

**MINUTES OF THE BUSINESS MEETING
COLLIERVILLE BOARD OF EDUCATION
Tuesday, April 8, 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 School Board meeting was called to order by Chairman Mark Hansen at 6:00 p.m.
- II. ROLL CALL:** Roll call was taken by Chairman Mark Hansen and all five 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. APPROVAL OF AGENDA:**
Recommendation: It is recommended that the Collierville School Board of Education approve the agenda for the April 8, 2014 with the removal of the two (2) Interlocal Agreements for Shared Student Management System Services and Shared School Nutrition Services.

Wright Cox made motion to approve the Agenda with the removal of these two (2) Interlocal Agreements. 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

VI. PUBLIC COMMENTS:

No public comments.

VII. BUSINESS AFFAIRS

- 1. APPROVAL OF THE MINUTES OF THE MARCH 4, 2014 SPECIAL CALLED MEETING; MARCH 11, 2014 BUSINESS MEETING; MARCH 18, 2014 SPECIAL CALLED MEETING AND MARCH 21, 2014 SPECIAL CALLED MEETING**
Recommendation: It is recommended that the Collierville Schools Board suspend the rules and approve minutes of the March 4, 2014, March 11, 2014, March 18, 2104 and March 21, 2014 as a whole group.

A motion was made by Kevin Vaughan to suspend the rules and approve the minutes as a whole group. 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. REPORTS:

1. CHAIRMAN'S REPORT

Chairman Hansen reported that the preliminary numbers on the attendance for next year have come in and he is pleased with the numbers of the Collierville children that plan to attend and want to stay in the Collierville Schools. We are off to a good solid core of children that want to come into our system and are committed to stay with our system.

The board participated in a bowling fund raising activity that was sponsored by the Collierville Education Foundation. We encourage the community to continue to support the activities of the foundation. This organization raises money and puts money directly in the hands of teachers through grants to support their educational activities. Our teachers are very creative with grant applications for a variety of different projects and activities for their children. It is wonderful we have the Collierville Education Foundation to be able to supplement those monies that do not come from the school system that go directly into the hands of teachers.

We have had a number of discussions that are on-going about Interlocal agreements that are coming to fruition one by one. These agreements will save the school district a lot of money and we are continually trying to be good stewards of the tax dollar.

We have received a preliminary estimate from the State Department of Education regarding our BEP Funding and the estimate looks very good. We are pretty happy with it and I'm sure Mr. Aitken will expound further in his report. We have a lot of activities going on this week and it happens to be one of those weeks where they didn't quite get finished up in time for us to consider the agreements tonight.

2. SUPERINTENDENT'S REPORT

Mr. Aitken stated, we have received our BEP preliminary estimate from the State Department. The estimate did come in a bit higher than our feasibility study had reported and this is encouraging news as we move forward.

The first BEP estimate was based on the current enrollment numbers in our schools and if you add that with the projection for enrollment numbers that are coming in weekly from our schools, I feel very confident that we are in good shape. The numbers that are coming in will help drive our staffing and Ms. Hays is working diligently on preparing a more comprehensive budget. I am very happy with the way the numbers are coming in and the response from our schools and their continued efforts to put in those numbers and continue to chase down those that have not come in yet. It looks like the number of projections is around 90-91%, which is phenomenal for any registration day and I think we will be in good shape as we move forward.

Superintendent Aitken began his report by introducing several new staff members to both the Collierville Schools team and the Shared Services: Herchel Burton, Director of Student Services. Shared Services are: Marsha Landstreet – Supervisor of Nutrition Services, Karen Dew – Supervisor of Student Management Services, Tabitha Barnes – Specialist of Student Management and Becky Kenley – Specialist of Student Management Services. All of these fine people started work on April 7, 2014. They have hit the ground running and we are excited to have them on board.

