



**Collierville Board of Education
Work Session
September 23, 2014
Collierville Town Hall, Board Chambers**

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|------|--|--|
| I. | Call to Order | J. Mark Hansen, Chairman |
| II. | Roll Call | J. Mark Hansen, Chairman |
| III. | Board Recognition – Crosswind Elementary | John S. Aitken, Superintendent |
| IV. | Staff Items | |
| | A. Revision of Policy #6.2041, School Attendance Zones (2 nd reading) | John S. Aitken, Superintendent |
| | B. Revision of Policy # 1.704, Charter Schools | John S. Aitken, Superintendent |
| | C. Revision of Policy #5.801, Director of Schools Recruitment and Selection | John S. Aitken, Superintendent |
| | D. Revision of Policy #5.803, Evaluation of the Director Of Schools | John S. Aitken, Superintendent |
| | E. CIPA Information (Children’s Internet Protection Act) | Mike Simpson, Chief of Operations
Lisa Higgins, IT Supervisor |
| | F. Transportation Presentation | Mike Simpson, Chief of Operations
Debbie Rike, Transportation Supv. |
| V. | Superintendent’s Update | John S. Aitken, Superintendent |
| VI. | Chairman’s Update | J. Mark Hansen, Chairman |
| VII. | Adjournment | |

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The Collierville Board of Education provides for public participation during Board Business meetings. Board Business meetings are not public forums; however, provision is made for public participation. To assure an orderly business meeting, the Board requires that an individual requesting to address Board members make that request giving the topic to the Superintendent or Board Chairman prior to the Board meeting. The Chairman shall determine if the request will be granted, the time allowed for the presentation and if there are numerous requests on the same subject, the Chairman may request a representative to speak on each side of the issue.

Collierville Schools Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: School Attendance Zones	Descriptor Code: 6.2041	Issued Date:
		Rescinds:	Issued:

1 The Board shall designate school attendance zones and periodically review boundary adjustments. The
 2 Superintendent shall enforce these areas as designated by the Board.¹

3
 4 Establishing School Attendance Zones

5 The primary considerations governing the establishment of a school attendance zone shall be:

- 6 1. The educational opportunity afforded students;
- 7
- 8 2. The capacity of each school; and
- 9
- 10 3. The geographic location of each school in relationship to the surrounding student population.
- 11

12 Periodic Review of School Attendance Zones

13 The Superintendent or his/her designee will conduct an annual review of student data, facility conditions,
 14 and programmatic utilization to ascertain the need for new or modified school attendance zones.

15 If the annual review justifies rezoning, the Superintendent shall recommend to the Board an initiation of
 16 the rezoning process. If, by majority vote, the Board recommends rezoning, the Board shall direct the
 17 Superintendent to commence the rezoning planning process.

18 Rezoning

19 Rezoning may be implemented for reasons including, but not limited to, the need to equalize enrollment
 20 when overcrowding exists, to plan for anticipated student population growth or decline, to modify school
 21 feeder patterns, or to promote the efficient use of transportation services.

22 After Board direction to commence the rezoning planning process, the Superintendent may appoint a
 23 Zoning Committee to review rezoning proposal(s) for consideration. Any such Committee may consist
 24 of representatives from the following: Town of Collierville Development Department, Collierville
 25 Schools Board of Education, Collierville Schools Planning Department, Curriculum and Accountability,
 26 Transportation, Student Services and Operations, a Principal from each affected grade structure, a parent
 27 representative from each affected grade structure, and any additional appointee(s) as the Superintendent
 28 deems necessary.

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1 The Superintendent shall hold a public meeting to discuss any rezoning proposal(s) and provide an
2 opportunity for public input.

3 The Board shall take action on the Superintendent's recommendation as soon as possible but in any event
4 no later than the spring prior to the school year the rezoning is to be effective.

5 Changes approved to school attendance zones during a current school year shall become effective
6 beginning with the commencement of the following school year, unless extenuating circumstances
7 require emergency rezoning action.

8 Extenuating Circumstances

9 Should the Superintendent and the Board determine extenuating circumstances necessitate an emergency
10 rezoning action, the Board shall direct the Superintendent to initiate the rezoning process less than
11 annually.

