

BARTLETT CITY BOARD OF EDUCATION

BARTLETT CITY BOARD OF EDUCATION BOARD MEETING

BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS

6400 STAGE ROAD, BARTLETT THURSDAY, FEBRUARY 27, 2014 7:00 PM

PO Box 341148

Bartlett, TN 38134

January 22, 2015

7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

SPECIAL PRESENTATIONS

PUBLIC COMMENT

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

December 11, 2014 Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

CONSENT AGENDA

Revised Policy 6031: Alternative School Programs - First Reading was pulled from the Consent Agenda. The Consent Agenda passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

2015-2016 Budget Development Calendar

School Calendar Committee Recommendations

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

ACTION ITEMS

REVISED POLICY 6031: Alternative School Programs -FIRST READING

Suspend the Rules to Approve the Policy on First Reading passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

REVISED POLICY 6031: Alternative School Programs passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

Interlocal Cooperation Agreement for Cooperative Purchasing Services

The Interlocal Cooperation Agreement for Cooperative Purchasing Services passed with a motion by Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

Resolution

The Resolution passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

ADJOURNMENT

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

Thursday, December 11, 2014
Bartlett City Hall - Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Superintendent Stephens said the prayer and Chairman Norris led the Pledge of Allegiance to the Flag.

CALL TO ORDER & ROLL CALL

***** Official Business of the Day *****

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

Ms. Erin Berry
Mr. David Cook
Mrs. Shirley Jackson
Mr. Jeff Norris
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

Superintendent Stephens recognized the Bartlett High School Varsity Cross Country Team and presented a certificate to the following:

Coaches:

Jim Frost
Trent Scott
Caitie Shaffer
Jim Steinbrecher

Boys:

Eric Jaramillo
Luke McNair
Brendan Hill
Ben Homeyer
Jason Zeng
Avery Wood
Ethan Bottom
Luke Coscia
Jacob Stuart
Ian Johnson

Girls:

Iris Melara
Hailey Huffman
Chrissy Jensen
Ashley Peterson
Kayla Arroyo
Brooke MacFerran
Amber Curry
Katy Fischer
Tyler Garrett
Brooke Trenthem

PUBLIC COMMENT

- *Blount Smith - 457 Waring Rd.
Re: Discipline Policy; Pay; Evaluations*

APPROVAL OF AGENDA

Board Member Erin Berry made the motion to approve the Agenda. Board Member David Cook seconded the motion. All Board Members responded aye and the Agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

November 13, 2014 Business Meeting Minutes

Board Member David Cook made the motion to approve the Minutes from the November 13, 2014 Business Meeting. Board Member Erin Berry seconded the motion. All Board Members responded aye and the previous Minutes were approved.

REPORTS

Chairman's Report

Welcome back re-elected Board Members Erin Berry and Bryan Woodruff. Their Swearing-In Ceremony was last Thursday, December 4, 2014.

Superintendent's Report

- I attended a meeting in Jackson yesterday to receive information from the TDOE. They provided some early information regarding next year's assessment and the governors proposed legislation around teacher evaluation and the impact the new assessment will have on the teacher's evaluation.
- I will be attending the Advanced Ed Accreditation Fall meeting in Nashville Sunday and Monday.
- Ken and I met with Durham this week and they have completed background checks and upgraded camera and the GPS systems.
- We are putting together our calendar committee and will be bringing recommendations to the January board meeting.
- I am working with Debbie Rike from shared services transportation on next year's transportation plan which will be presented at the January work session.
- We will be presenting to you the Budget timeline at the January meeting along with an update on our CIP planning.

Legal Report

No report.

Financial Report

The BCS November 2014 Financial Report was accepted by the Board. It is not a voting item.

BOARD ACTION ITEMS

New Board Business

Election of Chairman

Motion Passed: The Election of Jeff Norris as Chairman for 2014-2015 passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Abstain
Mr. Bryan Woodruff	Yes

Election of Vice-Chairman

Motion Passed: The Election of Bryan Woodruff as Vice-Chairman passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Abstain

Election of Tennessee Legislative Network Representative

Motion Passed: The Election of Bryan Woodruff as the Tennessee Legislative Network Representative passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Abstain

REVISED Policy 1027 Appeals to and Appearances Before the Board of Education - FIRST READING

Motion Passed: The FIRST READING of REVISED Policy 1027 Appeals to and Appearances Before the Board of Education passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

