

Bartlett City Board of Education Business Meeting Agenda

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**August 24, 2023
7:00 PM**

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
 - A. Official Business of the Day
- IV. SPECIAL PRESENTATIONS
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. July 27, 2023 Business Meeting Minutes
- VIII. REPORTS
 - A. Chairman's Report
 - B. Superintendent's Report
 - C. General Counsel's Report
 - D. Tennessee Legislative Network (TLN) Representative Report
 - E. Financial Report
- IX. UNFINISHED BOARD BUSINESS
 - A. SECOND READING REVISED POLICY 1009: Public Participation at Board Meetings
 - B. SECOND READING REVISED POLICY 1023: Use of Multimedia and Copyrighted Materials
 - C. SECOND READING REVISED POLICY 4032: ~~Online~~ Courses² Alternative Credit Options
 - D. SECOND READING REVISED POLICY 5028: Vacations and Holidays
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. FIRST READING NEW POLICY 4036: Transcript Alterations
 - 2. FIRST READING NEW POLICY 4037: Class Size Ratios
 - 3. Resolution 11-3 Budget Amendment
 - 4. Approval of the 2023-2024 Disciplinary Hearing Authority (DHA) Members
 - 5. Memorandum of Agreement (MOA) for Dental Services between Bartlett City Schools and the Shelby County Health Department
 - 6. 2023-2024 SAVE Act Assurances
 - 7. 5-Year Capital Improvement Plan
 - 8. Approval of School Support Organizations (SSO) 2023-2024
- XI. ADJOURNMENT

**BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES**

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**July 27, 2023
7:00 PM**

INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Bryan Woodruff said a prayer. The Board and audience recited the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

Official Business of the Day

Chairman Woodruff called the meeting to order at 7:00 p.m. The following Board Members were present:

Ms. Erin Berry
Mr. David Cook
Mr. Brad Ratliff
Mr. Bryan Woodruff

Absent: Mrs. Shirley Jackson

SPECIAL PRESENTATIONS

Superintendent Dr. David Stephens presented Dr. Lee-Ann Kight an engraved cutting board and crystal plaque for her retirement from Chief Academic Officer at Bartlett City Schools.

Superintendent Dr. David Stephens presented Phil Clark a customized picture of the Bartlett High School athletic grounds for his retirement from Athletic Director at Bartlett City Schools.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Mr. David Cook made the motion to approve the agenda. Ms. Erin Berry seconded the motion. With all ayes, the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

June 15, 2023 Business Meeting Minutes

The June 15, 2023 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

REPORTS

Chairman's Report

Chairman Bryan Woodruff reminded the Board that school will be starting soon and the System-Wide Inservice will be held next Friday.

Superintendent's Report

Superintendent Dr. David Stephens introduced Kristy Ford as the Interim Chief Academic Officer. He provided the follow updates:

- This past Thursday we met with all principals and assistant principals. It was a great day of learning and preparing for the new school year.
- Today was district learning day for all teachers. It was great to see all the teachers engaged in learning.
- B Ready Day is Tuesday August 1st.
- Our System-Wide address will be on Friday August 4th starting 8:30 a.m. We are kicking off our 10-year celebration.
- The first day of school is August 7th. We are busy preparing.
- Staffing looks good. Only a few openings for teachers.
- Enrollment is on target.
- We are ready and excited to see all of our students.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The June 2022-23 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

No unfinished Board Business.