12 Notice

13 Prior to implementing changes to any attendance zone, parents or guardians shall be provided prior notice
14 of the rezoning plan adopted by the Board. Notice to parents or guardians may include, but is not limited
15 to, rapid notice, electronic communication, and posted notice on the Collierville Schools website.

16
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Legal References

1. T.C.A. §49-6-403(c)

Collierville Schools Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Charter Schools	Descriptor Code: 1.704	Issued Date: 01/14/14
		Rescinds:	Issued:

1 **SCOPE**

2 This policy shall apply to Sponsors and potential Sponsors of newly created public charter schools. It
 3 shall not apply to public charter schools converted from existing public schools pursuant to TCA 49-13-
 4 106 (b) (2).

5 **DEFINITION**

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

10 The purposes of charter schools are to:²

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

21 **APPLICATION PROCESS** ³

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

25 A sponsor seeking Board approval of an initial charter school application must complete the form
 26 provided by the Tennessee Department of Education as well as provide a list of requirements that the
 27 sponsor wants to waive. In the application, the sponsor must demonstrate that the proposed charter

1 school meets the purpose prescribed by law for the formation of a charter school and the proposed charter
2 school will be able to implement a viable program of quality education for its students. In the case where
3 a traditional public school is seeking to convert to a charter school, the application must include
4 documents showing the necessary parental or teacher support.

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

11 **REVIEW TEAM**

12 If necessary, the Board shall appoint a review team to assist in reviewing evaluation charter school
13 applications. The team shall be composed of members of the administrative staff for the district;
14 community members; and a member of the Board. At the Board meeting in February each year, the
15 Director of Schools shall make a recommendation to the Board of which members of his administrative
16 staff should be appointed to the team. The Board shall name the members of the team at its meeting in
17 March of each year. The Board shall designate a chairman of the review team as the contact person for
18 answering questions about the application process and receiving applications.

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

24 The review team shall:

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

30 **APPROVAL, DENIAL OF APPLICATION ⁴**

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

33

1 **Approval**

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

8 To warrant adoption, charter schools must promote and implement new and innovative practices and
9 conditions in delivering public education not typically found in traditional public schools. All charter
10 schools that include high schools (grades 9-12) must be SACS accredited. It is expected that the
11 candidate school status for accreditation will be received during the first year of the charter school
12 operation.

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

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

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

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

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

1 The Board may revoke or deny renewal of a public charter school agreement for any of the reasons
2 enumerated in TCA 49-13-122.

3 **Denial**

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

7 A denial of an application by the Board may be the sponsor, within (10) days of the final decision to
8 deny to the State Board of Education.

Legal References

1. TCA 49-13-105; TCA 49-13-111 (a)(1)-(5)(b)(c)
2. TCA 49-13-102
3. TCA 49-13-107
4. TCA 49-13-108; TRR/MS 0520-14-1-.01 & .02
5. TCA 49-13-110
6. TCA 49-13-120
7. TCA 49-13-121

Tennessee School Boards Association

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date:
		Rescinds:	Issued:

1 When a vacancy occurs, the appointment of a director of schools is a function of the Board.¹ The Board is
2 responsible for finding the person it believes can most effectively translate into action the policies of the
3 Board and the goals of the community and the professional staff.

4
5 The Board may employ a consultant to advise and assist the Board in the search and selection process.
6 However, final selection shall rest with the Board after a thorough consideration of qualified applicants.
7 An interim director of schools appointed during the time of a search shall not become a candidate unless
8 the Board expressly permits such inclusion in the selection procedures. A board member may not apply
9 for or in any other way be considered for the position of director of schools.²

10
11 If the Board chooses to conduct a search to fill the position, the Board shall initially develop the following:

- 12 • a job description
- 13 • a timeline
- 14 • a process for accepting and reviewing applications
- 15 • selection procedures which shall include, but not be limited to, the following:³

- 16
17 1. The Board may invite the community, including board employees, to participate in the process
18 of selecting a director of schools. Resumes of persons interviewed by the Board shall be
19 available in the central office for public inspection.
- 20
21 2. The interview process for each finalist shall include meetings with various staff and community
22 groups and an interview with the entire board.
- 23
24 3. Candidates shall be interviewed by the Board in an open session. Only board members will
25 be allowed to ask questions during the interview.
- 26
27 4. The Board shall attempt to select a director by unanimous vote, but a two-thirds vote of the
28 membership of the board shall be required for the appointment of a director of schools.

