

**BARTLETT CITY BOARD OF EDUCATION**

**BARTLETT CITY BOARD OF EDUCATION WORK SESSION**

**WORK SESSION AGENDA BARTLETT CITY HALL 6400 STAGE ROAD, BARTLETT**

**THURSDAY, MARCH 19, 2015 7:00 PM**

**PO Box 341148**

**Bartlett, TN 38134**

**April 16, 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**

**Bartlett City Schools Special Course Application for ACT English Preparation, ACT Math Preparation, Classical Mythology, and Etymology.**

**BOARD ACTION ITEMS**

**POLICY 1001: School Board Legal Status and Authority**

**POLICY 1002: Board Member Legal Status**

**POLICY 1003: Board Member Orientation**

**POLICY 1004: Method and Election of Board Officers**

**POLICY 1005: Duties of Board Officers**

**POLICY 1008: Agendas**

**POLICY 1009: Public Participation at Board Meetings**

**POLICY 1017 – Board Member Development Opportunities**

**2015-2016 Bartlett City Schools Budget**

**ADJOURNMENT**

**2015-16 SHORT FORM—RENEWAL APPLICATION FOR APPROVAL OF SPECIAL COURSES**  
 (APPROVED 2014-2015 SPECIAL COURSE APPLICATION MUST BE ON FILE WITH TDOE)

**General Education**    **Career and Technical Education**    **Special Populations**

**Special Course Name:** ACT Exam Prep (English)

**Date Submitted:** April 1, 2015

<b>SCHOOL SYSTEM INFORMATION</b>													
<b>School System:</b> Bartlett City Schools	<b>State System Number:</b> 794												
<b>System Contact:</b> Kathryn McCain	<b>Email:</b> kmccain@bartlettschools.org												
<b>Title:</b> Supervisor 6-12	<b>Phone:</b> 901-202-0855 ext 254												
<b>Total units of credit required by your system for graduation:</b> 22													
<b>SPECIAL COURSE INFORMATION</b>													
<b>Initial Approval Date:</b> 2012-2013	<b>Year of Renewal Request:</b> Second <input type="checkbox"/> Third <input checked="" type="checkbox"/>												
<b>Number of Credits that will be Awarded:</b> .5	<b>Anticipated Course Enrollment:</b> 120												
<b>Total Number of Instructional Hours:</b> 90	<b>Grade Level(s) Eligible to Enroll:</b> 9-12												
<b>Course Content Area:</b>													
<table style="width:100%; border:none;"> <tr> <td style="width:33%;"><input checked="" type="checkbox"/> English Language Arts (HQ)</td> <td style="width:33%;"><input type="checkbox"/> Fine Arts (HQ)</td> <td style="width:33%;"><input type="checkbox"/> Career and Technical Education</td> </tr> <tr> <td><input type="checkbox"/> Math (HQ)</td> <td><input type="checkbox"/> World Language (HQ)</td> <td style="text-align: right;">Specify career cluster: _____</td> </tr> <tr> <td><input type="checkbox"/> Science (HQ)</td> <td><input type="checkbox"/> Wellness &amp; P.E.</td> <td><input type="checkbox"/> Other (HQ, if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Social Studies (HQ)</td> <td><input type="checkbox"/> Special Populations</td> <td style="text-align: right;">Specify subject(s) included: _____</td> </tr> </table>		<input checked="" type="checkbox"/> English Language Arts (HQ)	<input type="checkbox"/> Fine Arts (HQ)	<input type="checkbox"/> Career and Technical Education	<input type="checkbox"/> Math (HQ)	<input type="checkbox"/> World Language (HQ)	Specify career cluster: _____	<input type="checkbox"/> Science (HQ)	<input type="checkbox"/> Wellness & P.E.	<input type="checkbox"/> Other (HQ, if applicable)	<input type="checkbox"/> Social Studies (HQ)	<input type="checkbox"/> Special Populations	Specify subject(s) included: _____
<input checked="" type="checkbox"/> English Language Arts (HQ)	<input type="checkbox"/> Fine Arts (HQ)	<input type="checkbox"/> Career and Technical Education											
<input type="checkbox"/> Math (HQ)	<input type="checkbox"/> World Language (HQ)	Specify career cluster: _____											
<input type="checkbox"/> Science (HQ)	<input type="checkbox"/> Wellness & P.E.	<input type="checkbox"/> Other (HQ, if applicable)											
<input type="checkbox"/> Social Studies (HQ)	<input type="checkbox"/> Special Populations	Specify subject(s) included: _____											
<b>School(s) Offering Special Course:</b> Bartlett 9th Grade Academy & Bartlett High School													



