

**MINUTES OF THE BUSINESS MEETING
COLLIERVILLE SCHOOLS BOARD OF EDUCATION
August 12, 2014**

**MR. MARK HANSEN, CHAIRMAN
MR. KEVIN VAUGHAN, VICE-CHAIRMAN
MS. WANDA CHISM
MR. WRIGHT COX
MRS. CATHY MESSERLY**

- I. CALL TO ORDER:** The Collierville Schools Board meeting was called to order by Chairman Mark Hansen at 6:01 p.m.
- II. ROLL CALL:** Roll call was taken by Chairman Mark Hansen and all five of the school board members were present, representing a quorum.
- III. MOMENT OF SILENCE:** A moment of silence was observed.
- IV. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Chairman Mark Hansen.
- V. PUBLIC COMMENTS:**
There were no public comments.
- VI. APPROVAL OF AGENDA:**
Recommendation: It is recommended that the Collierville Schools Board of Education approve the agenda for the August 12, 2014 Business Meeting.

Cathy Messerly made motion to approve the Agenda. The motion was seconded by Wright Cox and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

VII. BUSINESS AFFAIRS

- 1. APPROVAL OF THE MINUTES OF THE JULY 7, 2014 BUSINESS MEETING.**
Recommendation: It is recommended that the Collierville Schools Board of Education approve minutes of the July 7, 2014.

A motion was made by Wright Cox to approve the minutes as presented. The motion was seconded by Cathy Messerly and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

VIII. REPORTS:

Chairman Hansen wanted to do something different tonight as this is a historical night. This is the first meeting since our doors opened on August 4, 2014. The Board will be transitioning as we move from an operational phase to an aspirational phase. He is going to give each board member an opportunity to reflect on the opening of the schools and make some brief comments as to what is on their minds to make this school system the best in the state.

Wanda Chism

These past few weeks have been an exciting and emotional time as I have reflected on the whirlwind year we have had so far. In December we sat together as five board members and looked at each other with a common question of how we begin building a school system. I compare it to being a parent for the first time, there were no instructions. We had no money, no students, no buildings, and no employees. Our wonderful Mayor Joyner and Board of Alderman stepped in and loaned us money and shared space in Town Hall with us. We jumped the first hurdle and received a "yes" from the man that we knew not only the board members wanted but that it was also the will of the community to have Mr. Aitken as superintendent. Once Mr. Aitken said yes I think we all started sleeping better.

In January our Superintendent began working as a one man show! What a job he has done! He has provided the leadership we all needed to adopt the 100's of policies necessary for the establishment of a school. He has put together an administrative staff that can hold the title of "The Dream Team". Together with this staff, and again the support of Town Staff, all the necessary resources were in place for our Collierville Schools to open for the 2014-15 School Year! It was a monumental accomplishment and something that all of Collierville can be proud of because all of our wonderful community has been a part of this very long journey.

What a showing of love and support was given to our school community at the Open House and School Blessings! I think the attendance of a couple in their 90's on what was the hottest day of summer is a testament to how education is valued in Collierville. It was an honor for us as board members to be a part of that historical day! Being a retired teacher, I love knowing that our administrators and teachers are happier this year because they have confidence in the leadership of the Collierville Schools. I also know that if those groups are happy our students are happier. On the first day of school, along with Mrs. Messerly, I was welcomed in to each of our eight schools. I was overwhelmed by the excitement that we saw in each building. I believe that schools should be a place of joy for learning and sharing and my hope is that we as a community, parents, School Board, and School administrators can foster that environment for all of our schools.

Our first goal as a community has been accomplished, the school doors have been opened for this school year. Was it perfect? No, there were and will be kinks along the way, but with the leadership we have in place those kinks will be worked on and refined. Can we do all that we want in the beginning? No, but we can and will keep working to that end. We can be confident that our children come first in the decision making of Collierville Schools.

It's now time to start planning for the future of our Collierville Schools with long term goals that will make our system unique by addressing the needs, talents and gifts of our students. We as a board asked for your patience in December and I respectively ask for it again as we continue this journey together of making the Collierville Schools one of excellence that is truly based on scholarship, integrity, and service. Thank you for allowing me to serve our community alongside these four outstanding Board Members.

Cathy Messerly

Abe Lincoln once said "The struggle of today is not altogether for today-it is for the vast future also."

This quote has been etched in my mind as we have been on this journey. Our community has always had hope and we have doggedly pursued our own municipal schools for all the right reasons. We believe all children deserve the best available opportunity to learn and grow in a safe and caring environment. They deserve an environment where they are valued and appreciated not for the money they bring to the school in tax dollars but because they are our future. If it is true you reap what you sow then we need to plant the seeds for our children to develop a thirst for knowledge then we must tend them with love and care until they can reach their potential.

