

Town of Arlington

5854 Airline Road, Arlington, TN 38002



**Town Of Arlington
Arlington Community School Board
February 25, 2014**

MEETING MINUTES

I. CALL TO ORDER AND ROLL CALL

Present

Dale Viox, Chairman
Kay Williams, Vice Chairman
Danny Young
Barbara Fletcher
Kevin Yates

Others Present

Tammy Mason, Superintendent
Gerald Lawson, Attorney
Jeff Mayo, CEO
Jana Gore, Administrative Assistant
See List

Chairman Dale Viox called the meeting to order and advised that a quorum was established.

II. OPENING PRAYER

Opening prayer was led by Kevin Yates.

III. PLEDGE TO THE FLAG

The Pledge of Allegiance was led by Danny Young.

IV. APPROVAL OF MINUTES FROM FEBRUARY 13, 2014.

Motion: Kay Williams made a motion to approve the minutes of February 13, 2014. Barbara Fletcher seconded the motion. The motion carried unanimously.

V. GRIEVANCES AND COMMENTS FROM CITIZENS.

There were no comments from citizens.

VI. OLD BUSINESS

- A. Second and Final Reading: Policies 1.800 School Calendar, 6.204 Attendance of Non-Resident Students and 6.206 Transfers within the System as Approved on First Reading February 13, 2014.

Main Motion: Kay Williams made a motion to approve the Second and Final Reading of Policies 1.800 School Calendar, 6.204 Attendance of Non-Resident Students and 6.206 Transfers within the System as approved at First Reading on February 13, 2014. Kevin Yates seconded the motion.

Chairman Viox called for discussion. Hearing none, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

- B. Second and Final Reading to Amend Policy 1.400 School Board Meetings.

Chairman Viox asked Ms. Mason if she had any comments. She responded that the only amendment requested at the previous Board Meeting was the addition of a work session to be scheduled for the Thursday prior. She pointed out that the policy states the Tuesday prior because they wanted to ensure there was enough time between the work session and the actual Board Meeting to make any changes that came out of the work session.

Chairman Viox called for a motion.

Main Motion: Kevin Yates made a motion to approve the Second and Final Reading to amend Policy 1.400 School Board Meetings. Kay Williams seconded the motion.

Chairman called for discussion and recognized Mr. Young who asked if electronic attendance only applied to absent members who are out of the county. Mr. Young stated that he may not always be able to get time off from the Fire Department to attend scheduled meetings and he wanted to confirm that since he would be in the county, he would not be able to participate electronically. Chairman Viox responded yes, and noted that this was also in the original version of the approved policy. There was a brief discussion before Chairman Viox called for a vote.

Vote on Main Motion: The motion carried unanimously.

VII. NEW BUSINESS

Chairman Viox recognized Ms. Mason who presented the Superintendent Report as follows:

ACS Personnel Plan – Ms. Mason advised that before ACS can commence instruction, the completed personnel plan must be sent to Commissioner Huffman for approval. She stated that the purpose of the plan is to ensure that the rights and privileges of teachers are protected as per TCA 49-5-203. Ms. Mason advised that upon approval by Commissioner Huffman, the plan will be presented to the School Board for approval.

Shared Services – Ms. Mason identified the eight service areas to be shared and advised that a total of 20 positions will be housed in Bartlett and Collierville. She advised that currently four of the six districts have committed. She advised that as positions are filled, Interlocal Agreements will come before the School Board for approval. The agreement identifies the position's responsibilities and Arlington's share of the salary which is based on student population. She stated that costs will be re-calculated as necessary and noted that sharing these positions will result in a cost saving to each participating district.

Fiscal Update by SES – Ms. Mason addressed the projected revenue page and the expected expenditure page. She noted that the information shows operations in the black by \$200,000; however the the \$333,000 building payment which is due on November 1 is not included. She advised that discussions with the Town continue regarding this payment.

Early Enrollment – Ms. Mason stated that early enrollment information has been posted on the website and will be in the March issue of the View. She advised the following:

March 18 - Enrollment for elementary and 9 and 10 grades.
March 20 - Enrollment for for middle and 11 and 12 grades
Enrollment at the appropriate school will be between 4:30 and 7:30 P.M.