## SPECIAL COURSE RENEWAL QUESTIONS

1. Are there any substantial changes to the course standards or instructional delivery since the original special course application submission?

2. **Additional comments related to this special course:**

The ACT Exam Prep (English) course is designed to focus on the skills necessary for students to improve their overall ACT composite score with emphasis on the English and reading subsets and to provide students the opportunity to improve their scores to scholarship levels of 27 to 36.

## SYSTEM VERIFICATION

Date of Approval by Local Board of Education \_\_\_\_\_ (Must be approved annually)

The information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board approved courses taught by appropriately endorsed teachers.

Director of Schools' Signature \_\_\_\_\_

Chairperson of the Local School Board's Signature \_\_\_\_\_

**State Verification** - This section is to be completed by the State upon receipt of application.

1. Receipt Date of Application: \_\_\_\_\_ 2. Signature of Department personnel: \_\_\_\_\_

3. Verification of Approved 2014-15 Application on file: \_\_\_\_\_



**2015-16 SHORT FORM—RENEWAL APPLICATION FOR APPROVAL OF SPECIAL COURSES**  
 (APPROVED 2014-2015 SPECIAL COURSE APPLICATION MUST BE ON FILE WITH TDOE)

**General Education**     **Career and Technical Education**     **Special Populations**

**Special Course Name:** ACT Exam Prep (Math)

**Date Submitted:** April 1, 2015

**SCHOOL SYSTEM INFORMATION**

<b>School System:</b> Bartlett City Schools	<b>State System Number:</b> 794
<b>System Contact:</b> Kathryn McCain	<b>Email:</b> kmccain@bartlettschools.org
<b>Title:</b> Supervisor 6-12	<b>Phone:</b> 901-202-0855 ext 254
<b>Total units of credit required by your system for graduation:</b> 22	

**SPECIAL COURSE INFORMATION**

<b>Initial Approval Date:</b> 2012-2013	<b>Year of Renewal Request:</b> Second <input type="checkbox"/> Third <input checked="" type="checkbox"/>
<b>Number of Credits that will be Awarded:</b> .5	<b>Anticipated Course Enrollment:</b> 120
<b>Total Number of Instructional Hours:</b> 90	<b>Grade Level(s) Eligible to Enroll:</b> 9-12
<b>Course Content Area:</b>	
<input type="checkbox"/> English Language Arts (HQ) <input type="checkbox"/> Fine Arts (HQ) <input type="checkbox"/> Career and Technical Education <input checked="" type="checkbox"/> Math (HQ) <input type="checkbox"/> World Language (HQ)                      Specify career cluster: _____ <input type="checkbox"/> Science (HQ) <input type="checkbox"/> Wellness & P.E. <input type="checkbox"/> Other (HQ, if applicable) <input type="checkbox"/> Social Studies (HQ) <input type="checkbox"/> Special Populations                      Specify subject(s) included: _____	
<b>School(s) Offering Special Course:</b> Bartlett 9 <sup>th</sup> Grade Academy and Bartlett High School	



## SPECIAL COURSE RENEWAL QUESTIONS

1. Are there any substantial changes to the course standards or instructional delivery since the original special course application submission?

2. **Additional comments related to this special course:**

The ACT Exam Prep (Math) course is designed to focus on the skills necessary for students to improve their overall ACT composite score with emphasis on the math and science subsets and to provide students the opportunity to improve their scores to scholarship levels of 27 to 36.

## SYSTEM VERIFICATION

Date of Approval by Local Board of Education \_\_\_\_\_ (Must be approved annually)

The information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board approved courses taught by appropriately endorsed teachers.