Every child is unique and special and deserves our very best efforts and they deserve to be our top priority.

This year has been a year of firsts. The most significant first for me was when we hired the Best superintendent in the world. I can't overstate just how BIG a deal that was and not just because he's quite possibly the tallest superintendent in the world. He has been the best leader we could ask for in our schools. He has hired an administrative dream team and we have retained our wonderful teachers who are the very foundation of a great system.

What I saw this past year was a community that put our children first. I saw our Town leaders provide generous support even when it made their job more difficult. I have such incredible respect and admiration for my fellow board members. I feel blessed beyond measure to have had the honor to get to know and serve with such genuine and caring people. Our local businesses and parents have been so supportive and have conducted themselves with such class and have had realistic expectations for our first year. Our neighborhood associations and children have served in numerous ways to assist with making our school opening a huge success. They truly showed they understand the word “service” and how selfless acts add real value to our community. Our leaders in the faith community came together to bless our school system and celebrate our diversity. The open house was nothing short of amazing! Our local non-profits have continued to work tirelessly to promote our schools and support our teachers. CEF kicked off with an amazing lunch and with the help of the Town match they gave out \$10K to our teachers to get needed items to start the school year. The Chamber has been a big cheerleader for our schools and their motto is the reality that is Collierville. “Our Unity creates community.” Collierville our kids have been watching our behavior and the lesson they learned here was a good one.

While we have realized our first goal of being operational the journey has really just begun. Where do we go from here?

We have already brought back better tasting and nutritious food to our cafeterias, we have implemented a higher degree of accountability and transparency throughout our system. We have provided a better work environment for our fabulous teachers where they will know they are appreciated and valued. There are many other subtle yet positive changes that have been occurring and will continue as we move forward.

We must continue on the course we charted to be the top school system in the state and a good example for others. This is the very beginning of a journey that will never end because we can never achieve perfection, we must continually strive to be better and not become complacent.

We need to have continued strong community involvement and make sure we make sound decisions based on unbiased factual information. We need to be fiscally responsible while continuing to strive for providing more opportunities for our children. Our most pressing challenge will be our capacity issues. When addressing capacity, I believe it is critical we look at history and remember that if our Unity creates community then our decisions must never be such that we create a situation that would divide our community.

Wright Cox

Mr. Cox thanked Mr. Aitken and all of the administration for their hard work in making the opening of the Collierville Schools a reality. It has been a great week and a half and he is looking forward to a great school year! Having served on the Chamber of Commerce Board for 30+ years, he thinks it is important for this community to continue to be involved. He would like for us to have a concerted effort in getting the business community more involved in specific projects we need to accomplish and work thru the Chamber to achieve this goal. This can really help us in moving forward. The Open House and Blessing of the Schools was a fabulous way to start our school year. He wants to publicly thank Sara Hansen for putting this together and she orchestrated that to be an event that was inclusive to our entire community. She needs to be commended for her hard work. We had a great response from the Open House and hopes this will become an annual event. He enjoys serving with all of you all the school board.

Kevin Vaughan

I’ve learned a lesson from this and that is a lesson people always say. “When you hire Pros to get the job done, you will get a certain quality of product and that is what we have accomplished.” At the same time, when we stop and look at this past week - it is easy to sit back and say “WOW” what a great job we have done! He made the comparison of being a football coach - whenever you return the opening kickoff for a touchdown, you are thrilled. That is how our first day and opening week felt. You are up and running and ran it back for a touchdown and you are joyous over the occasion, but then you think what if there is a letdown you still have 59 more minutes left to play in the game. We need to be diligent in our efforts, but going forward is going to be a tough transition, because particularly from by personality I am a task oriented person and when there is a problem you solve the problem then. As we start setting

goals for our system and how we make this to be the “brand” of our community it is going to take a lot of forethought, a lot of vision and a lot of input, so I say folks, “ we need to buckle down and understand going forward what we really have coming. We have a lot of work in front of us to claim what we can and cannot do for our children, community and citizens. We had one heck of a first play. Thank you John, thank you teachers, thank you staff. These folks up here see and know what you do.