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33 Legal References:

- 34 1. TCA 49-2-203 (a)(14)
 - 35 2. TCA 49-2-203 (a)(1)(D)
 - 36 3. TCA 49-2-203 (a)(14)(B)
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Tennessee School Boards Association

Monitoring: Review: Annually, in March	Descriptor Term: Evaluation of the Director of Schools	Descriptor Code: 5.803	Issued Date:
		Rescinds:	Issued:

1 Through an annual evaluation of the director of schools,¹ the Board will strive to accomplish the fol-
2 lowing:

- 3
- 4 1. Clarify the role of the director according to a job description as agreed upon by the Board and
5 the director;
- 6
- 7 2. Develop harmonious working relationships between the Board and the director; and
- 8
- 9 3. Develop improvements in the administrative leadership of the school system.
- 10

11 The Board will develop, with the director, a set of performance objectives based on the needs of the
12 system. The performance of the director will be reviewed in accordance with these specified goals. The
13 performance objectives will be memorialized in an evaluation plan that includes, at a minimum, sections
14 regarding job performance, student achievement, relationships with staff and personnel, relationships
15 with board members, and relationships with the community.²

16
17 At a time agreed to by the Board and the director, the Board will meet as a body to evaluate the direc-
18 tor's performance.

19
20 The following guidelines will be used in the evaluation process:

- 21
- 22 1. The director will know the standards upon which they will be evaluated and will be involved in
23 the development of those standards.
- 24
- 25 2. A part of the evaluation may be a composite of the evaluation by individual board members, but
26 the Board, as a whole, will meet with the director to discuss the composite evaluation.
- 27
- 28 3. The evaluation shall include a discussion of strengths as well as weaknesses.
- 29
- 30 4. Both the Board and director will prepare for the evaluation; the director will conduct a self-
31 evaluation and board members will document the evidence used in rating the director's
32 performance.
- 33
- 34 5. All documentation will be supported by objective evidence.
- 35
- 36
- 37

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39 Legal Reference:

- 40 1. TRR/MS 0520-2-1-.01
- 41 2. TCA 49-2-203(a)

Cross Reference:

Board-Director Relations 1.205



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Children's Internet Protection Act

Background

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA Requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- (a) access by minors to inappropriate matter on the Internet;
- (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 06/10/14
		Rescinds:	Issued:

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate
3 and responsible manner.

4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign
6 a written agreement, developed by the director/designee that sets out the terms and conditions of such
7 use. Any employee who accesses the district's computer system for any purpose agrees to be bound by
8 the terms of that agreement, even if no signed written agreement is on file.

9 The Director of Schools shall develop and implement procedures for appropriate Internet use which
10 shall address the following:

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of Internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 14 4. Prohibited and illegal activities, including but not limited to the following:
 - 15 • Sending or displaying offensive messages or pictures
 - 16 • Using obscene language
 - 17 • Harassing, insulting, defaming or attacking others
 - 18 • Damaging computers, computer systems or computer networks
 - 19 • Hacking or attempting unauthorized access to any computer
 - 20 • Violation of copyright laws
 - 21 • Trespassing in another's folders, work or files
 - 22 • Intentional misuse of resources
 - 23 • Using another's password or other identifier (impersonation)
 - 24 • Use of the network for commercial or political purposes
 - 25 • Buying or selling on the Internet
 - 26 • Allowing unauthorized access to confidential information

27 **Students**

28 The director of schools shall develop and implement procedures for appropriate Internet use by
29 students. Procedures shall address the following:

- 30 1. General rules and ethics of Internet use.
- 31 2. Prohibited or illegal activities, including, but not limited to:
 - 32 • Sending or displaying offensive messages or pictures
 - 33 • Using obscene language
 - 34 • Harassing, insulting, defaming or attacking others

1 SOCIAL NETWORKING

- 2 1. District staff who have a presence on social networking websites are prohibited from posting
3 data, documents, photographs or inappropriate information that is likely to create a material and
4 substantial disruption of classroom activity.
- 5 2. District staff are prohibited from accessing personal social networking sites on school
6 computers or during school hours except for legitimate instructional purposes.
- 7 3. The Board discourages district staff from socializing with students on social networking
8 websites. The same relationship, exchange, interaction, information, or behavior that would be
9 unacceptable in a non-technological medium is unacceptable when done through the use of
10 technology.

