MINUTES OF THE BUSINESS MEETING
COLLIERVILLE BOARD OF EDUCATION
June 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 School 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 four of the five school board members were present, representing a quorum. Mr. Cox was absent.

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 School Board of Education approve the agenda for the June 10, 2014 with the removal of Item P – Policy #4.301, Interscholastic Athletics.

Kevin Vaughan made motion to approve the Agenda with the removal of Item P – Policy #4.301, Interscholastic Athletics and to suspend the rules and approve the policies in one motion on the first reading. The motion was seconded by Wanda Chism and approved unanimously by the board.

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

VII. BUSINESS AFFAIRS

1. APPROVAL OF THE MINUTES OF THE MAY 13, 2014 BUSINESS MEETING AND MAY 27, 2014 SPECIAL CALLED MEETING.
Recommendation: It is recommended that the Collierville Schools Board suspend the rules and approve minutes of the May 13, 2014 and May 27, 2014.

A motion was made by Kevin Vaughan to suspend the rules and approve the minutes as a whole group. The motion was seconded by Cathy Messerly and unanimously approved by the board.

Wanda Chism Aye
Wright Cox Absent
Mark Hansen Aye
Cathy Messerly Aye
Kevin Vaughan Aye
VIII. REPORTS:

1. CHAIRMAN’S REPORT

Chairman Hansen reported that the Board of Mayor and Aldermen had a meeting on June 9, 2014 to approve the town’s budget. Collierville Schools is doubling the town’s budget. The Town will advance about $5,000,000.00 to the Collierville Schools to have the school system started, until we start receiving revenue from the State Department. Other municipalities have had to issue anticipation notes to get their school system started and we are very fortunate that we are not having to incur that transaction. The Board and Mayor of Aldermen are very happy with the budget we have proposed. They have expressed their appreciation that we are being good stewards of the money and we are trying to be careful in what we are approving. Our relationship with the Board of Mayor and Aldermen and their continued support is much appreciated.

Employees have moved into the Central Office at 146 College Street. The historic building is very nice and has an interesting background. The site for the old school has always been used for educational services and it needed to be used for educational purposes and what we are using it for is perfect. The Board provided the central office staff lunch last Friday and everyone enjoyed spending time together. Mr. Hansen appreciates the staff and the hard work everyone is performing.

2. SUPERINTENDENT’S REPORT

Mr. Aitken stated that the Central Office Staff employees moved into the new location on June 2, 2014. He noted ladies have been busy decorating and making the offices look official. There are now two temporary phone lines as well as a fax line. We did sustain some storm damage last Thursday as several of our trees were severely damaged and had to be cut down. The week culminated with our Board members providing BBQ to all the staff members on Friday afternoon. Mr. Aitken thanked all of them for their generous gesture.

Since the last meeting, a new principal has been for Collierville Middle School. Mr. Roger Jones is returning to Collierville Middle School from his Vice-Principal position at Arlington High School. Everyone is excited to have him back in Collierville and we look forward to his leadership at Collierville Middle School.

The Town of Collierville held a public hearing last night to discuss the fiscal year 2015 budget, of which our budget is a large part. In addition, the Town passed a similar TCRS resolution to the ones you will be considering budget. Mr. Aitken would like to thank the Town again for their leadership and all the staff members who have helped guide and assist us to this point. Their support has been phenomenal and we look forward to working with them in the future.

The Town of Collierville has asked Collierville Schools to swap dates for our next work session. Since it requires a vote, Mr. Aitken asked for your approval to hold our next work session on Monday, June 23, 2014 instead of our normal Tuesday meeting.

Mr. Aitken and Mr. Hansen will be attending a meeting in Jackson, Tennessee on Thursday to hear officials from State Department of Education to give updates to West Tennessee superintendents. He will gather any pertinent information to all of you upon return.

The June work session and the July business meeting will include any remaining policies that have been either been revised by TSBA or one our staff once they have come on board. The Durham contract has been vetted by our counsel and returned to the Durham Attorneys for final review. Once the contract is cleared to bring back to you, Mr. Aitken will confer with Mr. Hansen on a possible date for a meeting if one is needed.
Mr. Aitken read into record the following Secondary Education Act:

**Collierville Schools – FY 2014 Elementary and Secondary Education Act (ESEA) Programs Summary**

**Preliminary Allocations**

**Title IA**

Total Amount: $606,162

Title I funds are used to increase student academic achievement. Collierville Schools will have 2 Targeted Assistance schools for the 2014-15 school year, Collierville Elementary and Sycamore Elementary. Schools are ranked based on free/reduced lunch counts and students with greatest need. These services will supplement instructional services provided by state and local funds.

Title I funds will be utilized for administrative support (1 Federal Programs/Accountability Supervisor), academic teachers (2), teacher assistants (2), extended learning opportunities, parent training, instructional supplies/materials, equipment, and professional development.

**Title II A**

Total Amount: $288,145

Professional development activities for core academic subjects that are high quality, sustained, intensive, and classroom focused will be provided for instructional staff in all Collierville Schools.

Title II A funds will be utilized for administrative support (1 PD & Evaluation supervisor), master teachers (1 per school), Learning Coaches (1 per school), professional development workshops, professional development materials/supplies, and teacher and principal mentoring.

**Title III**

Total Amount: $25,586

Supplemental scientifically based language instruction to increase English proficiency and student academic achievement in support of English as a Second Language (ESL) Services to English Learners will be provided to eligible Collierville Schools students. Funds will be utilized for instructional materials/supplies, equipment, parent outreach and professional development.