Chairman Hansen

Mr. Hansen was thrilled with the opening of the school system and the way it went. In my work, planning is the key to everything. I know the degree of the planning that went into opening of the doors. You cannot plan for every contingency but I think we hit the big ones. We have some work to do. If I could define what I feel up to this date it is: school is a microcosm of the community, school is part and personal of the community, school reflects the cultural and the work ethics of the community. He is very proud to be part of this community and school system. To define in two words as of where we are to date: One of the words is: professionalism – the staff and teachers that have been assembled in this enterprise have exhibited tremendous professionalism, skill, knowledge, good listeners and are the kind of people you want to have working with you and for you. The other thing I noted was the “unbridle joy” that occurred on opening day that came from children, parents, teachers, staff, board members and everyone in the community. This community is so much behind us and this is a critical part of what we have to do. We all have our wish list of what we want to do and in a sense, this board going forward especially the 1st year is going to have to perform financial triage in what we do. We are going to have to be very careful and thoughtful in what we have to do. We are in a time when the funds are limited. Startup expenses have been considerable notwithstanding the huge contributions of what the Town has made to this system. We will not be able to do everything the first year. We can plan and start that wish list. We have already started the planning process and building the infrastructure to move forward. Thank you for bearing with us tonight, and listening to us as a school board. We are going to be out in the community listening and keep our schools continuously improving.

Superintendent’s Report

1. Enrollment update- our 5th day total enrollment figure is 7,845 students, 97.6% of projection. The enrollment at the HS is 2160, and the 9th grade class enrollment is 619. SFMS enrollment is 1039 (1089 projected) students, and all other schools are trending as we planned. We have made some internal staffing shifts, moving a teacher from Sycamore to Collierville Middle and adding an additional teacher in the 7th grade. As we project to the 20th day, we will approach our projected enrollment of approximately 7950 students.
2. Overall, we have had a great start of school. We have encountered some typical issues that accompany the beginning of any school year. I would like to applaud school and district staff members for their willingness to work together to resolve some dismissal and traffic procedures.
3. Transportation of students is always an operation that requires constant monitoring, especially over the first month of school. We have had some issues with new drivers and learning routes, but we have worked with Durham Bus services to help iron out some of those. We are also in the process of reviewing bus counts and making decisions on consolidating routes. This is a process that is conducted annually, and we will be continuing to do that over the next couple of weeks in order to be as efficient as possible. We are aware of concerns over the Parent Responsibility Zone- we designed routes based on last year’s mileage for the zones in order to get school started. Once we level and make more efficient current routing, the Transportation staff will evaluate the numbers inside the PRZ for all districts and will make a presentation to this Board at the September work session. This presentation will show the impact of adjusting the Parent Responsibility Zones as far as number of buses needed and costs if changes are implemented.
4. Cafeterias are functioning well- we are still finalizing some software issues with the registers and interfaces, but we have representatives on the ground working through all of these, and things seem to be improving each day.
5. A reminder - our offices will be closed beginning at noon on Thursday, 8/14/14, and continuing through the weekend. Our staff will be at various schools for that time frame- we will have our cell phones and will have e-mail access as well.

6. As we typically do each year, textbook distribution began today in many places due to adjusting and leveling of classes at all schools and normal schedule changes at the high school. In some cases we have ordered additional books when we were not able to swap between schools. In those cases teachers are making other arrangements for distribution of appropriate materials.

7. And finally, I am extremely pleased with the smooth start of our new school district. When I look back to January and see how far we have come in such a short time, I am amazed. I would like to again publicly thank everyone who had a hand in this accomplishment. Now that we have settled in to a school routine, we will begin the process of formulating planning strategies for both the short term and long term. Several meetings have already been held regarding a 5 Year Capital Plan, and we will now accelerate that process. We will also begin the process of developing our Comprehensive School Plan and the individual School Improvement Plans, and those plans will incorporate input from Board members, school staff, students, and parent groups. Collierville Schools has a bright future, and I look forward to helping plan strategies for this great school district.

IX. RECOMMENDED ACTIONS:

Recommendation: It is recommended that the Collierville Schools Board of Education approve the following Inter Local Agreements as presented by the Superintendent.

- **Approval of Inter Local Agreement for Business Information Management Assistance**

Kevin Vaughan made motion to approve the Inter Local Agreement for Business Information Management Assistance as presented by the Superintendent. The motion was seconded by Wright Cox and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

- **Approval of Inter Local Agreement for School Career and Technical Education (CTE) Supervisor**

Wright Cox made motion to approve the Inter Local Agreement for School Career and Technical Education (CTE) Supervisor as presented by the Superintendent. The motion was seconded by Wanda Chism and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

- **Approval of Inter Local Agreement for Network and Telecommunications Assistance**

Kevin Vaughan made motion to approve the Inter Local Agreement for Network and Telecommunications Assistance as presented by the Superintendent. The motion was seconded by Cathy Messerly and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