She emphasized that enrollees must show proof of residency, etc., and once we know the number of in-district students, we will know how many non-residency slots will be available.

Website – Ms. Mason advised that the site is up and running and will be updated as information is available.

New Employees – Ms. Mason introduced two new Arlington Community School employees, Mr. Todd Goforth, K-5 Curriculum, and Ms. Faye Werner, 6 -12 Curriculum.

Chairman Viox presented the Chairman Report. He reiterated that the ACS website is up and running. He introduced guests from the Lakeland Board, Teresa Henry and Laura Harrison, and commented that as the Liaison for Lakeland, Ms. Harrison attends the ACS Board Meetings. He then noted that Ms. Williams, the Liaison for Arlington, attends the Lakeland School Board meetings and this cooperation creates a good working relationship between the two Boards.

Chairman Viox returned the meeting to the items as noted on the agenda.

A. First Reading to Approve Proposed New Arlington School Board Policies as follows:

- i. 5.116 Staff Positions
- ii. 6.100 Student Goals
- iii. 6.201 Compulsory Attendance
- iv. see agenda item B.
- v. 6.205 Student Assignments
- vi. 6.314 Corporal Punishment
- vii. 6.318 Admission of Suspended or Expelled Students
- viii. 6.319 Alternative School Programs
- ix. 6.500 Special Education Students
- x. 6.503 Homeless Students

Chairman Viox suggested that each policy be discussed and voted on separately.

- i. Policy 5.116 Staff Positions – Chairman Viox recognized Ms. Mason who advised that they are required to create a policy for procedures to be followed if there are more teachers than students. She briefly reviewed the following: creation of staff positions, reduction of licensed personnel and non-licensed personnel, and recalling teachers.

Main Motion: Kay Williams made a motion to approve on First Reading Policy 5.116 Staff Positions. Danny Young seconded the motion.

Chairman Viox called for discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

- ii. Policy 6.100 Student Goals – Ms. Mason advised that it is important that there are clear priorities and goals. She noted that there are seven student goals that will align with the work performed within the district.

Main Motion: Kevin Yates made a motion to approve on First Reading Policy 6.100 Student Goals. Barbara Fletcher seconded the motion.

Chairman Viox called for discussion. After a brief discussion, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

- iii. Policy 6.201 Compulsory Attendance – Ms. Mason advised that this policy is mandated and is in line with state law regarding compulsory attendance for children between the ages of six and seventeen. She noted

that language was added to specifically address students who are eighteen years or older and wish to apply for admission.

Main Motion: Barbara Fletcher made a motion to approve on First Reading Policy 6.201 Compulsory Attendance. Danny Young seconded the motion.

Chairman Viox called for discussion. After a brief discussion, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

iv. After clarifying that amended Policy 6.203 School Admissions will be addressed in Agenda Item B, Chairman Viox addressed the Policy 6.205.

v. Policy 6.205 Student Assignments – Ms. Mason advised that this policy deals with student assignments made within a school. She pointed out that lines 5 and 6 are in line with the transfer policy that was approved on second reading. She advised that the policy provides placement guidance for students who enroll without proper documentation and gives the Principal the responsibility of class assignment.

Main Motion: Kevin Yates made a motion to approve on First Reading Policy 6.205 Student Assignments. Danny Young seconded the motion.

Chairman Viox called for discussion. After a brief discussion, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

vi. Policy 6.314 Corporal Punishment – Ms. Mason advised that the policy initially brought before the Board at the January meeting disallowed corporal punishment. She stated that the Board requested her to create a policy to allow corporal punishment and this new policy allows corporal punishment at the Principal's discretion. She stated that she recommended adopting a policy that does not allow corporal punishment; however, she has provided this option as requested. Chairman Viox noted that the amended policy to permit corporal punishment will be referred to as Policy 6.314A, and the original policy stating that corporal punishment shall not be used as a disciplinary measure in any school shall be referred to as Policy 6.314B.

Main Motion: Kay Williams made a motion to approve on First Reading Policy 6.314A Corporal Punishment. Barbara Fletcher seconded the motion.

