

BARTLETT CITY BOARD OF EDUCATION

BARTLETT CITY BOARD OF EDUCATION

BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS

6400 STAGE ROAD, BARTLETT THURSDAY, FEBRUARY 27, 2014 7:00 PM

PO Box 341148

Bartlett, TN 38134

December 11, 2014

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

November 13, 2014 Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

Legal Report

Financial Report

BOARD ACTION ITEMS

New Board Business

Election of Chairman

The Election of Jeff Norris as Chairman for 2014-2015 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: Abstain (With Conflict), Bryan Woodruff: Aye

Election of Vice-Chairman

The Election of Bryan Woodruff as Vice-Chairman 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: Abstain (With Conflict)

Election of Tennessee Legislative Network Representative

The Election of Bryan Woodruff as the Tennessee Legislative Network Representative 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: Abstain (With Conflict)

REVISED Policy 1027 – Appeals to and Appearances Before the Board of Education - FIRST READING

The FIRST READING of REVISED Policy 1027 – Appeals to and Appearances Before the Board of Education passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

REVISED Policy 2021 – Expenses and Reimbursements - FIRST READING

The FIRST READING of REVISED Policy 2021 – Expenses and Reimbursements passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

Unfinished Board Business

NEW POLICY 1034: Charter Schools - SECOND READING

The SECOND READING of NEW POLICY 1034: Charter Schools passed with a motion by Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

NEW POLICY 3023: Crisis Management - SECOND READING

The SECOND READING of NEW POLICY 3023: Crisis Management 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

STAFF ACTION ITEMS

Memorandum of Understanding between the Bartlett City Board of Education and the Bartlett Police Department

The Memorandum of Understanding between the Bartlett City Board of Education and the Bartlett Police Department 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 Agreement between Tennessee School Boards Association
and Bartlett City Board of Education**

The Memorandum of Agreement between Tennessee School Boards Association and
Bartlett City Board of Education 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

ADJOURNMENT

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

Thursday, November 13, 2014
Bartlett City Hall - Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Superintendent Stephens said the prayer and Chairman Norris led the Pledge of Allegiance to the Flag.

CALL TO ORDER & ROLL CALL

***** Official Business of the Day *****

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

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

SPECIAL PRESENTATIONS

Superintendent Stephens recognized the Bartlett High School Varsity Volleyball Team with a final record of 40 – 8 and presented a certificate to the following:

Varsity Coach: Sherrie Walker
Assistant Coach: Jasmine Vann
JV Coach: Amber Turner
Freshman Coach: Katie Sinclair

Seniors

Lindsey Farrell
Kenzie Fields
Carol Myers
Kelsey Middleton
Mary Pat Harris

Juniors

Allison Schweizer
Reagan Creech
Melissa Hale
Jessie Isom

Sophomore

Ariel Goforth

Freshmen

Audrey Wetzel
Bailey Patton

PUBLIC COMMENT

No comments.

APPROVAL OF AGENDA

Board Member Erin Berry made the motion to approve the Agenda. Board Member David Cook seconded the motion. All Board Members responded aye and the Agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

October 23, 2014 Business Meeting Minutes

Board Member Erin Berry made the motion to approve the Minutes from the October 23, 2014 Business Meeting. Board Member Shirley Jackson seconded the motion. All Board Members responded aye and the previous Minutes were approved.

REPORTS

Chairman's Report

The TSBA Annual Conference will be held this week. Board Members Berry and Jackson, Superintendent Stephens and General Counsel Shoopman will attend.

Superintendent's Report

I met with officials from Durham today and had a good meeting. They assured us they are providing the same assurances that they made for SCS. We do have weekly meetings with Durham that have been occurring since the start of the year. We have had only one minor fender bender this year.

- They will conduct DMV checks 4 times per year;
- Increase the number of random alcohol and drug tests;
- Re-Run all background checks of current drivers;
- All background checks will be shared between Durham and the district (this has been happening).

Inclement weather team has been assembled and we are prepared to check roads in case of bad weather.

I met with David Reaves and the area superintendents regarding CIP dollars.

The roll out of our 1 to 1 initiative for our honors academy students was very successful. We have 91 students that received an iPad who are participating in this program. This pilot will help us as we look at expanding in the future.

As I am sure you have heard, Commissioner Huffman has decided to step aside and not pursue a second term as Commissioner of Education. Governor Haslam will name a replacement in the near future.

Legal Report

No report.

STAFF ACTION ITEMS

No report.

BOARD ACTION ITEMS

Unfinished Board Business

POLICY 1031: Recruitment and Selection of Superintendent - SECOND READING

Motion Passed: The SECOND READING of POLICY 1031: Recruitment and Selection of Superintendent passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

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

POLICY 1032: Superintendent Evaluation - SECOND READING

Motion Passed: The SECOND READING of POLICY 1032: Superintendent Evaluation passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

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

POLICY 1033: School Board Records - SECOND READING

Motion Passed: The SECOND READING of POLICY 1033: School Board Records passed with a motion by Mr. David Cook and a second by Mr. Bryan Woodruff.

