memphis LLC
10. Renewal Letter of Intent (LOI) Non-Food Bid#FY231008 – American Paper and Twine
11. Renewal Letter of Intent (LOI) Fresh Bread Products Bid#FY230007 – Bimbo Bakeries USA

XI. ADJOURNMENT

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

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

**May 22, 2025
6:00 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 6:00 p.m. The following Board Members were present:

Ms. Erin Berry
Mr. David Cook
Mrs. Shirley Jackson
Mr. Brad Ratliff
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

BCS is proud to announce that five of our outstanding students have been recognized at the national level in the 2024 Scholastic Art & Writing Awards, earning both Silver and Gold Medals!

The Photography program started 7 years ago. In that short time, the program soared, winning 152 Gold Keys and 330 Silver Keys in Scholastic. Bartlett High School now wins more art awards than any other school in the region. Our Gold Medalists have been invited to attend the national ceremony at Carnegie Hall in New York City this June, a once-in-a-lifetime opportunity to be recognized on one of the biggest stages in the country! In these 7 years, we have also won 16 *National Awards* including these from the following students:

MiAngel Temple 9th grade - National Silver Medal

MiAngel has a natural gift for the arts. In her freshman year, she won a Gold Key in photography, and that image has received National Silver. MiAngel will be taking Advanced photography next year as a sophomore, and we can expect to see even more award-winning work from her in the future.

Lina Taboada 12th grade - National Silver Medal

Lina Taboada is a stand-out student. She excels in everything she does including photography, and she was a member of the Photography club leadership team. Lina won Scholastic awards in photography in her junior year, but in her senior year she won more awards in one year than any student in Bartlett history. Lina just graduated from BHS and is heading off to UT Knoxville. We are so proud of Lina.

Abigail Williams 9th grade - National GOLD medal

When Mrs. Tutor saw Abigail's photography at the beginning of her freshmen year, she knew she had an award winner in her midst. Abby's photograph of a bear at the zoo is incredible, and as predicted, it earned her a Gold Key in Scholastic. That photograph went to the National competition, and she received a National Gold medal. Abigail and her family will travel to New York City for the award ceremony in June.

Megan Garrett 10th grade - National GOLD medal

Megan is an artist in every sense of the word. She is an award-winning dancer and has been accepted into this year's Governors School for dance. Megan is also an incredible visual artist and photographer and is a member of the Photography club leadership team. We are so proud to see so much talent in one young lady.

Sarah Gilmer 9th grade - National GOLD medal

Mrs. Tutor and Sarah Gilmer go way back. Mrs. Tutor was Sarah's Kindergarten teacher. Sarah took Photography this year at the Academy and due to her outstanding work ethic, was selected to join the leadership team for the photography club. Mrs. Tutor was not surprised to see outstanding work from Sarah, as her older sister is an outstanding artist and BHS alum, but a National Gold Medal as a freshman is simply unprecedented. We anticipate more award-winning work from Sarah in the future.

PUBLIC COMMENT

No public comment.

APPROVAL OF AGENDA

Amend the agenda to add items 4, 5, 7, 10, 11, 12, 13, 14, 15 to the Consent Agenda passed with a motion by Mr. Bryan Woodruff and a second by Mr. Brad Ratliff.

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

Approval of the amended agenda 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. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

April 24, 2025 Business Meeting Minutes

The April 24, 2025 Business Meeting Minutes passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry. With all ayes, the Meeting Minutes were approved.

REPORTS

Chairman's Report

Chairman Cook reported that it has been a slow month. He did attend the BHS Graduation Ceremony on May 12th along with other Board Members. It is impressive that graduating, possibly the largest class for BHS, was completed in less than an hour and twenty minutes.

Superintendent's Report

Superintendent Stephens updated the Board Members:

- Congratulations to all our teachers, administrators and students on a successful conclusion to the 24-25 school year
- Congratulations to Brennan Harrison on being selected as the new principal at Altruria Elementary and Dr. Lora Filsinger, our new Human Resources Director.
- We will begin summer hours next week and will be closed on Fridays.
- The BCS budget has passed the City on first reading and will be up for two more readings. The last reading will be June 10th.
- Mark your calendars for our annual end-of-year picnic on Thursday, May 29th, at 11:30 at the pavilion at Freeman Park.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

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

UNFINISHED BOARD BUSINESS

No Unfinished Board Business.