BOARD ACTION ITEMS

New Board Business

Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers

The Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education

The Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education passed with a motion by Mr. David Cook and a second by Mr. Brad Ratliff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

First 8, Memphis LLC Voluntary Pre-K Application

The First 8, Memphis LLC Voluntary Pre-K Application passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

Affiliation Agreement with Arkansas State University

The Affiliation Agreement with Arkansas State University passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

Affiliation Agreement with Utah State University

The Affiliation Agreement with Utah State University passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

Behavior Services of the Mid-South Service Agreement

The Behavior Services of the Mid-South Service Agreement passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

Bid #FY230007 Fresh Bread Products

Bid #FY230007 Fresh Bread Products awarded to Bimbo Bakeries USA passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

Bid #FY231008 for Nutrition Non-Food Items

Bid #FY231008 for Nutrition Non-Food Items awarded to Sysco Memphis LLC and American Paper and Twine passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

Bid #FY23014 Food Products

Bid #FY23014 Food Products awarded to Sysco Memphis LLC passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

Proposed School Lunch Fees

The proposed School Lunch Fees increase of \$.25 for student meals and \$.50 for adult meals passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

FIRST READING REVISED Policy 1009: Public Participation at Board Meetings

The First Reading of Revised Policy 1009: Public Participation at Board Meetings passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

FIRST READING REVISED POLICY 1023: Use of Multimedia and Copyrighted Materials

The First Reading of Revised Policy 1023: Use of Multimedia and Copyrighted Materials. passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

FIRST READING REVISED POLICY 4032: ~~Online Courses~~² Alternative Credit Options

The First Reading of Revised Policy 4032: ~~Online Courses~~² Alternative Credit Options passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

FIRST READING REVISED POLICY 5028: Vacations and Holidays

The First Reading of Revised Policy 5028: Vacations and Holidays passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

Resolution 11-2 Budget Amendment

Resolution 11-2 Budget Amendment passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

Approval of School Support Organizations (SSO) 2023-2024

Approval of the following School Support Organizations (SSO) 2023-2024 passed with a motion by Mr. David Cook and a second by Mr. Brad Ratliff.

Altruria Elementary PTO, Appling Middle Band, Appling Middle PTO, Bartlett Elementary PTO, Bartlett High Boys Lacrosse, Bartlett Bowlers Parents Association, Bartlett High Band Boosters, Bartlett High Boys Soccer, Bartlett High Girls Soccer, Bartlett High Golf Booster Club, Bartlett High Softball Booster Club, Bartlett High Theatre and Forensics, Bartlett High Track and Field, Bartlett High Touchdown Club, Bartlett High Volleyball, Bartlett High Wrestling, Bon Lin Elementary PTO, Bon Lin Middle Band, Bon Lin Middle PTSA/PTO, Ellendale PTO, Elmore Park PTO, Elmore Park Middle Volleyball, Oak Elementary PTO, and Rivercrest PTO.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Absent, Mr. Brad Ratliff: Aye, Bryan Woodruff: Aye

ADJOURNMENT

The meeting adjourned at 7:40 p.m.

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent

Bartlett City Board of Education		1009
Descriptor Term: PUBLIC PARTICIPATION AT BOARD MEETINGS	Descriptor Code: Board Operations	Issue Date: 12/02/2013
	Rescinds:	Revised: 5/28/2015

1 Tennessee law makes ~~no~~-specific provisions for the participation of the public at school
2 board meetings. Public comment is not permitted at Board Work Sessions. Members of
3 the public desiring to address the Board may do so at Regular Business and Special
4 Called Meetings. Only those members of the public who submit "Public Comment
5 Cards/Forms" to the Board Chairman prior to the commencement of Business Meetings
6 or Special Called Meetings shall be permitted to address the Board. Public comments
7 shall be taken in the order in which the "Public Comment Cards/Forms" are received.

8 Not more than thirty (30) minutes of each Regular Business and Special Called Meeting
9 shall be devoted to public comment as provided on the agenda. Public comments shall
10 be limited to up to three (3) minutes per "Public Comment Card/Form", and no recognized
11 speaker may yield his/her time to another speaker. At the discretion of the Chairman,
12 limitations may be placed on the following: 1) a speaker's time to comment; 2) the number
13 of speakers commenting on the same topic; and/or 3) the number of speakers
14 representing the same group or organization. Public comments at Special Called
15 Meetings shall be limited in scope to the purpose of the meeting.