REVISED Policy 2021 Expenses and Reimbursements - FIRST READING

Motion Passed: The FIRST READING of REVISED Policy 2021 Expenses and Reimbursements passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

Unfinished Board Business

NEW POLICY 1034: Charter Schools - SECOND READING

Motion Passed: The SECOND READING of NEW POLICY 1034: Charter Schools passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

NEW POLICY 3023: Crisis Management - SECOND READING

Motion Passed: The SECOND READING of NEW POLICY 3023: Crisis Management passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

STAFF ACTION ITEMS

Memorandum of Understanding between the Bartlett City Board of Education and the Bartlett Policy Department

Motion Passed: The Memorandum of Understanding between the Bartlett City Board of Education and the Bartlett Policy Department passed with a motion by Mr. Bryan Woodruff and a second by Mr. Jeff Norris.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

Memorandum of Agreement between Tennessee School Boards Association and Bartlett City Board of Education

Motion Passed: The Memorandum of Agreement between Tennessee School Boards Association and Bartlett City Board of Education passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

ADJOURNMENT

Meeting adjourned at 7:45 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent



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

Proposed 2015-2016 Bartlett City Schools Instructional Calendar

Before School Begins

July 30-31, 2015	New Teacher Induction
August 3, 2015	(AM) PD (PM) Administrative Day*
August 4, 2015	Administrative Day & Student Registration Day
August 5, 2015	(AM) PD (PM) Administrative Day*
August 6, 2015	Professional Development Day*
August 7, 2015	Professional Development Day*

First Semester					84 Days
Date	Day	Event	Students	Teachers	
August 10	Monday	1 st day for Students	In	In	
September 7	Monday	Labor Day	Out	Out	
September 17	Thursday	Parent Conferences (3-6 p.m. & 4-7 p.m.)	In	In	
September 18	Friday	Professional Dev. Day	Out	In	
October 9	Friday	End of 1 st Quarter	In	In	
October 12-16	Monday-Friday	Fall Break	Out	Out	
November 11	Wednesday	Veterans Day Holiday	Out	Out	
November 25-27	Wednesday-Friday	Thanksgiving Break	Out	Out	
December 16-18	Wednesday-Friday	Semester Exams	In	In	
December 18	Friday	End of 2 nd Quarter	In (1/2 Day)	In (Full Day)	
December 18	Friday	½ Administrative Day	Out (1/2 Day)	In (Full Day)	
December 21- January 1	Monday-Friday	Christmas Break	Out	Out	
Second Semester					96 Days
Date	Day	Event	Students	Teachers	
January 4	Monday	Administrative Day	Out	In	
January 5	Tuesday	Students Return	In	In	
January 18	Monday	MLK Jr. Day	Out	Out	
February 11	Thursday	Parent Conferences (3-6 p.m. & 4-7 p.m.)	In	In	
February 12	Friday	Professional Dev. Day	Out	In	
February 15	Monday	President's Day	Out	Out	
March 11	Friday	End of 3 rd Quarter	In	In	
March 21-25	Monday-Friday	Spring Break (incl. Good Friday)	Out	Out	
May 25-27	Wednesday-Friday	Semester Exams	In	In	
May 27	Friday	End of 4 th Quarter	In (1/2 Day)	In (Full Day)	
May 27	Friday	½ Administrative Day	Out (1/2 Day)	In (Full Day)	

180 school days

Q 1=43 days
 Q 2=41 days
 (S 1=84 days)

Q 3=46 days
 Q 4=50 days
 (S 2=96 days)

PD

August 3 (.5)
 August 5 (.5)
 August 6 (1)
 August 7 (1)
 September 18 (1)
 February 12 (1)

=====

5 Days

Admin

August 3 (.5)
 August 4 (1)
 August 5 (.5)
 December 18 (.5)
 January 4 (1)
 May 27 (.5)

=====

4 Days

Conference

September 17 (.5)
 February 11 (.5)

=====

1 Day

Proposed 2016-2017 Bartlett City Schools Instructional Calendar

Before School Begins

July 28-29, 2016	New Teacher Induction
August 1, 2016	(AM) PD (PM) Administrative Day*
August 2, 2016	Administrative Day & Student Registration Day
August 3, 2016	(AM) PD (PM) Administrative Day*
August 4, 2016	Professional Development Day*
August 5, 2016	Professional Development Day*