- **Approval of Inter Local Agreement for Payroll Assistance**

Wright Cox made motion to approve the Inter Local Agreement for Payroll Assistance as presented by the Superintendent. The motion was seconded by Wanda Chism and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

- **Approval of Inter Local Agreement for Purchasing Agreement**

Wright Cox made motion to approve the Inter Local Agreement for Purchasing Agreement as presented by the Superintendent. The motion was seconded by Cathy Messerly and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

- **Approval of Inter Local Agreement for System Technician**

Kevin Vaughan made motion to approve the Inter Local Agreement for System Technician as presented by the Superintendent. The motion was seconded by Wright Cox and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

- **Approval of Memorandum of Understanding with the Town of Collierville**

Cathy Messerly made motion to approve the Memorandum of Understanding with the Town of Collierville as presented by the Superintendent. The motion was seconded by Wanda Chism and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

- **Approval of Revision of Policy #4.600, Grading System**

Wright Cox made motion to approve the revision of Policy #4.600, Grading System as presented by the Superintendent. The motion was seconded by Wanda Chism and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

X. ADJOURNMENT

With no further comments or objections, the meeting was adjourned at 6:55 p.m.

J. Mark Hansen, *Chairman*

John S. Aitken, *Superintendent*

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: REV
		Rescinds: 5.106	Issued: 04/08/14

1 APPLICATION

2 An individual desiring a position with the Board shall make application to the director of schools on
3 forms developed by his/her office. To ensure the safety and welfare of students and staff, the district
4 shall require criminal history background checks and fingerprinting of applicants for teaching positions
5 and any other positions that require proximity to children.¹

6 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
7 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
8 prosecution.²

9 Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant.
10 ³

11 *Professional Employees*

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

17 No person shall be employed:

- 18 1. Who does not hold a valid license to teach from the State Board of Education;⁴
- 19 2. Who does not present a physician's certificate showing a satisfactory health record or has any
20 contagious or communicable disease in such form that might endanger the health of school
21 children;⁵
- 22 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee
23 and of the United States of America;⁶
- 24 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
25 employment for cause; or
- 26 5. Who does not receive a satisfactory background check.

27 *Support Employees*

28 No person shall be employed:

- 29 1. Who has any contagious or communicable disease in such form that might endanger the health
30 of the children;⁵

- 1 2. Who has not complied with the Immigration Reform and Control Act of 1986;⁷
- 2 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 3 employment for cause; or
- 4 4. Who does not receive a satisfactory background check.

5 **EMPLOYMENT**

6 *Professional Employees*

7 After checking references and receiving written recommendations, the director of schools shall hire and
8 assign qualified applicants.

9 *Initial Employment*

10 Upon initial employment, the director of schools shall notify such person, in writing, of the offer and
11 conditions of employment. Upon receipt of employment notification, such person shall have fourteen
12 (14) days to accept or reject, in writing, the offered employment. From the date of the written acceptance,
13 such person is considered to be under employment with the Board and is subject to all rights, privileges
14 and duties.

15 *Support Employees*

16 After checking references and receiving written recommendations from principals and/or supervisors,
17 the director of schools shall hire and assign qualified applicants. The contract of each support employee
18 shall contain a statement regarding the required ninety (90) day probationary period.

19 *Self-Reporting While Employed*

20 Employees are required to report arrests and/or criminal convictions that occur after initial employment
21 to the Superintendent or Designee. Employees are also required to notify the Superintendent or Designee
22 immediately if the Department of Children's Services (DSC) has named them as an indicated perpetrator
23 of child abuse.

Legal References

1. TCA 49-5-406 (a)(1)
2. TCA 49-5- 406 (a)(2)(A)
3. TCA 49-5-413(b)
4. TCA 49-5-403; TCA 49-5-101
5. TCA 49-5-404;TRR/MS 0520-01-03-.08(2)(f)
6. TCA 49-5-405
7. Immigration Reform and Control Act of 1986

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110

Collierville Schools Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Attendance Zones	Descriptor Code: 62041	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 Establishing School Attendance Zones

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

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

10

11 Periodic Review of School Attendance Zones

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

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

17 Rezoning

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

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

¹ T.C.A. §49-6-403(c)

1 deems necessary.

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

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

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

9 Extenuating Circumstances

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

13 Notice

14 Prior to implementing changes to any attendance zone, parents or guardians shall be provided prior notice
15 of the rezoning plan adopted by the Board. Notice to parents or guardians may include, but is not limited
16 to, rapid notice, electronic communication, and posted notice on the Collierville Schools website.
17

Legal References

Cross References

1.