16 Speakers will be introduced by the Chairman of the Board at the appropriate time during
17 the agenda. Speakers must state their name, home address, organization he/she is
18 representing, if any, and subject of the presentation before they are permitted to proceed.
19 Speakers may offer objective comments about school operations and programs that
20 concern them. Speakers are asked to refrain from using names of personnel or names of
21 persons connected with the District, particularly when lodging a complaint. Speakers will
22 not be permitted to engage in gossip, make defamatory comments, or use abusive or
23 vulgar language. The Chairman shall have the authority to terminate the remarks of any
24 individual who is disruptive or does not adhere to Board rules.

25 The Board will take all public comments under advisement, but the Board does not
26 respond during public comment.

Bartlett City Board of Education		1023
Descriptor Term: USE OF MULTIMEDIA <u>AND COPYRIGHTED MATERIALS</u>	Descriptor Code: Board Operations	Issue Date: 02/27/2014
	Rescinds:	Revised:

1 All multimedia used in the classroom must either be provided by the ~~school~~Chief Academic
2 Officer, his/her designee, or have prior approval of the school principal.

3 Movies, songs, or other multimedia may be rented or purchased for use in the classroom for
4 education purposes only. No movie, song, or other multimedia will be used for entertainment
5 purposes.

6 When using multimedia in the classroom, all employees shall adhere to the provisions of the
7 United States Code, applicable Board policy, and Board procedures regarding the copying and/or
8 use of copyrighted materials.¹

9 To define the fair and reasonable use of copyrighted work for educational purposes without the
10 permission of the copyright owner and reduce the risk of copyright infringement, the following
11 guidelines are in effect:

12 1. In the case of computer software, the ethical and practical problems caused by computer
13 software piracy shall be taught in all computer courses;

14 2. The Superintendent shall establish specific procedures regarding the copying,
15 distribution, and use of copyrighted materials for instructional purposes;¹ and

16 3. Each school Principal shall establish practices which will enforce this Policy at the school
17 level.
18

¹ 17 U.S.C. §§ 106, 107, 110

POLICY 4032: ~~Online Courses~~ Alternative Credit Options¹

Online Courses

~~Students enrolled in Bartlett High School~~ students may earn high school credit to be applied toward graduation from courses taken online offered through approved agencies or institutions, provided each of the following conditions are met:

1. Only ~~those~~ online courses that have been approved by the Tennessee ~~State~~ Department of Education may be taken by students for credit.
2. Students will be permitted to take online courses only in ~~unusual-exceptional~~ circumstances. Such circumstances, including but are not limited to, ~~circumstances involving~~ homebound instruction, expulsion (if educational services are to be continued), scheduling conflicts during the school day, course inaccessibility at Bartlett High School, or if the course is not offered at the necessity for a differentiated or accelerated learning environment ~~the student's home school~~.
3. Online courses may be taken only ~~through AdvancED (or equivalent) accredited institutions and only~~ with prior written approval of the ~~student's P~~principal. Any and all exceptions should be directed to the Superintendent, the ~~Director Chief of Teaching and Learning~~ Academic Officer, or his/her designee, ~~for approval of the course and the supplying institution.~~
4. ~~Official transcripts from the online school or university must be submitted to the student's high school prior to the beginning of the next semester~~ The school shall receive an official record of the final grade before credit toward graduation will be recognized. It is the responsibility of the student/parent to have the institution provide the official transcript to the student's home school.
5. For the purpose of meeting minimum graduation requirements, students may receive no more than one online course credit each school year. Students who are expelled or homebound may exceed this limit with approval from the Superintendent or his/her designee.
6. All fees and other costs are the responsibility of the student/parent, unless prior written approval has been granted by the Superintendent or his/her designee.
7. Numerical grades provided by the online institution will be recorded on the student's permanent record exactly as provided, regardless of status (passing, failing, withdrawal.) If the institution only provides letter grades, Bartlett City Schools will convert to a numerical grade that is the median of the Bartlett City Schools grading scale for the letter grade given.