BOARD ACTION ITEMS

Consent Agenda

4. Behavior Services of the Mid-South Contract

5. Carrier of Student Insurance

7. Real Nurses, LLC MOU

10. Letter of Intent (LOI) Par-Cou Janitorial Services Renewal RFP#FY22006

11. Letter of Intent (LOI) SKB Facilities and Maintenance Renewal (Administration Offices Cleaning Services) RFP #FY24015

12. Letter of Intent (LOI) Hiland Dairy Renewal (ice cream novelty products) RFP# FY22015

13. Letter of Intent (LOI) Hiland Dairy Renewal (milk and dairy products) RFP #FY22016

14. Letter of Intent (LOI) Sysco Memphis LLC Renewal (food products) RFP# FY23014

15. Letter of Intent (LOI) Forestwood Farm, Inc. Renewal (fresh produce) Bid #FY22014

The Consent Agenda passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

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

New Board Business

FY2024 Consolidated Application for IDEA/ESEA Funding for 2025-2026

The FY2024 Consolidated Application for IDEA/ESEA Funding for 2025-2026 passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

2025-2026 BCS Differentiated Pay Plan

The 2025-2026 BCS Differentiated Pay Plan passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

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

2025-2026 BCS Teacher Pay Scales

The 2025-2026 BCS Teacher Pay Scales passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

Apple Lease MOU

The Apple Lease MOU passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

Annual Inspection of Fire Alarm Systems Bid #FY25008

The Annual Inspection of Fire Alarm Systems Bid #FY25008 awarded to Torry Low Voltage in the amount of \$32,030.00 passed with a motion by Mr. Bryan Woodruff and a second by Mr. Brad Ratliff.

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

Waste Removal Bid #FY25004

The Waste Removal Bid #FY25004 awarded to Republic Services in the amount of \$7,014.63 monthly passed with a motion by Mr. Brad Ratliff and a second by Mr. Bryan Woodruff.

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

Design Contract for BHS Practice Facility

The Design Contract for BHS Practice Facility 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. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

FIRST READING REVISED Policy 5003: Application and Employment

The First Reading of Revised Policy 5003: Application and Employment passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

2024-2025 Superintendent Evaluation Instrument

The 2024-2025 Superintendent Evaluation Instrument passed with a motion by Mr. Brad Ratliff and a second by Mr. Bryan Woodruff.

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

Resolution 12-9 Budget Amendment

Resolution 12-9 Budget Amendment 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. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Emergency Operations Plan

The Emergency Operations Plan 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. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

ADJOURNMENT

The meeting adjourned at 6:30 p.m.

David M. Cook II, Chairman

Dr. David A. Stephens, Superintendent

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 is an equal opportunity employer. Bartlett City Schools does not discriminate
2 in employment, ~~or recruitment, or advancement~~ practices, and all qualified applicants will receive
3 consideration without regard to on the basis of race, color, national origin, religion, sex, age, ~~or~~
4 disability, genetics, or veteran status in compliance with state and federal law.¹ ~~Opportunity for~~
5 ~~employment, as well as continuation and advancement in employment, shall be afforded equally~~
6 ~~to members of all races, creeds, genders, religions, national origins, and individuals with~~
7 ~~disabilities with regard only for qualifications for the position in question.~~

8 **Application**

9 An individual desiring a position with the Board shall make application to the Superintendent on
10 forms developed by ~~his/her office~~ BCS. To ensure the safety and welfare of students and staff, the
11 BCS Department of Human Resources shall require that each applicant, prior to
12 ~~employment performing any work or service on behalf of BCS,~~ and at least every five (5) years
13 thereafter, ~~must applicants to and employees holding teaching positions or any other position~~
14 ~~requiring proximity to children shall submit to a fingerprint sample and pass a criminal history~~
15 ~~background check conducted by the TBI and FBI-, receive a satisfactory TBI/FBI background~~
16 ~~check, and agree to enroll in the RAP Back Program, if certificated or applying for a position~~
17 ~~requiring proximity to children criminal history background check and fingerprinting.~~² This
18 requirement further extends to all applicants for athletic coaching positions and volunteers whose
19 activities are of the type and/or frequency that give rise to individual proximity to children.³ Hiring
20 decisions are contingent upon satisfactory results of such checks.