3. **CONSULTANT'S REPORT**

**Central Office Move on Monday, June 2nd**

Collierville Schools Administration moved from Town Hall into the new Central Office location at 146 College St. on Monday, June 2nd. Human Resources, Finance, Curriculum and Instruction, Special Education, Student Services, Operations and the Superintendent will all be housed on the first floor of the historic high school building.

Activity has picked up throughout the building as employees have become more comfortable in their spaces. A luncheon, sponsored by the Collierville Schools Board of Education was held on Friday afternoon, June 6th in our conference room.

Office hours for the new Central Office will be from 7:00 am till 5:00 pm.
Comprehensive Five Year CIP – Demographics, Programs, and Facilities

The Collierville Schools Administration has begun to develop a comprehensive 5 year CIP. An outline of the plan was presented by Ms. Nedra Jones, Planner to Superintendent Aitken’s Executive staff on May 14th and approved. The plan calls for the involvement of local governmental planning including projected land uses and restrictions. It also involves the collection of base data related to student enrollment history, student mobility, and transfers. Enrollment projections as well as the impact of new single family and multi-family housing will be considered. There will be a review of existing curriculum programs as well as consideration of future course offerings. Finally, there will be an audit of our facilities utilization and an analysis of each facilities condition. A summary report will be developed that supports any recommendations for building renovation, modification, new construction or adjustments to attendance zones.

Out of all of this data, our goal will be to prepare a report to support the development of a budget for any capital improvement plans. Once this document and report are established, it will be presented to you, the school board members, at a public meeting. The plan, after adopted, will be reviewed and updated on an annual basis.

The committee has been formed and will include representatives from:
Human Resources, Finance, Curriculum and Instruction, Special Education, Student Services, Operations, The Town of Collierville Planning and Development Department, The Board of Mayor and Alderman, a Parent Teacher Association Representative, the Superintendent, and a Member from this board. The first meeting of the committee is scheduled to be held this week. I anticipate a progress report will be presented at subsequent board meetings.

IX. RECOMMENDED ACTIONS:

Recommendation: It is recommended that the Collierville Board of Education approve these policies as presented by the Superintendent, with the exception of pulling Item P – Policy # 4.301, Interscholastic Athletics.

A. Proposed New Policy #3.400, Student Transportation Management
B. Proposed New Policy #3.401, Scheduling and Routing
C. Proposed New Policy #3.402, Special Use of School Vehicles
D. Proposed New Policy #4.100, Instructional Goals
E. Proposed New Policy #4.200, Curriculum Development
F. Proposed New Policy #4.201, Basic Program
G. Proposed New Policy #4.202, Special Education
H. Proposed New Policy #4.203, Advanced College Placement
I. Proposed New Policy #4.204, Summer School
J. Proposed New Policy #4.205, Enrollment in College
K. Proposed New Policy #4.206, Special Programs-Remedial & Homebound Instruction
L. Proposed New Policy #4.207, Limited English Proficiency/Language Minority Students
M. Proposed New Policy #4.208, Adult Education Program
N. Proposed New Policy #4.209, Alternative Credit Options
O. Proposed New Policy #4.300, Extracurricular Activities
P. Proposed New Policy #4.302, Field Trips/Excursions Competition
Q. Proposed New Policy #4.400, Instructional Resources and Materials
R. Proposed New Policy #4.401, Textbooks
S. Proposed New Policy #4.402, Instructional Supplies
T. Proposed New Policy #4.403, Reconsideration of Instructional Materials & Textbooks
U. Proposed New Policy #4.404, Use of Copyrighted Materials
V. Proposed New Policy #4.405, Employee-Developed Materials
W. Proposed New Policy #4.406, Use of the Internet
X. Proposed New Policy #4.407, School & System Websites
Y. Proposed New Policy #4.408, Use of Multimedia
Z. Proposed New Policy #4.500, Community Instructional Resources
Kevin Vaughan made motion to suspend the rules and suspend the Second Reading of these policies with the exception of deleting Item P - 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    Absent
Mark Hansen   Aye
Cathy Messerly Aye
Kevin Vaughan Aye

X. NEW BUSINESS ITEMS:
Recommendation: It is recommended that the Board approve the following resolution:

- Resolution to Approve Collierville Schools General Fund Budget and Special Revenue Fund Budget for 2014-2015 Fiscal Year
Cathy Messerly made motion to approve the resolution to approve Collierville Schools General Fund Budget and Special Revenue Fund Budget for 2014-2105 fiscal year as amended by Mike Marshall. The motion was seconded by Wanda Chism and approved unanimously by the board.

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

- Approval of Tennessee Consolidated Retirement Fund Resolutions
Kevin Vaughan made motion to approve the Tennessee Consolidated Retirement Fund Resolutions as read and explained by the Superintendent. The motion was seconded by Wanda Chism and approved unanimously by the board.

Wanda Chism  Aye
Wright Cox    Absent
Mark Hansen   Aye
Cathy Messerly Aye
Kevin Vaughan Aye
• Approval of Blackboard Connect Contract for $12,141.50
Wanda Chism made motion to approve the Blackboard Connect Contract for $12,141.50. The motion was seconded by Cathy Messerly and approved unanimously by the board.

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• Approval of Microsoft Licensing Agreement $32,130.00
Wanda Chism made motion to approve Microsoft Licensing Agreement for $32,130.00. The motion was seconded by Cathy Messerly and approved unanimously by the board.

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XI. ADJOURNMENT
With no further comments or objections, the meeting was adjourned at 7:42 p.m.

J. Mark Hansen, Chairman

John S. Aitken, Superintendent