As you know, we are compiling current enrollment numbers, sorting through transfer applications, and will soon be evaluating the Non-Resident applications and making determinations based on space and priorities. It is apparent that, based on a review of future enrollment and capacity figures, that we will soon be needing another school. In order to begin the process, I would ask that you authorize me to issue a RFSOQ for Architectural Programming and Planning services. Once responses are received, I will work with this Board and Mr. Simpson in enlisting the services of approved firms to begin all the processes necessary to prepare for the building of a new facility. The need for a new

facility has been discussed several times, but I do feel that we need to go ahead and begin this process now as we look forward to the future. I have discussed this as well with the Town officials in their Budget work session last week. If granted approval, we will work with our shared Purchasing personnel and Town staff to develop the RFSOQ.

RECOMMENDED ACTIONS:

Recommendation: It is recommended that the Collierville School Board approve the authorization of the superintendent to send out a request for statement of qualifications for architectural and planning services of the construction for a school.

Kevin Vaughn made motion to approve the authorization for the superintendent to begin the process of a RFSOQ. 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

Even though the Interlocal agreements have been moved to a future meeting, I would like to address some concerns that have come up, particularly with the Nutrition shared services concept. Under the proposed model for School Nutrition services, each school kitchen will be responsible for preparing and serving all the meals. The kitchen managers at each school will be responsible for working with the shared services staff in planning menus, preparing food orders, and managing their own kitchens. The Shared staff will be responsible for helping prepare all the necessary paperwork required by the USDA, evaluating applications for free/reduced lunch services, bidding and placing bulk orders for food, state paperwork, helping prepare menu guides and ensuring they meet all the state and federal nutrition requirements, and overseeing, along with district staff, budget and financial requirements. The shared staff will also determine commodity allocations and setting up of delivery schedules with vendors. This is not a comprehensive list of all the services for which they will be responsible, but the bottom line is that each kitchen, at each school, will prepare and serve the meals.

3. CONSULTANT'S REPORT

Mr. Simpson stated that work continues on the Collierville Schools Central Office Building at the historic high school. Derek Honeycutt, Director of General Services for the Town of Collierville is guiding the work. The expected move in date is the 2nd week of May. An electrical contractor is installing chases for electrical and low voltage wiring. They anticipate to be finished by the 3rd week in April. Painters will follow behind the electricians as they finish each office area. Carpeting is ordered and ready to be installed after the painters finish their work. Cubicles will be installed following the installation of carpeting. Cubicles are scheduled to be installed the 1st week of May. Work will begin this week on the ADA ramps as well as restrooms.

Debora Rike has been hired by the Town as a consultant to begin the work for Student Transportation. Ms. Rike has over 15 years of experience in the field of Student Transportation. She has begun work to determine which school bus routing and planning software will be used as part of shared services. We are looking at VersaTrans which is a suite of transportation software services which includes school bus routing, planning, GPS, and online school bus routing information for parents and schools. Eventually, school bus routers will be employed. These individuals will be responsible for developing the school bus routes for our students.

We have been in discussions with The POOL, a Risk Management Service aligned with the Tennessee Municipal League. The Town of Collierville is currently using The POOL for their risk management needs. Personnel from The POOL are providing insurance information related to Liability, Workers Compensation, and Building and Property coverage. Recently, The POOL had the firm of Huber & Lamb conduct an appraisal of Collierville Schools properties.

This appraisal included school buildings, portable classrooms, storage buildings, play grounds, ball fields, bleachers, lighting, fencing, etc. The appraisal indicates that all of our buildings and properties have a replacement cost value of \$151,258,900. The actual cash value is \$96,352,800. We will be in the process of determining how we will extend coverage to each of our properties. When a decision is made, you will be presented with a contract for insurance services to evaluate and determine your approval.

VIII. RECOMMENDED ACTIONS:

Recommendation: It is recommended that the Collierville Board of Education approve these policies as presented by the Superintendent.