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

POLICY 6051: Visitors to the Schools - SECOND READING

Motion Passed: The SECOND READING of POLICY 6051: Visitors to the Schools passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

New Board Business

Bartlett City Schools Textbook Committee

Motion Passed: Bartlett City Schools Textbook Committee passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Bartlett City Schools CIP Agreement with Shelby County Schools

Motion Passed: Bartlett City Schools CIP Agreement with Shelby County Schools passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

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

Bartlett City Board of Education Mission, Vision, Beliefs and Goals

Motion Passed: Bartlett City Board of Education Mission, Vision, Beliefs and Goals passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

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

Bartlett City Schools Financial Report July - October 2014-2015

The Financial Report will be presented monthly under Reports as it is not an action item.

NEW POLICY 1034: Charter Schools - FIRST READING

Motion Passed: NEW POLICY 1034: Charter Schools - FIRST READING passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

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

NEW POLICY 3023: Crisis Management - FIRST READING

Motion Passed: NEW POLICY 3023: Crisis Management - FIRST READING passed with a motion by Mr. Jeff Norris and a second by Mrs. Shirley Jackson.

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

AMENDED POLICY 5028: Vacations and Holidays - FIRST READING

Motion Passed: Suspension of Board Policy to approve on First Reading passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

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

Motion Passed: The FIRST READING of AMENDED POLICY 5028: Vacations and Holidays passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

The Chairman suspended the Board Meeting at 7:40 p.m. to go into Executive Session. The Board Meeting reconvened at 8:02 p.m.

Bartlett City Schools Crisis Management Document

Motion Passed: Bartlett City Schools Crisis Management Document passed with a motion by Mr. Jeff Norris and a second by Mr. Bryan Woodruff.

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

ADJOURNMENT

The meeting adjourned at 8:03 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent

REVISED Policy 1027 – Appeals to and Appearances Before the Board of Education

APPEALS TO THE BOARD

Unless designated by Board policy as definitive at a lower level of responsibility, aAny matter relating to the operation of the school system may be appealed to the Board. However, the Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns which have not advanced through the proper administrative procedure from the point of origin.

If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall be referred in writing to the office of the Superintendent, and the **Executive Committee**~~Board~~ shall determine whether to hear the appeal.

APPEARING BEFORE THE BOARD

Individuals wishing to appear before the Board must submit a written request with descriptive materials to the office of the Superintendent seven (7) days before the meeting. If the request is approved by the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized at the beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda.

The Chair may recognize individuals not on the agenda for remarks to the Board if it is determined that such is in the public interest.

If an individual wishes to address the Board, he/she may sign up on the Public Comment Card/Form provided before the beginning of a Board meeting. Organizations must select only one individual to speak on their behalf unless otherwise determined by the Board. Individuals addressing the Board shall adhere to all provisions set forth in Board Policy 1009 – Public Participation at Board Meetings.

Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office of the Superintendent.

REVISED Policy 2021 – Expenses and Reimbursements

The Bartlett City Board of Education shall periodically review the district's expense allowances and reimbursement guidelines. The Superintendent or his/her designee shall develop travel expense forms and administrative procedures to ensure consistency and transparency with the implementation of this policy.

School Personnel

With prior approval from the Superintendent or his/her designee, school personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved **Travel Expense Report** ~~voucher~~ and supporting receipts. Requests for reimbursements shall be submitted to the ~~Superintendent's office~~ **Chief Financial Officer** within thirty (30) days of the date of completion of travel.

The Superintendent may grant travel authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the program involved.

The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not be used for this purpose.¹

Board Members

Attendance at conventions, educational meetings, or other travel for Board business shall be authorized in advance by the Board in accordance with Policy 1017 – Board Member Development Opportunities.²

Members of the Bartlett City Board of Education shall be reimbursed for transportation, lodging, meals, and other authorized expenses **in accordance with BCS Travel Regulations and the BCS Expense Report Form** when traveling on Board business. Requests for reimbursements shall be submitted to the Board ~~Chairman~~ **Secretary** within thirty (30) days of the date of completion of travel.

¹ *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18

² T.C.A. §49-2-2001(c)

POLICY 1034: Charter Schools

SCOPE

This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It shall not apply to public charter schools converted from existing public schools pursuant to T.C.A. §49-13-106(b)(2).

DEFINITION

A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates within a public school district. It shall be subject to all state and federal laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services.¹

The purposes of charter schools are to:²

1. Improve learning for all students and close the achievement gap between high and low students;
2. Provide options for parents to meet educational needs of students in high priority schools;
3. Encourage the use of different and innovative teaching methods, and provide greater decision making authority to schools and teachers in exchange for greater responsibility for student performance;
4. Measure performance of pupils and faculty, and ensure that children have the opportunity to reach proficiency on state academic assessments;
5. Create new professional opportunities for teachers; and
6. Afford parents substantial meaningful opportunities to participate in the education of their children.

APPLICATION PROCESS³

A prospective charter school sponsor shall send the Superintendent notice of its intent sixty (60) days prior to April 1 of the year preceding the year in which the proposed charter school plans to begin operation as a public charter school.