21 Knowingly falsifying information shall be sufficient grounds for termination of employment and
22 shall also constitute a Class A misdemeanor which must be reported for prosecution.⁴

23 Any costs incurred to perform the TBI/FBI background check in conducting a background check
24 and fingerprinting shall be paid by the applicant upon hiring.⁵ The cost for enrollment in the RAP
25 Back Program shall be paid by BCS.⁶

26 Certified Employees

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

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); T.C.A. §49-5-413(a)

³ T.C.A. §49-5-413(g)

⁴ T.C.A. §49-5-406(a)(2)(A)

⁵ T.C.A. §49-5-413(c)

⁶ T.C.A. §49-5-413

1 Teacher applicants who are employed by another school district at the time of application to
2 BCS must provide a written resignation to the school district at which they are presently
3 employed at least thirty (30) days prior to the beginning date of employment with BCS; provided
4 that if BCS receives notice from the applicant's previous employer that the thirty (30) day notice
5 is being waived, BCS will consider the application.

6 No person shall be employed:

- 7 1. Who does not hold a valid license or permit to teach from the State Board of Education⁷
8 and the appropriate highly qualified status, if required;
- 9 2. Who does not present a physician's certificate showing a satisfactory health record or has
10 any contagious or communicable disease in such form that might endanger the health of
11 school children;⁸
- 12 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of
13 Tennessee and of the United States of America;⁹
- 14 4. Who fails to make a full and accurate disclosure of any prior criminal record or any prior
15 dismissals from employment for cause, or who resigned prior employment in lieu of being
16 terminated;
- 17 5. Who does not receive a satisfactory TBI/FBI background check and agree to enroll in the
18 RAP Back Program; or
- 19 6. Who has not complied with the Immigration Reform and Control Act of 1986.

20 Classified Employees

21 No person shall be employed:

- 22 1. Who ~~does not present a physician's certificate showing a satisfactory health record or~~ has
23 any contagious or communicable disease in such form that might endanger the health of
24 school children;
- 25 2. Who has not complied with the Immigration Reform and Control Act of 1986;¹⁰
- 26 3. Who fails to make a full and accurate disclosure of any prior criminal record or any prior
27 dismissals from employment for cause, or who resigned prior employment in lieu of being
28 terminated; or
- 29 4. Who does not receive a satisfactory TBI/FBI background check.;

30 Pre-Employment Physicals

31 After an offer of employment has been made to an applicant and prior to the commencement of
32 employment duties, each employee shall present a Physician's Certificate showing a satisfactory
33 health record.

34 **Employment**

35 The Department of Human Resources shall check references of all applicants. After checking
36 references and receiving written recommendations, the Superintendent or designee shall hire and
37 assign qualified applicants.

38 Initial Employment

39 Upon initial employment, the Superintendent shall notify such person, in writing, of the offer and
40 conditions of employment. Upon receipt of employment notification, such person shall accept or
41 reject, in writing, the offered employment within the timeline established by state law.¹¹have

⁷ T.C.A. §49-5-403; T.C.A. §49-5-101

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. §49-5-406(b)

~~fourteen (14) days to accept or reject, in writing, the offered employment. From the date of the written acceptance, such person is considered to be under employment with the Board and is subject to all rights, privileges and duties.~~

Certified Employees

After checking references and receiving written recommendations, the Superintendent shall hire and assign qualified applicants.¹²

Classified Employees

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

Self-Reporting While Employed

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

RAP Back Program¹³

Enrollment in the RAP Back Program is a condition of employment for all certified BCS employees. BCS employees employed prior to September 1, 2024 shall enroll in the RAP Back Program upon reaching their five (5) year recertification period. By enrolling in the RAP Back Program, BCS is notified of each employee's criminal and arrest record on an ongoing basis. If, during the course of employment, BCS is notified of an employee's unsatisfactory criminal history, then the employee shall be terminated.

