

**MINUTES OF THE REGULAR MEETING  
COLLIERVILLE BOARD OF EDUCATION  
Tuesday, March 11, 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. **STUDENT RECOGNITION:** (Add On)

Chairman Hansen stated that there is a small change to the agenda, the Board wanted to recognize some local CHS students in the STEM (Science, Technology, Engineering and Math) Team prior to receiving public comments. Cathy Messerly introduced Ms. Shelli Brasher, the CHS staff member with the STEM Group who recently returned from a competition in Murfreesboro.

Ms. Brasher explained that this has been the inaugural year for the STEM program at CHS and it has become a popular program at the school. She explained that the team will be heading to a regional competition in St. Louis tomorrow and will have another regional competition in Knoxville in April.

Student Vance Hudson described the robot to the Board and Erin Blake was introduced as the exhibition driver who brought it into the chambers to show the Board. Ms. Brasher then listed the CHS winners from the TSA (Technology Student Association) State Competition:

- 1st Place Structural Engineering Team: Anne Raheem
- 1st Place Open Source Software Problem Solving Team: Chase Stockton, William Yao
- 1st Place Debating Technological Issues Team: Anand Rajagapol, Roger Li
- 2nd Place Future Technology Teacher: Amy Eddleman (assisted by Morgan Cox and Austin Kimes)
- 2nd Place Technology Bowl Team: William Yao, Roger Li, Joey He
- 2nd Place Technology Bowl Written Exam: Joey He
- 3rd Place Technology Bowl Written Exam: Roger Li
- 3rd Place Biotechnology Design Team: Yuki Kurosu, Raul Ramirez, Amy Eddleman
- Finalist (Top 6) STEM Career Prep: Chris Dufour
- Finalist (Top 6) Engineering Design Team: Forrest Kelsey, Stonewall Kelsey, Ritchie Haycook, Nate Gerjets, Blake Heilman
- Finalist (Top 6) Essays on Technology: Sarah Fay
- Finalist (Top 6) Video Game Design: Sarah Fay, Anna Raheem

**VI. PUBLIC COMMENTS:**

1. Adriene Zaitz, 9724 Frank Rd. Collierville, TN 38017  
Concerned about three areas: timing between Collierville and Germantown School Districts and transfers for school decisions, consideration of longer transfer agreements to remove uncertainty, and sports clubs timing of the recruitment of children – wait until after placement.

**VII. APPROVAL OF AGENDA:**

**Recommendation:** It is recommended that the Collierville School Board of Education approve the agenda for the March 11, 2014 Business Meeting.

Kevin Vaughan made motion to approve the Agenda and 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

**VIII. BUSINESS AFFAIRS:**

**APPROVAL OF MINUTES**

**A. MINUTES OF THE FEBRUARY 11, 2014 BUSINESS MEETING**

**Recommendation:** It is recommended that the Collierville School Board of Education approve the minutes of the February 11, 2014 Business Meeting.

Kevin Vaughan made motion to approve the minutes as presented; 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

**IX. REPORTS:**

**1. CHAIRMAN'S REPORT.**

Chairman Hansen began his report by stating that it has been an eventful week. He noted that last week the Board met and voted not to charge tuition to any Shelby County student that attends Collierville schools. He recalled that each board member had stood united in the belief that not charging tuition for in-County students was acting in the best interest of our children, parents, and schools. He said that he personally opposed the imposition of tuition, feeling it ran contrary assurances given to the Tennessee General Assembly and US District Court during the creation of the new municipal districts. He stated his beliefs were not based on any financial consideration, and felt the payment of tuition of Collierville students to attend Germantown schools would not be viewed favorably by the legislature. As a consequence, he previously questioned Collierville's ability to sign an Interlocal Agreement with Germantown that included a tuition component. Since then, he stated that two things have happened to change his viewpoint. One change was Germantown School District's vote to rescind their previous decision to charge tuition to out-of-town students currently attending Germantown schools. Second, last night Judge Mays indicated his acceptance of an agreement settling the federal court case, and signed an order to dismiss the litigation. As a result of these factors and the tuition factor being removed, Chairman Hansen stated that he and Superintendent Aitken resumed conversations yesterday with Germantown on an Interlocal agreement. He stated that while the terms are still being developed, he and Mr. Aitken plan to ask Germantown to receive all students currently enrolled in

Houston Middle and Houston High until they reach an exit grade or graduation. Of course, Collierville parents remain free to enroll their students in a Collierville School.

Chairman Hansen clarified that all State and County funds follow the children to whatever school they attend. Chairman Hansen said he was confident options could be agreed on that would be fair to both parties and to all students, such as Collierville providing assistance to Germantown to defray the cost of transporting students.