A sponsor seeking Board approval of an initial charter school application must complete the form provided by the Tennessee Department of Education as well as provide a list of requirements that the sponsor wants to waive. In the application, the sponsor must demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a charter school and the proposed charter school will be able to implement a viable program of quality education for its students. In the case where a traditional public school is seeking to convert to a charter school, the application must include documents showing the necessary parental or teacher support.

Applications must be submitted to the Board on or before 4:30 p.m. on April 1 of the year preceding the

¹ T.C.A. §49-13-105; T.C.A. §49-13-111(a)(1) – (5)(b)(c)

² T.C.A. §49-13-102

³ T.C.A. §49-13-107

year in which the proposed charter school plans to begin operation as a public charter school. Applications will be accepted only between March 1 and April 1. If the 1st of April falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will be accepted on the previous business day on or before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of \$500.00.

REVIEW TEAM

If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be comprised of: members of the administrative staff for the district; community members; and a member of the Board. At the Board meeting in February each year, the Superintendent shall make a recommendation to the Board of which members of his administrative staff should be appointed to the team. The Board shall name the members of the team at its meeting in March of each year. The Board shall designate a chairman of the review team as the contact person for answering the questions about the application process and receiving applications.

The Board shall require a procedure for receiving, reviewing, and ruling on applications for the establishment of charter schools. The procedure must include a timeline for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. A copy of the procedure, including the review criteria, shall be available to any interested party upon request.

The review team shall:

1. Evaluate all charter school applications based on the review criteria adopted by the Board;
2. Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration;
3. Monitor charter school progress; and
4. Make recommendations for revocation, renewal, or non-renewal of charter contracts.

APPROVAL, DENIAL OF APPLICATION⁴

The Board shall rule by resolution on the approval or denial of a charter application within ninety (90) days of receipt of the completed application or the application shall be deemed approved by law.

Approval

If the application is approved, the sponsor may proceed to negotiate a charter agreement with the Board through its designee within administration. The sponsor of a public charter school that is approved by the Board shall enter into a written agreement with the Board, which shall be binding on the charter school's governing body. This agreement, known as the charter agreement, shall be in writing, and shall include all aspects of the sponsor's approved application as well as any reporting requirements prescribed under state or federal laws.⁵

To warrant adoption, charter schools must promote and implement new and innovative practices and conditions in delivering public education not typically found in traditional public schools. All charter

⁴ T.C.A. §49-13-108; TRR/MS 0520-14-1-.01; .02

⁵ T.C.A. §49-13-110

schools that include high schools (grades 9-12) must be accredited by AdvancED. It is expected that the candidate school status for accreditation will be received during the first year of the charter school operation.

Charter schools approved by the Board are expected to implement the application as submitted and approved. Substantial deviations from the approved application may result in the revocation of the charter by the Board.

Charter schools approved by the Board are expected to operate with knowledge of and compliance with all rules, regulations, statutes, and policies relevant to that charter school's operations; including but not limited to instruction, human resources, communication, administration, business services, facilities and operations, transportation, food services, safety, and student discipline. The Board should not be expected to provide services to charter schools that are not requested during the application process except for those services that are required under state or federal laws. Services agreed to be provided to the charter schools by the Board shall be provided at Board cost.

The governing body of an approved public charter school shall make a written report to the Board annually between August 1 and September 1. This reporting requirement shall begin in the year after the year in which the public charter school begins operation. This annual report shall include: a report on the progress of the school in achieving its goals, objectives, pupil performance standards, content standards, and all other terms of the charter agreement; and a financial statement disclosing the financial health of the school, including the costs of the administration, instruction, and other spending categories of the school.⁶

New public charter schools, conversion schools, and all renewals of charter agreements are approved for ten year periods. However, following the fifth year of a charter school's initial period of operation or the fifth year of any renewal of a charter school agreement, the Board must conduct an interim review of the charter school according to the guidelines adopted by the Tennessee Department of Education.

No later than October 1 of the year prior to the year in which the charter agreement expires, the governing body of a public charter school shall submit a renewal application to the Board. The Board shall make its renewal decision based on the progress of the school towards its stated goals and on the financial status of the school.⁷

The Board may revoke or deny renewal of a public charter school agreement for any of the reasons enumerated in T.C.A. §49-13-122.

Denial

Upon receipt of the grounds for denial, the sponsor shall have fifteen (15) days within which to submit an amended application to correct the deficiencies. The Board shall have thirty (30) days either to deny or approve the amended application or the application shall be deemed approved by law.

A denial of an application by the Board may be appealed by the sponsor within ten (10) days of the final decision to deny.

⁶ T.C.A. §49-13-120

⁷ T.C.A. §49-13-121

POLICY 3023: Crisis Management

The principal shall develop a Crisis Management plan for use in times of crisis, including natural disasters, suicides, shootings, and the death of a student, faculty member, or visitor. Within the development of such a plan, the principal shall appoint a Crisis Team which shall deal with specific situations and make decisions in the event of a crisis. Members of the Team shall consist of the principal, school counselor, and other staff members as designated by the principal.

In the event of a crisis, the principal shall notify the Crisis Team and the Superintendent. If necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).

All media attention shall be directed to the Superintendent's office.