11 VIOLATIONS

- 12 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
13 with the existing disciplinary procedures of this District.

Legal References

1. TCA 39-14-602
2. TCA 10-7-512
3. Children's Internet Protection Act (Public Law 106-554)
4. TCA 49-1-221

Cross References

- Use of Electronic Mail (e-mail) 1.805
Web Pages 4.407

Transportation

Collierville Schools Board Work Session

9/23/14

Parent Responsibility Zone (PRZ) Financial Impact of change from 2.0 – 1.5 miles Middle and High Schools

- No impact on number of students eligible at CMS or Schilling Farms.
- All students are currently eligible for transportation at CMS due to existing hazards.
(No sidewalks in route to school)
- No change in PRZ for SFMS due to existing hazards (crossing Winchester Rd.)
- Current status at CHS –1215 transportation eligible students of which approximately 450 students ride daily on 16 buses. Changing the PRZ from 2.0 miles to 1.5 miles would increase that number of eligible students to approximately 1475 students (increase of 260 students).

Transportation Increase Due to Change in PRZ

- 260 additional transportation eligible students would increase the number of buses at CHS by approximately 3.
- 36 % of transportation eligible students actually ride the bus at CHS.
- The minimum cost of placing a bus in service is \$232 per day, or \$41,760 per year. For three additional buses the minimum cost would be \$125,280 per year.
- Fuel cost increase – 15 gallons per day / 180 days - \$8,100
- **Total increased cost - \$133,380**

Current Cost of Serving Students at 3 Bell Times (7:00, 8:00, 9:00 am)

- Collierville current buses/routes at each bell time:

- 1st – 16 regular buses, 3 sped buses
- 2nd – 34 regular buses, 3 sped buses
- 3rd – 33 regular buses, 7 sped buses

Cost for 19 buses @ \$272 x 180 days = \$930,240 to cover 3 bell times in Collierville.

Cost for 18 buses @ \$182 (2/3 of daily rate if paired with another district) x 180 days = \$589,680 to cover 2 of the 3 bell times in Collierville.

Cost for 5 buses @ \$91 (1/3 of daily rate if paired with another district) x 180 days = \$81,900 to cover only one bell time in Collierville.

Total current cost of buses - \$1,601,820

Cost of Fuel - \$464,764

Cost of Bus Assistants - \$106,380

Total cost of buses, assistants and fuel - \$2,172,964

Examining A Two Bell Time Configuration

- Basic assumptions:
 - Very little opportunity to share buses with another district.
 - No change to current Parent Responsibility Zone (PRZ).
 - 43 regular buses and 7 sped buses

Collierville Schools

	GenEd	SpEd
Collierville HS	16	3
Schilling Farms MS	19	1
Tara Oaks ES	5	2
	40	6

	GenEd	SpEd
Collierville ES	3	2
Collierville MS	15	2
Bailey Station ES	11	1
Crosswind ES	6	0
Sycamore ES	8	2
	43	7

Examining A Two Bell Time Configuration

- Daily rate per bus is \$232 for regular buses and \$252 for sped buses assuming the 2 routes can be completed within 4.5 hours for regular and 5.5 hours for sped routes
- Cost of 43 regular buses = \$1,795,680
- Cost of 7 sped buses = \$317,520
- Cost for buses would be \$ 2,113,200
- Cost of sped bus assistants - \$115,920
- Fuel cost budgeted is \$464,764
- **Total cost buses, assistants, and fuel - \$2,693,884**

Examining a Single Bell Time

- Regular buses – 83
 - Cost of 83 x 180 x \$232 = \$3,466,080
- Sped buses – 13
 - Cost of 13 x 180 x \$252 = \$589,680

Cost of buses would be \$4,055,760

Cost of sped bus assistants - \$215,280

Fuel cost will remain the same as a two bell time system - \$464,764

Total cost of buses, assistants and fuel - \$4,735,804

Summary

- Current cost - \$2,172,964
- Approximate cost of changing PRZ at CHS - \$133,380
- Approximate cost of 3 bell times with change in PRZ - **\$2,306,344**
- Approximate cost of 2 bell times - **\$2,693,884**
- Approximate cost of 1 bell time - **\$4,735,804**