Tomorrow, March 12, is the 100th day since the Collierville Board was sworn in on December 2<sup>nd</sup>. Chairman Hansen stated he felt the Board has made incredible progress: hiring the best superintendent a system could wish for, adopting a solid set of policies to guide them, and working to ensure the system is on a solid financial base. He said the Board is confident things will continue to fall into place and that school doors will swing open on August 4<sup>th</sup> with a school district that will make residents proud. He reaffirmed that they are cautiously optimistic an agreement will be reached with Germantown, and the Board realizes their decisions have impacts on real people and children in the community.

Mr. Vaughn spoke briefly to clarify “exit grade,” as Chairman Hansen referenced it in his report. He stated exit grade means the grade at which a student would leave the school, such as 5<sup>th</sup>, 8<sup>th</sup>, or 12<sup>th</sup> grade. After completing this exit grade, the student would then be zoned to Collierville Schools.

Chairman Hansen confirmed this and reiterated that the goal of this agreement was to smooth the transition for local students.

## **2. SUPERINTENDENT’S REPORT.**

Superintendent Aitken began his report by clarifying some potential misinformation, and reconfirmed that all students who live in the town boundaries of Collierville are guaranteed admission to a Collierville school, regardless of any future agreements with Germantown.

Mr. Aitken reported that most of his information he needs to discuss tonight will be presented through the Agenda action items. Before that, he began by discussing the Shared Services model that has been previously discussed and is now close to being finalized. He noted he would like to give us some preliminary information on the core business services he hopes to provide in the model, which are the behind-the-scenes, non-student contact services. Mr. Aitken stated the model is intended to be a means of providing services in the most efficient and cost-effective way. Staff members hired for these positions will be experienced professionals, already trained in the processes and systems we will incorporate in our service delivery. This will allow the system to achieve our long-stated goal of being operational by the beginning of the school year, and we will evaluate each of the services regularly as we move into the “aspirational” phase of forming a new school system.

The proposed shared service model incorporates 22 people, with the intention that the following positions will be shared by Collierville: transportation, Power School – student management system, and the nutrition side. Bartlett would host the IT services, purchasing, benefits, planning, and business software systems (APEX). Each district will be assessed their share of the price and cost of the model on a per-pupil expenditure, or their share of the estimated \$1.8M cost of the positions. The district would not have the ability to pay the full cost to get all of these services individually.

Superintendent Aitken explained that Interlocal agreements would be brought to the Board for approval for each necessary piece, and that the first one would be considered tonight. Student Management will be the next agreement to be considered. Mr. Aitken explained that in October, the Board can re-evaluate the per-pupil cost based on 40-day attendance reports and make any adjustments needed.

Mr. Aitken stated there will likely need to be a special called meeting next week to give final approval for the contract providers for our network, internet, cell phones and phone services. He explained that as a school system, we are able to receive what are referred to as e-rate discounts for many of these services. RFP bids have been accepted and evaluated and the approved contracts will need to be executed by this Board by March 21, 2014. He

stated they finished the evaluation process last night and we have a very short turn-around time. As the chambers are not available next Thursday, the special called meeting will be Tuesday, March 18, 2014.

### 3. CONSULTANT'S REPORT

Mr. Simpson began his report with the following items:

1. Discussions continue among the Municipal Superintendent's regarding the delivery of shared services related to Custodial, Maintenance, Transportation, Energy Management, and Campus Security. He also stated he is evaluating the insurance proposals from the Tennessee Municipal League Risk Management Services Pool providing insurance coverage of buildings and property. Representatives from The Pool have visited and evaluated our campuses and provided us with a schedule of property values. He will be attending a Risk Management workshop sponsored by the Pool later this week.

2. He noted 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 classroom spaces are being converted to office space for the administrative departments (Personnel, Finance, Student Services, etc.) for the new school district. Demolition work, plaster installation, and trim work have been completed. Quotes and bids are being received on ADA ramps, restroom upgrades, electrical, painting, carpeting, and window coverings. He stated they are working on a timeline to allow administrative staff to occupy the Central Office by mid to late April.

3. Mr. Simpson said the municipalities have secured the services of Ms. Nedra Jones, as their Planner. Ms. Jones will be providing planning and GIS services to the municipalities. He has known Ms. Jones professionally for over 5 years. She has experience working in the Planning Departments of local governments in the Nashville, TN, and Anniston, AL areas. During her tenure with Shelby County Schools she headed the Planning Division where she was responsible for participating in the development of a 5 Year Capital Improvement Plan. Ms. Jones has been depended upon during budget development to accurately project student enrollment across the district. She has been uncanny in her ability to project enrollment within tenths of a percentage point. This has been invaluable as all departments rely on those student projections to guide their decisions about where resources (teachers, books, buses, etc.) are deployed to open a school year.