First Semester 84 Days				
Date	Day	Event	Students	Teachers
August 8	Monday	1 st day for Students	In	In
September 5	Monday	Labor Day	Out	Out
September 15	Thursday	Parent Conferences (3-6 p.m. & 4-7 p.m.)	In	In
September 16	Friday	Professional Dev. Day	Out	In
October 7	Friday	End of 1 st Quarter	In	In
October 10-14	Monday-Friday	Fall Break	Out	Out
November 11	Friday	Veterans Day Holiday	Out	Out
November 23-25	Wednesday-Friday	Thanksgiving Break	Out	Out
December 14-16	Wednesday-Friday	Semester Exams	In	In
December 16	Friday	End of 2 nd Quarter	In (1/2 Day)	In (Full Day)
December 16	Friday	½ Administrative Day	Out (1/2 Day)	In (Full Day)
December 19- December 30	Monday-Friday	Christmas Break	Out	Out
Second Semester 96 Days				
Date	Day	Event	Students	Teachers
January 2	Monday	Administrative Day	Out	In
January 3	Tuesday	Students Return	In	In
January 16	Monday	MLK Jr. Day	Out	Out
February 9	Thursday	Parent Conferences (3-6 p.m. & 4-7 p.m.)	In	In
February 10	Friday	Professional Dev. Day	Out	In
March 10	Friday	End of 3 rd Quarter	In	In
March 13-17	Monday-Friday	Spring Break	Out	Out
April 14	Friday	Good Friday	Out	Out
May 24-26	Wednesday-Friday	Semester Exams	In	In
May 26	Friday	End of 4 th Quarter	In (1/2 Day)	In (Full Day)
May 26	Friday	½ Administrative Day	Out (1/2 Day)	In (Full Day)

180 school days

Q 1=43 Days
 Q 2=41 Days
 (S 1=84 Days)

Q 3=47 Days
 Q 4=49 Days
 (S2=96 Days)

PD

August 1 (.5)
 August 3 (.5)
 August 4 (1)
 August 5 (1)
 September 16 (1)
 February 10 (1)

=====

5 Days

Admin

August 1 (.5)
 August 2 (1)
 August 3 (.5)
 December 16 (.5)
 January 2 (1)
 May 26 (.5)

=====

4 Days

Conference

September 15 (.5)
 February 9 (.5)

=====

1 Day

COOPERATIVE AGREEMENT

Between
Bartlett City Board of Education
And
Bartlett Education Foundation

I. PREAMBLE

This Cooperative Agreement (“Agreement”) is made and entered into this ___ day of _____, 2015, by and between the Bartlett City Board of Education, 5650 Woodlawn Street, Bartlett, TN 38134 (“Board”) and the Bartlett Education Foundation (“Foundation”). The Board and the Foundation shall be collectively referred to as the “Parties.”

This Agreement shall guide and direct the Parties’ affiliation, cooperation, working relationship, and respective authorities, inclusive of anticipated future activities in furtherance thereof.

II. FOUNDATION REPRESENTATIONS

- 1) The Foundation represents that it is a not-for-profit corporation organized under the laws of Tennessee and is classified as a 501(c)(3) organization by the Internal Revenue Service.
- 2) The Foundation represents that its mission is to “create an awareness of education among parent, businesses, and the community and promote excellence in the Bartlett City Schools by supplementing opportunities over and above that which is provided by the regular Bartlett City Schools’ budget.”
- 3) The Foundation represents that it exists to raise and manage private resources that support the mission and priorities of the Board, provide educational opportunities for students, and enhance institutional excellence in ways that would not be possible with state funds.
- 4) The Foundation represents that it currently abides by and will continue to abide by any and all applicable federal, state, and local laws, ordinances, and regulations in its activities.
- 5) The Foundation represents that it currently abides by and will continue to abide by any and all Board policies and procedures governing recognized school support organizations, such policies to include, but not be limited to, Board Policy 2012 “School Support Organizations.”
- 6) The Foundation represents that it maintains, and for financial records, will continue to maintain for at least four (4) years, the following: Foundation charter, bylaws, minutes, documentation of non-profit status, and detailed statements of receipts/disbursements.

- 7) The Foundation represents that its officers appropriately account for, control for, and safeguard Foundation funds to ensure such funds are spent only for purposes related to the Foundation's stated goals and objectives.
- 8) The Foundation represents that upon request, Board officials, Bartlett City Schools administrators, and/or auditors of the Office of the Comptroller of the Treasury shall be permitted access to all Foundation books, records, and bank account information.
- 9) The Foundation represents that all statements and material provided to the Board in its application for recognition as reflected in this Agreement are true and correct to the best of its knowledge.
- 10) The Foundation represents that its signatories below have the full and necessary authority to execute the Agreement on behalf of the Foundation and all necessary resolutions or approvals, if any, from the Foundation have been obtained.