¹~~T.C.A. §49-16-101 et seq.; Tennessee State Board of Education Policy 3.208~~

All online grades earned according to this Policy shall be included as part of the student's official overall grade point average and recorded on the transcript to accurately track the student's enrollment in coursework.

Course Access Program²

Students in grades seven (7) through twelve (12) may participate in the statewide Course Access Program. No student shall be required to enroll in a Course Access Course.

To become eligible to participate, students shall:

1. Meet all prerequisite requirements for the Course Access Course; and
2. Be unable to enroll in a comparable course at the student's school because:
 - a. A comparable course is not offered; or
 - b. A legitimate situation exists that prevents the student from enrolling in a comparable course.³

The District may deny a student's enrollment in a Course Access Course if:

1. The student does not meet the prerequisite requirements for the course;
2. A comparable course is offered and available to the student at a BCS school; or
3. Participation in the Course Access Course is not logistically possible.

The Superintendent shall develop administrative procedures to ensure that students and parent(s)/guardian(s) are given written notice of their right to appeal any denial of a Course Access Course enrollment in a timely manner. After exhausting any and all appeals to the Superintendent, all further appeals shall be submitted in writing to the Board within ten (10) days of a denial.—

After a timely appeal is made, the Board will provide written notification to the student and parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than ten (10) school days after the appeal is submitted. At the hearing, the Board shall determine whether there was an error in denying the student the ability to participate in the Course Access Course.

² T.C.A. §49-18-101 et. seq.

³ TRR/MS 0520-01-14-.03

Bartlett City Board of Education		5028
Descriptor Term: VACATIONS AND HOLIDAYS	Descriptor Code: PERSONNEL	Issue Date: 5/22/2014
	Rescinds:	Revised: 11/13/2014, 7/23/2015

1 Vacations and Holidays will be granted to regular, full time employees subject to the following
2 provisions:

3 A. General Provisions

- 4 1. Temporary and part-time employees are not eligible for vacation.
- 5 2. Vacation leave will begin to accrue once new employees complete six (6) months of
6 continuous service.
- 7 3. An employee who resigns or terminates from Bartlett City Schools shall be paid for
8 any unused earned vacation leave, provided the employee has completed six (6)
9 months of service.
- 10 4. Full-time classified employees will receive one (1) day per year to be used for personal
11 business in addition to earned sick leave. There are no provisions for this day to carry
12 over the next fiscal year.
- 13 5. Full-time certified employees will receive two (2) days per year in addition to earned
14 sick leave to be used for personal business. Two (2) unused days may be converted
15 to sick.
- 16 6. All full-time employees who have reached the last step on the BCS salary schedule
17 will receive one (1) additional day per year to be used for personal business in addition
18 to the personal day(s) earned under Paragraphs 4 and 5. There are no provisions for
19 this day to convert to sick or carry over the next fiscal year.

20 B. Twelve (12) Month Employees

- 21 1. Any full-time twelve (12) month employee who is employed by Bartlett City Schools
22 will be granted vacation based on the following schedule:

23 **Length of Service Vacation Accrued** **Semi-Monthly Basis**

24	Six (6) months and one day, but less than one (1) year.....	.42
25	One (1) year, but less than five (5) years.....	.42
26	<i>(Maximum of 10 days per year)</i>	
27	Five (5) years, but less than ten (10) years.....	.50
28	<i>(Maximum of 12 days per year)</i>	
29	Ten (10) years, but less than fifteen (15) years.....	.63
30	<i>(Maximum of 15 days per year)</i>	
31	Fifteen years or more84
32	<i>(Maximum of 20 days per year)</i>	

- 33 2. Vacation is accrued semi-monthly, and the accumulated amount of vacation appears
34 on the employee's paychecks. All eligible employees may accrue up to a maximum
35 of twenty-five (25) vacation days.

