

**MINUTES OF THE BUSINESS MEETING
COLLIERVILLE SCHOOLS BOARD OF EDUCATION
November 10, 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 6:02 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 Board Member Cathy Messerly.
- V. PUBLIC COMMENTS:**
There were no public comments.
- VI. RECOGNITIONS:**

Mr. John Aitken introduced Ms. Lisa Miller, Chairman of the Collierville Arts Council along with some of her committee members. Central Office was presented two pictures that will be placed in the Central Office. The student's work that won was a 2nd grader from Crosswind Elementary and a 1st grader from Sycamore Elementary. The framed artwork was two wonderful pieces featuring Dr. Seuss.

Next, Mr. Aitken introduced Mr. Roger Jones, principal of Collierville Middle Schools. Mr. Jones recognized the Collierville Middle School Pom and the Hip Hop team under the coaching leadership of Ms. Carol Lloyd. Through the years, they have received 14 national championships. This year's team won the Superior trophy at summer camp and 2 weeks ago received 2nd place at a Regional Competition in Mississippi. This weekend they leave for State Competitions in Murfreesboro, Tennessee. They already have a bid for National Competition in Orlando in January. Representing the Pom Team tonight are:

Carleigh Schaefer	Julianne Murphy
Rebecca Manseau	Elizabeth Gowan
Breanna Quinn	Haley Tolar

Sponsors are Jo Powers and Misty Benson.

Mr. Jones also recognized the three Collierville Middle School students for their artwork wins at a BRACE Competition at Briarcrest. Three of our students placed against other challenging pieces of art are:

- 6th grade Savannah Kilgore won 3rd place at BRACE;
Winner of \$50.00 for her Impasto Pastel Still Life;
- 7th grade Teresa Tammi won 4th place at BRACE;
Winner of \$25.00 for Oil Pastel Painting in the style of Wayne Thiebaud.
She also won 5th place at Delta Fair this year.
- 8th grade MacKenzie Thorn won 3rd place at BRACE;
Winner of \$50.00 for a self-portrait of mixed media in the style of artist
Chuck Close. She also placed 4th place at the Delta Fair.

VII. APPROVAL OF AGENDA:

Recommendation: It is recommended that the Collierville Schools Board of Education approve the agenda for the November 10, 2014 Business Meeting.

Kevin Vaughan made motion to approve the November 10, 2014 agenda. 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. BUSINESS AFFAIRS

APPROVAL OF THE MINUTES OF THE OCTOBER 14, 2014 BUSINESS MEETING.

Recommendation: It is recommended that the Collierville Schools Board of Education approve minutes of the October 14, 2014.

Wright Cox made motion to approve the minutes as presented. The motion was seconded by Wanda Chism and unanimously approved by the board.

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

APPROVAL OF THE SEPTEMBER 2014 FINANCIAL STATEMENTS

Recommendation: It is recommended that the Collierville Schools Board of Education approve the September 2014 Financial Statements.

Cathy Messerly made motion to approve the September 2014 Financial Statements. The motion was seconded by Kevin Vaughan and unanimously approved by the board.

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

IX. REPORTS:

Chairman's Report

Chairman Hansen stated that as a Board we have attended several functions recently. We have had Veterans Day, Immersion Day and other activities such as open houses and book sales. These events are fun to attend and go inside of the schools and be able to talk with the children. That is what it is all about to interact with the children. He is amazed at how positive things are going in the schools. We have a great base for a good school year. We have great test scores coming in from our schools and are near the top of the state. This makes our graduates better prepared for college. He applauds the principals, teachers, and Central Office Support Staff for their hard work.

Superintendent's Report

Mr. Aitken reminded the staff that he and some of the board members will be attending the TSBA Annual Convention this weekend in Nashville. He also stated that the schools and Central Offices are closed on Tuesday, November 11, 2014 in celebration of Veterans' Day

Congratulations to Ms. Messerly and Ms. Chism for their recent victories in the school board elections. We are in the process of scheduling the swearing-in ceremony and we will provide more details once finalized.

Mr. Aitken placed in each of your packets the information regarding textbook adoption and the review process that will take place over the next several months. This is an annual process for all school districts, but some of the requirements in the process have been changed due to changes in state law. (Attached is a copy that was distributed to the board.)

Mr. Aitken stated we have been meeting regularly with officials from Durham Bus Services. First he would like to offer condolences to the family of Mrs. Hopson, the bus driver who suffered a fatal heart attack last Friday. It actually makes us realize that even with all the negative press around bus services, that we all need to remember that there are many great folks driving our children every day who love them and look out for their safety. Municipal Superintendents will also meet later this week with the CEO of the company. Members of our staff and also those from other municipalities meet at least weekly to review background check updates, status of driver's licenses, and driver retention and recruitment. Good progress has been made on several of the issues that have affected our area, particularly the retention of regular drivers to ensure consistency. In the 6 municipal districts, we currently run 139 total routes, with 11 of those currently being run by out of town drivers. There are 14 applicants, properly screened, in training to fill those spots. Durham has already committed to again run background checks on existing drivers to ensure that no situations have changed since the initial check. Mrs. Rike and our Transportation staff also consistently monitor licensure status for all drivers through the TN Department of Safety. As we begin the budget season and also accompanied by the 5 year Capital Planning process, we are also beginning the process of reviewing all the costs of providing our own transportation services sometime in the future. We will compile and report those back to you at a future meeting.

