

BARTLETT CITY BOARD OF EDUCATION

BARTLETT CITY BOARD OF EDUCATION WORK SESSION

WORK SESSION AGENDA BARTLETT CITY HALL 6400 STAGE ROAD, BARTLETT

**PO Box 341148
Bartlett, TN 38134**

January 15, 2015

7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

APPROVAL OF AGENDA

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

STAFF ACTION ITEMS

2015-2016 Budget Development Calendar

School Calendar Committee Recommendations

BOARD ACTION ITEMS

Cooperative Agreement with Bartlett Education Foundation

**REVISED Policy 1027 – Appeals to and Appearances Before the Board of
Education - SECOND READING**

REVISED Policy 2021 – Expenses and Reimbursements - SECOND READING

REVISED POLICY 6019: Transfers Within the System - FIRST READING

REVISED POLICY 6031: Alternative School Programs -FIRST READING

ADJOURNMENT



2015-2016 BUDGET DEVELOPMENT CALENDAR

Wednesday, January 7, 2015	BUDGET DEVELOPMENT: The budget spreadsheets will be emailed to the Directors with the 2014-15 Actual Expenditures and the 2014-15 Budget.
Friday, January 16	BUDGET REQUESTS COMPLETED Directors will have 1/7/15 - 1/16/15 to complete the budget spreadsheets detailing the personnel in their departments, and the budget amounts necessary for the 2015-16 fiscal year.
Monday thru Friday Jan. 19 - 23	PROPOSED BUDGETS PROCESSING: Once the budget requests are submitted, CFO and Sr. Accountant will process these and put in a format to facilitate the review process that will take place on Thursday, Jan. 29, 2015
Thursday, Jan. 29	2015-16 BUDGET REQUESTS STAFF REVIEW Superintendent will meet with Directors to discuss budget requests. BCS Conference Room 8:30 AM - 5:00 PM
Monday, February 9	STAFF REVIEW OF COMPOSITE BUDGET During Superintendent Staff Meeting.
Monday, February 23	STAFF REVIEW OF COMPOSITE BUDGET During Superintendent Staff Meeting.
Thursday, March 19	BOARD REVIEW OF F/Y 2015-16 BUDGET Board Work Session.
Thursday, March 26	BOARD APPROVAL OF F/Y 2015-16 BUDGET Board Meeting.
April, 2015	SUBMIT BUDGET TO CITY OF BARTLETT

REVISED Policy 1027 – Appeals to and Appearances Before the Board of Education

APPEALS TO THE BOARD

Unless designated by Board policy as definitive at a lower level of responsibility, aAny matter relating to the operation of the school system may be appealed to the Board. However, the Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns which have not advanced through the proper administrative procedure from the point of origin.

If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall be referred in writing to the office of the Superintendent, and the **Executive Committee**~~Board~~ shall determine whether to hear the appeal.

APPEARING BEFORE THE BOARD

Individuals wishing to appear before the Board must submit a written request with descriptive materials to the office of the Superintendent seven (7) days before the meeting. If the request is approved by the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized at the beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda.

The Chair may recognize individuals not on the agenda for remarks to the Board if it is determined that such is in the public interest.

If an individual wishes to address the Board, he/she may sign up on the Public Comment Card/Form provided before the beginning of a Board meeting. Organizations must select only one individual to speak on their behalf unless otherwise determined by the Board. Individuals addressing the Board shall adhere to all provisions set forth in Board Policy 1009 – Public Participation at Board Meetings.

Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office of the Superintendent.

REVISED Policy 2021 – Expenses and Reimbursements

The Bartlett City Board of Education shall periodically review the district's expense allowances and reimbursement guidelines. The Superintendent or his/her designee shall develop travel expense forms and administrative procedures to ensure consistency and transparency with the implementation of this policy.

School Personnel

With prior approval from the Superintendent or his/her designee, school personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved **Travel Expense Report** ~~voucher~~ and supporting receipts. Requests for reimbursements shall be submitted to the ~~Superintendent's office~~ **Chief Financial Officer** within thirty (30) days of the date of completion of travel.

The Superintendent may grant travel authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the program involved.

The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not be used for this purpose.¹

Board Members

Attendance at conventions, educational meetings, or other travel for Board business shall be authorized in advance by the Board in accordance with Policy 1017 – Board Member Development Opportunities.²

Members of the Bartlett City Board of Education shall be reimbursed for transportation, lodging, meals, and other authorized expenses **in accordance with BCS Travel Regulations and the BCS Expense Report Form** when traveling on Board business. Requests for reimbursements shall be submitted to the Board ~~Chairman~~ **Secretary** within thirty (30) days of the date of completion of travel.

¹ *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18

² T.C.A. §49-2-2001(c)

POLICY 6019: Transfers Within the System

During the spring transfer/open enrollment period, a parent, legal guardian, or custodian may request that his/her student attend a school within the system other than the one to which the student is zoned. The Superintendent or his/her designee shall review such requests and, if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests of the student or the District. If granted, the student must provide his/her own transportation to and from the school.¹

Except within the first ten (10) days of a school year during which time student assignments may be appealed,² after a student has enrolled in one (1) school within the system, he/she shall not be permitted to transfer to another school unless there is a change in residence outside the school zone for which the student is enrolled. Any exception to this policy must be brought before the Superintendent for evaluation and decision.

Students whose families transfer their residence to another attendance zone within Bartlett City Schools after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area. The Superintendent or his/her designee may grant other exceptions to this policy for good and sufficient reasons.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered, and graded by the principal or his/her designee.³

The feasibility of approving in-District transfer applications shall consider, but not be limited to, educational capacity, staffing, and general program offerings. Acceptance for a given year does not guarantee continued acceptance in subsequent years, and applications must be filed annually. Failure to provide and maintain a satisfactory academic, discipline, and attendance record may result in the denial of the transfer.

¹ T.C.A. §49-2-128

² T.C.A. §49-6-3201

³ TRR/MS 0520-1-3-.03(11)(a-e)

Bartlett City Board of Education		6031
Descriptor Term: ALTERNATIVE SCHOOL PROGRAMS	Descriptor Code: Student Services	Issue Date: 06/23/2014
	Rescinds:	Revised:

- 1 The Board shall operate an alternative school program for students in grades six through twelve
- 2 (6-12) who have been suspended or expelled from regular school programs.¹ Attendance in
- 3 alternative school programs shall be contingent upon space availability~~mandatory~~, and
- students attending ~~an~~ the alternative school ~~located outside of the District~~ shall provide their own
- transportation.

- 4 Alternative school programs shall be operated in accordance with state laws and the rules of the
- 5 State Board of Education,² and instruction shall proceed as nearly as practicable in accordance
- 6 with the instructional programs at the student's home school.

- 7 The Superintendent is authorized to develop appropriate procedures to implement this policy and
- 8 to ensure compliance with relevant state laws and regulations.

¹ T.C.A. §49-6-3402(a)

² TRR/MS 0520-1-2-.09