- 1 3. Vacation leave is accrued while an employee is in paid status, but does not accrue
- 2 while an employee is in an unpaid status.
- 3 4. Holidays are not paid to employees who are in an unpaid status.
- 4 5. Designated Bartlett City Schools holidays that fall within the vacation schedule are not
- 5 to be counted as vacation days. Full time, twelve-month employees will be paid for a
- 6 minimum of thirteen-fourteen (14~~3~~) paid holidays that will be determined annually and
- 7 reflected on the payroll calendar and paid during the corresponding payroll period.
- 8 6. Vacation schedules that shall be approved by the employee's immediate supervisor
- 9 should be planned in such a way that the operational procedures are not interrupted.

- 10 C. Full time classified employees working less than twelve (12) months
- 11 1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the
- 12 payroll calendar and paid during the corresponding payroll period. Ten (10) vacation
- 13 days are built into the employee's work calendar, so as to reduce number of unpaid
- 14 days throughout the school year. These days are not paid out if the employee resigns
- 15 and are not for the employee's use.
- 16 2. The employee must work the day before and after a paid holiday in order to be paid
- 17 for the holiday
- 18 3. The employee uses such paid leave time as he/she is entitled to based upon
- 19 employment status to cover the day before and after a paid holiday.

- 20 D. Full time certified employees working less than twelve (12) months
- 21 1. Employees shall earn 1 vacation day for every 20 days worked and those days are
- 22 distributed throughout the employee's work calendar. These days are not paid out if
- 23 the employee resigns and are not for the employee's use.

Bartlett City Board of Education		4036
Descriptor Term: TRANSCRIPT ALTERATIONS	Descriptor Code: Instruction	Issue Date: 08/24/2023
	Rescinds:	Revised:

- 1 The District shall maintain a transcript for each student which sets forth a cumulative record of
- 2 the student’s attendance, achievement, and units of credit earned. High school and Ninth Grade
- 3 Academy transcripts may be altered only by high school counselors with authorization from the
- 4 Vice-Principal or Principal. Elementary and middle school transcripts may only be altered by the
- 5 Principal or Assistant Principal.

- 6 Alterations to student transcripts shall be supported by documentation.¹ This documentation shall
- 7 include, but shall not be limited to, the reason for the transcript alteration and evidence that the
- 8 student has earned the grade reflected in the altered transcript.

- 9 Alteration to transcripts other than as provided in this Policy may subject an employee to
- 10 disciplinary action, including, but not limited to, dismissal, revocation of license or certification
- 11 issued by the Department of Education, and/or prosecution for falsification of educational or
- 12 academic records. Bartlett City Schools shall not retaliate against an employee who brings
- 13 unauthorized transcript alterations to the attention of school officials.²

¹ T.C.A. §49-50-1101

² T.C.A. §49-50-1101

Bartlett City Board of Education		4037
Descriptor Term: CLASS SIZE RATIOS	Descriptor Code: Instruction	Issue Date: 08/24/2023
	Rescinds:	Revised:

1 Pupil-teacher ratios shall not exceed the averages outlined in state law.¹ Further, individual class
2 sizes shall not exceed the maximum allowed by state law. Class size limits may be exceeded in
3 courses such as typewriting, junior reserve officers' training corps (JROTC), and instrumental and
4 vocal music classes, provided that the effectiveness of the instructional program is not impaired.

5 **WAIVERS**

6 The Superintendent or his/her designee may seek a waiver from the Commissioner of Education
7 to extend career and technical education (CTE) classes in grades nine through twelve (9-12),
8 provided these class sizes do not exceed the maximum permitted. The Superintendent shall apply
9 for additional waivers as needed in compliance with state law.

10 Should Bartlett City Schools enroll displaced students because of a natural disaster, the
11 Commissioner of Education may grant a waiver from the maximum class sizes due to such
12 enrollment.

¹ T.C.A. §49-1-104

The following individuals are recommended as members of the Disciplinary Hearing Authority (DHA) for the 2023-2024 school year.

Dr. Korrie White (Chief Student Services Officer)

James Aldinger (Chief of Human Resources)

Dr. Kevin Gideon (Human Resources Supervisor)

Dr. Momodou Keita (Student Services Supervisor)

Mark Stephens (Student Services Supervisor)