Chairman Viox called for discussion and recognized Mr. Young who stated that he cannot support Policy 6.314A and believes that other disciplinary measures can be put in place that mitigate liability. He explained that he prefers to

discipline his child and cannot approve a policy that allows the punishment of someone else's child. Chairman Viox recognized Ms. Williams who noted that she wanted input from the teachers on this topic. She commented that as a former principal she understands the concerns; however, the policy was patterned after the former Shelby County policy and corporal punishment would be used as a last resort, after notifying the parents for approval. Ms. Williams stated that she is in favor of this policy. Ms. Fletcher stated that she is in favor of having this policy available for use if necessary. Mr. Yates noted that he has struggled with this policy, but he believes that if administered correctly, liability would be mitigated. He stated that as a parent he prefers to discipline his child and wants the right to say no to corporal punishment for his child. There was further discussion. Chairman Viox recognized Gerald Lawson, Town Attorney, who addressed the issue of liability. He noted that corporal punishment is allowed by state law; however, it is in the administration of the policy that may create liability. Chairman Viox expressed his concern with regard to approving the corporal punishment policy. There was further discussion.

Chairman Viox called for a roll call vote on the main motion.

Roll call Vote on Main Motion: Young – No Fletcher – Yes Williams – Yes
Yates – Yes Viox - No

The motion passed with 3 - Yes and 2 – No votes.

Chairman Viox recognized Mr. Young who thanked the Board for their diplomatic discussion and letting the system work.

- vii. Policy 6.318 Admissions of Suspended or Expelled Students – Ms. Mason advised that this policy is straight from TSBA and aligns with state law. She advised that this policy provides guidance regarding the admission of suspended or expelled students who wish to be admitted into the ACS district.

Main Motion: Kay Williams made a motion to approve on First Reading Policy 6.318 Admissions of Suspended or Expelled Students. Kevin Yates seconded the motion.

Chairman Viox called for discussion and recognized Mr. Young who requested further explanation. Ms. Mason explained how the policy works for admission of the suspended or expelled student. Chairman Viox called for further discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

- vii. Policy 6.319 Alternative School Programs – Ms. Mason advised that this policy provides guidance as we handle disciplinary situations within the student body. It is mandated by state law and will require the system to provide programs for students in grades 7 through 12 who have been expelled so that they may continue their education in a different environment. She stated that they are

exploring alternative program options to make sure they are in accordance with this policy.

Main Motion: Kevin Yates made a motion to approve on First Reading Policy 6.319 Alternative School Programs. Danny Young seconded the motion.

Chairman Viox called for discussion and recognized Mr. Young who asked Ms. Mason where the funding comes from, and Ms. Mason responded that it comes out of the local General Fund Budget. Chairman Viox asked if there has been discussion among the districts about sharing this program. Ms. Mason responded yes and noted that they are also looking at other options. There was discussion regarding costs, teachers required, etc. Chairman Viox called for further discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

- ix. Policy 6.500 Special Education Students – Ms. Mason advised that this policy provides guidance regarding placement and age requirements according to TCA for the district to be responsible for special education students between the ages of three and 21 years old to ensure they are placed in the most appropriate educational environment for their needs.

Main Motion: Danny Young made a motion to approve on First Reading Policy 6.500 Special Education Students. Barbara Fletcher seconded the motion.

Chairman Viox called for discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

- x. Policy 6.503 Homeless Students – Ms. Mason advised that this policy provides guidance regarding homeless students who wish to attend school. It will ensure that procedures are developed to recognize and provide services to these students.

Main Motion: Barbara Fletcher made a motion to approve on First Reading Policy 6.503 Homeless Students. Danny Young seconded the motion.

Chairman Viox called for discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

B. First Reading of Amended Policy 6.203 School Admissions

Chairman Viox recognized Ms. Mason who advised that this policy was brought to the Board earlier and it was passed on second and final reading; however, as enrollment time gets closer, they felt it was necessary to provide clarity to parents

on some additional procedures, specifically for this policy they added provisions for proof of residency and shared residency requirements. She advised that these items are not required to be in a policy, they could have managed these with a procedure; however, because this is a new district and parents need to locate information as quickly as possible, they felt it was important that this be added to the School Admissions Policy to have all of the information in the same location.

Chairman Viox called for a motion.

Main Motion: Barbara Fletcher made a motion to approve the First Reading of amended Policy 6.203 School Admissions. Kay Williams seconded the motion.