Mr. Simpson has met with Ms. Jones and he has provided her the student demographic data for students living in the Collierville corporate limits and she has been able to upload it to ArcGIS format. We have met with members of the Town Development Department and Planning Division to discuss their projected growth patterns within Collierville. Ms. Jones is beginning to develop student projections for Collierville Schools for the 2014/2015 school year. You will be able to hear from her later in the agenda as she presents School Boundary Recommendations.

### X. RECOMMENDED ACTIONS:

It is recommended that the Board approve the following Policies A through Z:

- A. **Policy #2.100, Fiscal Management Goals**
- B. **Policy #2.200, Annual Operating Budget**
- C. **Policy #2.201, Line Item Transfer Authority**
- D. **Policy #2.300, Comparability of Services**
- E. **Policy #2.400, Revenues**
- F. **Policy #2.401, Gifts and Bequests**
- G. **Policy #2.402, Investment Earnings**
- H. **Policy #2.403, Surplus Property Sales**

- I. **Policy #2.404, School Support Organizations**
- J. **Policy #2.500, Deposit of Funds**
- K. **Policy #2.600, Bonded Employees**
- L. **Policy #2.700, Accounting System**
- M. **Policy #2.701, Financial Reports and Records**
- N. **Policy #2.702, Inventories**
- O. **Policy #2.703, Audits**
- P. **Policy #2.800, Expenditure of Funds**
- Q. **Policy #2.802, Payroll Procedures**
- R. **Policy #2.803, Salary Deductions**
- S. **Policy #2.804, Expenses and Reimbursements**
- T. **Policy #2.805, Purchasing**
- U. **Policy #2.806, Bids and Quotations**
- V. **Policy #2.807, Requisitions**
- W. **Policy #2.808, Purchase Orders and Contracts**
- X. **Policy #2.809, Vendor Relations**
- Y. **Policy #2.810, Payment Procedures**
- Z. **Policy #2.900, Student Activity Funds Management**

Kevin Vaughan made motion to approve the above policies. The motion was seconded by Wright Cox and approved by the board.

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

**XI STAFF ITEMS:**

**1. PROPOSED ATTENDANCE ZONES FOR 2014-15 SCHOOL YEAR**

**Recommendations:** It is recommended that the Collierville Board of Education approve the attendance zones as presented.

Kevin Vaughan made motion to approve the proposed attendance zones as presented tonight. 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

**2. APPROVAL OF INTERLOCAL AGREEMENT FOR SHARED PLANNING ASSISTANCE**

**Recommendations:** It is recommended that the Collierville Board of Education approve the Interlocal Agreement for Shared Planning Assistance.

Superintendent Aitken explained that this is the first of several Interlocal agreements that the Board is likely to see. This agreement is specifically for planning services and has been signed by other municipalities already.

Wright Cox made a motion to approve the Interlocal Agreement for Shared Planning Assistance. 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

**XII. BOARD ITEMS**

**1. RECOMMENDATIONS FOR LEGAL COUNSEL FOR COLLIERVILLE SCHOOLS**

**Recommendations:** It is recommended that the Collierville Board of Education authorize Chairman Hansen to move into a contract of representation with the firm Evans Petree, primarily using Attorney Mike Marshall as the School Board General Counsel, and authorize Chairman Hansen to hire Adams and Reese on an as-needed basis with legislative issues and policies.

Chairman Hansen explained that a Statement of Qualifications request for the Board's Attorney was sent out at one of the first Board meetings. He stated that four qualified firms had submitted proposals and he described each of them. Chairman Hansen explained that after much review he proposed to hire Evans Petree with Mike Marshall, a Collierville resident, as the primary counsel for the School Board. He also recommended entering a contract with the Adams and Reese firm on an as-needed basis for complex legislative and policy issues, explaining that they are recognized for their expertise on those types of issues.

Kevin Vaughan made a motion for Chairman Hansen to move into a contract with Evans Petree and use Mike Marshall as the School Board General Counsel, and use Adams and Reese on an as-needed basis regarding legislative issues and policies. Wanda Chism seconded the motion and it was approved unanimously by the board.

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

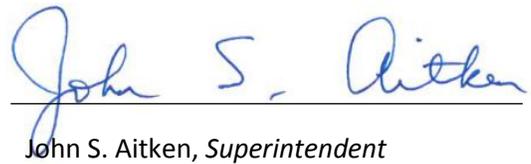
**XIII. ADJOURNMENT**

With no further comments or objections, the meeting adjourned at 7: 51 p.m.



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J. Mark Hansen, *Chairman*



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John S. Aitken, *Superintendent*