Prohibition Against Assisting School Employees, Contractors, or Agents in Obtaining Employment¹⁴

Except as provided below, other than the routine transmission of administrative and personnel files, BCS employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the employee knows, or has probable cause to believe, that the person seeking a job change engaged in sexual misconduct regarding a minor or student.

This prohibition shall not apply if:

1. The information giving rise to probable cause to believe sexual misconduct has occurred has been reported to the appropriate law enforcement agency; and
2. The matter has been officially closed in one (1) of the following ways:
 - A. The prosecutor or police have investigated the allegations and notified school officials that there is insufficient information to establish probable cause; or
 - B. The employee, contractor, or agent has been charged and either acquitted or exonerated; or
 - C. The case remains open and there have been no charges or indictment filed within four (4) years of the date the information was reported to the law enforcement agency.

¹² T.C.A. §49-2-301(b)(1)(J)(L)(EE); T.C.A. §49-2-303(b)(3)

¹³ T.C.A. §49-5-413

¹⁴ 20 U.S.C. §7926; T.C.A. §49-2-131

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

Bartlett City Board of Education		4012
Descriptor Term: COURSE RECOVERY	Descriptor Code: Instructional Services	Issue Date: 06/23/2014
	Rescinds:	Revised: 08/25/2016 08/26/2021

1 Course Recovery is a course-specific, skill-based extended learning program for students who
2 have previously been unsuccessful in mastering content or skills required to receive course credit
3 or earn promotion. Course Recovery is designed to provide students an opportunity to recoup
4 credit needed for graduation. Bartlett City Schools provides Course Recovery as self-paced
5 online courses that meet the Tennessee Standards for course credit.

6 Student Eligibility

7 In order to be eligible for course recovery, students must meet all of the following criteria:

- 8
- 9 1. Student is repeating a failed course with a minimum average of 50%
- 10 2. Student is deficient in credit to progress to the next grade level, or to graduate on time and
- 11 cannot obtain said credits during the regular school day during the school year.
- 12 3. Student has not been classified as Truant (10 unexcused absences or 15 total absences)
- 13 during the current term.
- 14 4. The student's parent or legal guardian has provided written consent for the student to
- 15 enroll in the proposed credit recovery course.

16 Instruction

- 17 1. Teachers of record shall be endorsed and certified in any content area(s) for which they
- 18 teach or otherwise facilitate credit recovery courses.
- 19 2. Teachers of record must work closely with credit recovery facilitators on class content and
- 20 instruction.
- 21 3. The Superintendent or his/her designee shall ensure that all credit recovery facilitators
- 22 receive training specific to the credit recovery course, online instruction management, and
- 23 related technology.
- 24 4. The Superintendent or his/her designee shall ensure that all credit recovery courses:
- 25 A. Align with Tennessee Standards for the relevant course content area, as approved by
- 26 the State Board of Education; and
- 27 B. Differentiate instruction to address individual student growth needs based on diagnostic
- 28 assessments or end of course data

29 Requirements/Procedures

- 30 1. Tuition, not to exceed the current tuition amount of summer school, may be charged for
- 31 Course Recovery offered outside the school day.
- 32 2. Students shall be allowed no more than two (2) absences from sessions (absences during
- 33 the summer will require "make-up" time.)
- 34 3. Students shall maintain appropriate conduct during session time, including adequate
- 35 progress toward completion.
- 36 4. Students will receive no more than three (3) attempts to pass any single test.

- 1 5. Course Recovery may only be taken at the student's base school during the school year.
- 2 6. Any course taken through Course Recovery will be honored across Bartlett City Schools.
- 3 This includes transfers prior to completion of the course.¹
- 4 7. Successful completion of Course Recovery will be recorded as an additional entry on the
- 5 transcript with a ~~70~~ 60 being listed as the semester average with a Course Recovery
- 6 designation. The original failing grade will remain on the transcript.
- 7 8. Course Recovery priority for available seats will be given to seniors needing course credit
- 8 to graduate.