Chairman called for discussion. The proof of residency requirement was discussed. Ms. Mason advised that procedures will be developed to verify that students who are enrolling actually reside within the ACS district and that this verification information will not be difficult for parents to provide. She noted that a drivers license will no longer be accepted for proof of residency.

Chairman Viox called for discussion. Hearing none, he called for a vote.

Vote on Main Motion: The motion carried unanimously.

C. Approve Inter Local Agreement with Bartlett for Shared Planning Services.

Chairman Viox advised that this item has been pulled from the agenda.

D. Buy Board Inter Local Participation Agreement

Chairman Viox recognized Ms. Mason who advised that this is an organizational inter local agreement with the National School Board Association. She noted that as members of NSBA and TSBA we have the option to use the services of this national purchasing corporation at no cost. She noted that they find vendors and negotiate lower purchase prices for a variety of items needed by school districts. Kay Williams made a motion to approve the Inter Local Participant Agreement with Buy Board. Barbara Fletcher seconded the motion.

Chairman Viox called for a vote on the main motion.

Main Motion: Kay Williams made a motion to approve the Inter Local Participant Agreement with Buy Board. Barbara Fletcher seconded the motion.

After a brief discussion noting approval of the agreement, Chairman Viox called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

E. 2014-15 School Calendar

Chairman Viox recognized Ms. Mason who advised that this is a proposal for the school calendar which mirrors the Shelby County Schools calendar with the exception of two days. She noted that this proposed calendar is the same calendar that the other municipal districts are taking to their Boards. She noted and explained that the differences are the dates of February 13 and 16. She stated that the Calendar Committee and Mr. Mayo worked together and this calendar is their recommendation.

Chairman Viox called for a vote on the main motion.

Main Motion: Danny Young made a motion to approve the 2014-15 School Calendar. Kay Williams seconded the motion.

Chairman Viox called for discussion and thanked Mr. Young for volunteering for the Calendar Committee and keeping the Board advised as they worked through the process. Ms. Williams also thanked Mr. Mayo, Mr. Young and the entire committee for putting together a great calendar. Mr. Young advised that everyone who worked on the calendar did a great job and worked well together. He asked for clarification on the two-day difference in the Shelby County calendar and the municipal districts calendar. Chairman Viox recognized Mr. Yates who asked for an explanation on the August 4th first day of school. Ms. Mason explained that to meet the 180-day school year requirement and account for holidays, etc., they set the start of the school year early August. Mr. Young briefly discussed other considerations such a year-round school, attending on certain holidays, etc. Chairman Viox called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

F. Other as Properly Presented.

1. Chairman Viox recognized Laura Harrison, Lakeland Board Chairman, who advised that they have had discussions with parents about going through the transfer process.
2. Chairman Viox noted that they had great participation at their meeting at the High School. He noted that they had interest from schools and students that they never expected.
3. Chairman Viox advised that the Lakeland Board, several Arlington Board Members and Ms. Mason went to Day on the Hill advocating for our schools. He noted that they received strong support. He advised that the Board needs to elect a TLN representative. He suggested that Kay Williams would be a good fit for this position and asked the Board to consider her for this position.

Motion: Barbara Fletcher made a motion to nominate Vice Chairman Kay Williams for the position of TLN representative for the ACS Board. Kevin Yates seconded the motion.

Vote on Main Motion: The motion carried unanimously.

4. Ms. Mason advised the Board that there is a need to have a special-called meeting as there are some time-sensitive items to come before the Board for approval, most importantly the E-Rate Application. She noted that the RFP is out and in the next couple of weeks, contracts will be coming in, and there is a very tight deadline. She requested a March 13, 2014, Special-Call Meeting. Ms. Mason advised that there may be additional items, specifically the second reading items, added to the Special-Call agenda.
5. Chairman Viox asked that Board Members be on the lookout for alternate meeting locations in the event Town Hall is not available for work sessions.

VIII. ADJOURNMENT

Motion: Barbara Fletcher made a motion to adjourn. Kay Williams seconded the motion. The motion carried unanimously.

Meeting adjourned.

Dale Viox, Chairman

Date

Kay Williams, Vice Chairman

Date

Submitted By: Theresa Smith, Planning Clerk