III. BOARD REPRESENTATIONS

- 1) The Board represents that upon execution of this Agreement, the Foundation will be regarded as a Board recognized school support organization of Bartlett City Schools for a period not to exceed the term as defined in Section IX herein.
- 2) The Board represents that pursuant to Board policy and consistent with the Foundation's mission to advance the objectives and priorities of the Board, the Foundation may use the name, mascot, or logo of a school or of the District to raise money, materials, property, securities, services, or other things of value.
- 3) The Board represents that its signatories below have the full and necessary authority to execute the Agreement on behalf of the Foundation and all necessary resolutions or approvals, if any, from the Board have been obtained.

IV. INDEMNIFICATION

The Foundation hereby agrees to indemnify and hold harmless the Board, the Superintendent, its employees, officers, directors, and agents, from and against any and all actions, claims, losses, costs, liabilities, damages, and expense including, but not limited to, reasonable attorneys' fees, which in any manner arise or are alleged to have arisen from the acts, omissions, or wrongful conduct of the Foundation or any of its employees, officers, agents, or assigns in connection with the Foundation's activities pursuant to this Agreement.

V. FINANCIAL STATEMENTS

The Foundation, upon full execution of this Agreement, agrees to submit an annual financial statement of receipts and disbursements to the Bartlett City Schools Chief Financial Officer for approval by the Board by May 15, 2015 and every May 15th thereafter. Further, the Foundation acknowledges and agrees that any forms, annual reports, or financial statements

shall be open to public inspection as a public record, and the Foundation is subject to audit by the Office of the Comptroller of the Treasury.

VI. FUNDRAISING

The Foundation shall obtain the approval of the Superintendent or his/her designee before undertaking any fundraising activity. Upon notification of such request, the Superintendent or his/her designee shall consider, at a minimum, the following two inquiries:

- 1) Whether the fundraising activity, as scheduled, conflicts with the fundraising activities of the District or an individual school within the District; and
- 2) Whether the fundraising activity is consistent with the goals and mission of the District.

VII. PROHIBITED ACTIONS

The Foundation understands that it may not engage in any of the following prohibited actions. Further, the Foundation agrees and acknowledges that failure to abide by Board policies governing school support organizations or participation in any prohibited action, including but not limited to the actions specified in this Section, shall constitute grounds for suspension or termination of this Agreement.

- 1) The Foundation may not use a school or the District's sales tax exemption to purchase items.
- 2) The Foundation may not represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or binding upon any school or the District.
- 3) The Foundation may not operate a bank account that bears the employer identification number (EIN) of the District, a Board school, or any other school related governmental entity.
- 4) The Foundation may not establish a majority of voting members from school representatives.
- 5) The Foundation may not have as its treasurer or bookkeeper a school representative, and no school representative shall be a signatory on any Foundation checks.

VIII. AUTHENTICATION OF INFORMATION

Each school year, the Foundation shall send notice to the Chief Financial Officer verifying the authenticity of previously provided information. In the event the previous year's information is no longer accurate, all corrections shall be submitted no later than May 15th annually. Re-authentication under this Section shall serve as renewal of this Agreement.

IX. TERM

The term of this Agreement begins upon the date of the last signature of the Parties below and continues for a period of one (1) year or expiration of the then-current term of verifiable information under Section VIII herein, whichever is longer.

X. TERMINATION

Either party, upon thirty (30) days' written notice, may terminate this Agreement. The Board may, at its sole discretion, terminate this Agreement if it is determined that it is not in the best interest of the District to continue such affiliation, cooperation, and/or working relationship.

XI. NOTICES

Notices under this Agreement shall be mailed or delivered to the parties as follows:

Board:

Teresa K. Winter
Chief Financial Officer
Bartlett City Schools
5650 Woodlawn St.
Bartlett, TN 38134

Foundation:

Jason A. Sykes
President
Bartlett Education Foundation
4118 Fairway View Cr. W
Bartlett, TN 38135

XII. ASSIGNMENT

Neither this Agreement nor any of the rights or obligations hereunder may be transferred or assigned without the prior written consent of the other party.

XIII. MODIFICATION OF AGREEMENT

This Agreement may be modified only by written amendment executed by all Parties and their signatories hereto.

Chairman, Bartlett City Board of Education

Date

President, Bartlett Education Foundation

Date

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