¹ T.C.A. §49-6-601

Bartlett City Board of Education		4035
Descriptor Term: TESTING PROGRAMS	Descriptor Code: Instructional Services	Issue Date: 05/25/2023
	Rescinds:	Revised:

1 **General**

2 The Board shall provide for a system-wide testing program which shall be periodically
3 reviewed and evaluated. The purpose of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5 2. Determine the progress of students;
- 6 3. Assess the effectiveness of the instructional program and student learning;
- 7 4. Aid in counseling and guiding students in planning future education and other
8 endeavors;
- 9 5. Analyze the improvements needed in each instructional area;
- 10 6. Assist in the screening of students with learning difficulties;¹
- 11 7. Assist in placing students in remedial programs;
- 12 8. Provide information for college entrance and placement, and
- 13 9. Assist in educational research by providing data;²

14 The Superintendent shall be responsible for planning and implementing the program
15 which includes:

- 16 1. Determining specific purposes for each test;
- 17 2. Selecting the appropriate test to be given;
- 18 3. Establishing procedures for administering the tests;
- 19 4. Making provisions for interpreting and disseminating the results;
- 20 5. Maintaining testing information in a consistent and confidential manner; and
- 21 6. Ensuring that results are obtained as quickly as possible, especially when
22 placement in a special learning program might be necessary.

23 State-mandated student testing programs shall be undertaken in accordance with
24 procedures published by the State Department of Education.³

25 **WEIGHTING TCAP SCORES**

26 The weight of student scores on the Tennessee Comprehensive Assessment Program
27 (TCAP) grades three through five (3-5) shall comprise the minimum percentage of the
28 students' final grade average as permitted by law in the subject areas of mathematics,
29 reading/language arts, science, and social studies. Student scores on the Tennessee
30 Comprehensive Assessment Program (TCAP) for grades six through eight (6-8) shall
31 comprise the minimum percentage of the students' final grade average as permitted by
32 law in the subject areas of mathematics, reading/language arts, science, and social

1 studies. Student scores on the Tennessee Comprehensive Assessment Program/End of
2 Course (EOC) shall comprise ~~fifteen percent (15%)~~ **five percent (5%)** of the student's final
grade average for the school year.

3 The Bartlett City School System shall use the following methodology: "Target Score
4 Methodology".

5 If Bartlett City Schools District does not receive students' TCAP scoring, including all
6 achievement tests (for grades 3-8) and End-of-Course scores (for grades 9-12), at least
7 five (5) instructional days before the end of the course, then the Superintendent may
8 exclude these scores from students' final grades.^{4, 5}

9 **INTEREST INVENTORIES AND CAREER ASSESSMENTS** ⁶

10 Interest inventories shall be made available to students in their middle school or 9th grade
11 years. Such inventories shall consist of the Kuder assessment, Myers-Briggs Type
12 Indicator personality inventory, the ASVAB, the College Board Career Finder, or other
13 interest or career inventory available to assist middle school or ninth grade students in
14 determining the students' interests and in making career decisions.

15 Career aptitude assessments shall be administered to students in grades 7 or 8 in order
16 to inform the student's high school plan of study. Upon receiving the results from these
17 assessments, the school shall provide students with information on any available career
18 and technical education opportunities offered by the District in which the student is eligible
19 to participate.

20 **TESTING INFORMATION AND PARENTAL CONSENT**

21 Any test directly concerned with measuring student ability or achievement through
22 individual or group psychological or socio-metric tests shall not be administered by or with
23 the knowledge of any employee of the system without first obtaining written consent of
24 the parent(s)/guardian(s).²

25 Results of all group tests shall be recorded on the students' permanent records and shall
26 be made available to appropriate personnel in accordance with established Board
27 policies.⁷

28 No later than July 31 of each year, the Board shall publish on its website information
29 related to state and board mandated tests that will be administered during the school
30 year. The information shall include:⁸

- 31 1. The name of the test;
- 32 2. The purpose and use of the test;
- 33 3. The grade or class in which the test will be administered;
- 34 4. The tentative date or dates that the test will be administered;
- 35 5. The time and manner in which parents and students will be notified of the results
36 of the test;

- 1 6. How parents can access the questions and answers on their student's state-
 - 2 required tests; and
 - 3 7. If a board mandated test, how the test complements and enhances student
 - 4 instruction and learning and how it serves a purpose distinct from state-required
 - 5 tests.
- 6 The testing information shall also be placed in student handbooks or other school
- 7 publications that are provided to parent(s)/guardian(s) on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education
Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board
of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education
Policy 2.102; State Board of Education Policy
2.103