- A. Proposed New Policy #5.100, Personnel Goals**
- B. Proposed New Policy #5.101, Lines of Authority**
- C. Proposed New Policy #5.102, Classification and Qualifications**
- D. Proposed New Policy #5.103, Job Descriptions**
- E. Proposed New Policy #5.105, Recruitment of Employees**
- F. Proposed New Policy #5.106, Application and Employment**
- G. Proposed New Policy #5.107, Orientation and Probation**
- H. Proposed New Policy #5.108, Supervision**
- I. Proposed New Policy #5.109, Evaluation**
- J. Proposed New Policy #5.110, Compensation Guides and Contracts**
- K. Proposed New Policy #5.112, Extended Contracts**
- L. Proposed New Policy #5.113, In-Service and Professional Learning Opportunities**
- M. Proposed New Policy #5.114, Personnel Records**
- N. Proposed New Policy #5.1141, Teacher Effect Data**
- O. Proposed New Policy #5.115, Assignment/Transfer**
- P. Proposed New Policy #5.117, Procedure for Granting Tenure**
- Q. Proposed New Policy #5.200, Separation Practices for Tenured Teachers**
- R. Proposed New Policy #5.201, Separation Practices for Non-Tenured Teachers**
- S. Proposed New Policy #5.202, Separation Practices for Non-Certified Employees**
- T. Proposed New Policy #5.300, Short Term Leaves Of Absence**
- U. Proposed New Policy #5.301, Emergency and Legal Leave**
- V. Proposed New Policy #5.302, Sick Leave**
- W. Proposed New Policy #5.303, Personal and Professional Leave**
- X. Proposed New Policy #5.304, Long-Term Leaves of Absence for Professional Personnel**
- Y. Proposed New Policy #5.305, Family & Medical Leave**
- Z. Proposed New Policy #5.306, Military Leave**
- AA. Proposed New Policy #5.307, Physical Assault Leave**
- BB. Proposed New Policy #5.308, Sabbatical Leave**
- CC. Proposed New Policy #5.309, Legislative Leave**
- DD. Proposed New Policy #5.400, Personnel Health Examinations/Communicable Diseases**
- EE. Proposed New Policy #5.401, Acquired Immune Deficiency Syndrome (AIDS)**
- FF. Proposed New Policy #5.402, Hepatitis B (HBV)**
- GG. Proposed New Policy #5.403, Drug & Alcohol Testing for Employees**
- HH. Proposed New Policy #5.500 Discrimination/Harassment
Of Employees (Sexual, Racial, Ethnic, Religious)**
- II. Proposed New Policy #5.501, Complaints & Grievances**
- JJ. Proposed New Policy #5.502, Complaints about School Personnel**
- KK. Proposed New Policy #5.600, Staff Rights and Responsibilities**
- LL. Proposed New Policy #5.601, Conflict of Interest**
- MM. Proposed New Policy #5.602, Staff Time Schedules**
- NN. Proposed New Policy #5.603, Staff Meetings**
- OO. Proposed New Policy #5.604, Overtime Pay of Support Personnel**

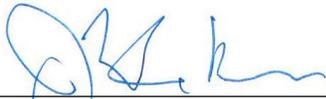
- PP. Proposed New Policy #5.605, Staff Gifts and Solicitations
- QQ. Proposed New Policy #5.606, Political Activities
- RR. Proposed New Policy #5.607, Non-School Employment
- SS. Proposed New Policy #5.608, Tutoring for Pay
- TT. Proposed New Policy #5.609, Consultants
- UU. Proposed New Policy #5.610, Staff-Student Relations
- VV. Proposed New Policy #5.611, Ethics
- WW. Proposed New Policy #5.700, Interim Employees
- XX. Proposed New Policy #5.701, Substitute Teachers
- YY. Proposed New Policy #5.702, Student Teachers
- ZZ. Proposed New Policy #5.703, Substitute Workers
- AAA. Proposed New Policy #5.704, Interns
- BBB. Proposed New Policy #5.800, Director of Schools
- CCC. Proposed New Policy #5.802, Qualifications and Duties

Kevin Vaughan made motion to suspend the rules and suspend the Second Reading of these policies and to approve these policies as presented by the Superintendent. The motion was seconded by Cathy Messerly and approved unanimously by the board.

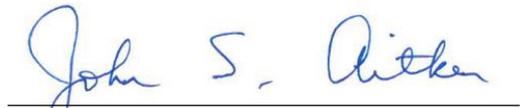
Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

IX. ADJOURNMENT

With no further comments or objections, the meeting was adjourned at 6:31 p.m.



J. Mark Hansen, *Chairman*



John S. Aitken, *Superintendent*