He attended two Veterans Day programs today and was deeply moved and touched by the activities. He is so appreciative of the sacrifices made by veterans past and present, and he is also extremely proud of the schools, students, and staff members for honoring our veterans in such a way.

Mr. Aitken also stated that the staff has been working diligently on our 5 Year Capital Planning program. We have our next meeting on Thursday, 11/20. That meeting will cover enrollment projections versus capacity issues. After the committee sees that presentation, we will compile all facets of the planning data and present to you a comprehensive report at the December meeting.

Dr. Tammy Grissom will be e-mailing each of you the link to complete your Board Self-Evaluation. The survey will be compiled by TSBA and results sent back to us to discuss.

Our district emergency response plan has been completed and sent to the state. Thanks to Nancy Kelley and Mike Simpson for all the hard work on this document. He would like to go over this with the Board members in an executive session at one of our December meetings. Due to the sensitive nature of some of the procedures, it is permissible to go to executive session for this purpose. He will get with Mr. Hansen and look at the December dates - maybe before the December business meeting.

X. BUSINESS ITEMS:

Recommendation: It is recommended that the Collierville Schools Board of Education approve the following Memorandum of Agreement for the Superintendent’s evaluation between Tennessee School Board Association and the Collierville Schools Board of Education as presented by the Superintendent.

- **Memorandum of Agreement for the Superintendent’s Evaluation between TSBA and the Collierville Schools Board of Education**

Kevin Vaughan made motion to approve the Memorandum of Agreement for the Superintendent’s Evaluation between TSBA and the Collierville Schools Board of Education 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

Recommendation: It is recommended that the Collierville Schools Board of Education approve the following Capital Improvement Agreement between the Collierville Schools Board of Education and Shelby County Board of Education as presented by the Superintendent.

- **Capital Improvement Agreement**

Wright Cox made motion to approve the Capital Improvement Agreement between the Collierville Schools Board of Education and Shelby County Board of Education as presented by the Superintendent. The motion was seconded by Wanda Chism and approved unanimously by the board.

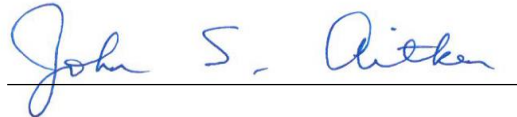
Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

XII. ADJOURNMENT

With no further comments or objections, the meeting was adjourned at 6:52 p.m.



J. Mark Hansen, *Chairman*



John S. Aitken, *Superintendent*

Textbook Review, Approval, and Adoption Process

The state textbook adoption process is administered in accordance with the statutory requirements as set forth in Tennessee Code Annotated, Title 49, Chapter 6, Part 22 and the Rules and Policies of the State Textbook and Instructional Materials Quality Commission.

Our district will follow the guidelines set forth in Collierville Schools' Policy #4.401:

The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board.

Collierville Schools Textbook Adoption Timeline

December, 2014

The names of teachers and parents that have been selected to serve on the Local Textbook Selection Committee for the district will be presented at the board meeting for approval.

Samples of textbooks from the State's Official Textbook list will be sent to schools for preview by teachers.

January, 2015

An orientation meeting will be held for all members of the Local Textbook Selection Committee, in which committee members will receive an overview of state laws and requirements regarding textbook selection and content area (Mathematics) documents given to the district by the State of Tennessee Office of Textbook Services.

Committee members will be involved in a textbook caravan, in which textbook publishers will provide presentations of their textbooks and instructional materials.

February, 2015

Parents within the Collierville Schools will have the opportunity to preview textbook samples in accordance to Collierville Schools Policy #4.401: *The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks prior to their final adoption, including public notice of time and location at which textbooks may be examined.*

Teacher input, textbook reviews, and committee meetings with textbook publishers will help the committee members to compile a list of selected textbooks for grades K-12 Mathematics.

March, 2015

The proposed list of selected textbooks for grades K-12 Mathematics will be presented at the March board meeting of the Collierville Schools. Approval of the list by the board will result in the completion of forms *ED-2153 Certificate of Adoption*, *ED-5099 Textbook Adoption Report*, and *ED-2154 LEA Local Adoption Report*.

April 15, 2015

The *ED-2153 Certificate of Adoption* form will be submitted to the State of Tennessee Office of Textbook Services by this date with the appropriate signatures.

Submitted by Andre Crafford, PreK-5 Supervisor
Textbook Adoption Coordinator for Collierville Schools

November 10, 2014