Director of Schools' Signature \_\_\_\_\_

Chairperson of the Local School Board's Signature \_\_\_\_\_

**State Verification** - This section is to be completed by the State upon receipt of application.

1. Receipt Date of Application: \_\_\_\_\_ 2. Signature of Department personnel: \_\_\_\_\_

3. Verification of Approved 2014-15 Application on file: \_\_\_\_\_



**2015-16 SHORT FORM—RENEWAL APPLICATION FOR APPROVAL OF SPECIAL COURSES**  
 (APPROVED 2014-2015 SPECIAL COURSE APPLICATION MUST BE ON FILE WITH TDOE)

**General Education**     **Career and Technical Education**     **Special Populations**

**Special Course Name:** Classical Mythology

**Date Submitted:** April 1, 2015

**SCHOOL SYSTEM INFORMATION**

<b>School System:</b> Bartlett City Schools	<b>State System Number:</b> 794
<b>System Contact:</b> Kathryn McCain	<b>Email:</b> kmccain@bartlettschools.org
<b>Title:</b> Supervisor 6-12	<b>Phone:</b> 901-202-0855 ext 254
<b>Total units of credit required by your system for graduation:</b> 22	

**SPECIAL COURSE INFORMATION**

<b>Initial Approval Date:</b> 2012-2013	<b>Year of Renewal Request:</b> Second <input type="checkbox"/> Third <input checked="" type="checkbox"/>
<b>Number of Credits that will be Awarded:</b> .5	<b>Anticipated Course Enrollment:</b> 120
<b>Total Number of Instructional Hours:</b> 90	<b>Grade Level(s) Eligible to Enroll:</b> 10-12

**Course Content Area:**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> English Language Arts (HQ) | <input type="checkbox"/> Fine Arts (HQ)      | <input type="checkbox"/> Career and Technical Education |
| <input type="checkbox"/> Math (HQ)                             | <input type="checkbox"/> World Language (HQ) | Specify career cluster: _____                           |
| <input type="checkbox"/> Science (HQ)                          | <input type="checkbox"/> Wellness & P.E.     | <input type="checkbox"/> Other (HQ, if applicable)      |
| <input type="checkbox"/> Social Studies (HQ)                   | <input type="checkbox"/> Special Populations | Specify subject(s) included: _____                      |

**School(s) Offering Special Course:** Bartlett High School



## SPECIAL COURSE RENEWAL QUESTIONS

1. Are there any substantial changes to the course standards or instructional delivery since the original special course application submission?

2. **Additional comments related to this special course:**

This course emphasizes Greek and Roman mythology that appears in literature throughout all English studies. It is designed for students interested in reading, studying ancient cultures, and seeking to understand how literature and myth are related to modern culture.

## SYSTEM VERIFICATION

Date of Approval by Local Board of Education \_\_\_\_\_ (Must be approved annually)

The information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board approved courses taught by appropriately endorsed teachers.

Director of Schools' Signature \_\_\_\_\_

Chairperson of the Local School Board's Signature \_\_\_\_\_

**State Verification** - This section is to be completed by the State upon receipt of application.

1. Receipt Date of Application: \_\_\_\_\_ 2. Signature of Department personnel: \_\_\_\_\_

3. Verification of Approved 2014-15 Application on file: \_\_\_\_\_



**2015-16 SHORT FORM—RENEWAL APPLICATION FOR APPROVAL OF SPECIAL COURSES**  
 (APPROVED 2014-2015 SPECIAL COURSE APPLICATION MUST BE ON FILE WITH TDOE)

**General Education**    **Career and Technical Education**    **Special Populations**

**Special Course Name:** Etymology

**Date Submitted:** April 1, 2015

<b>SCHOOL SYSTEM INFORMATION</b>	
<b>School System:</b> Bartlett City Schools	<b>State System Number:</b> 794
<b>System Contact:</b> Kathryn McCain	<b>Email:</b> kmccain@bartlettschools.org
<b>Title:</b> Supervisor 6-12	<b>Phone:</b> 901-202-0855 ext 254
<b>Total units of credit required by your system for graduation:</b> 22	
<b>SPECIAL COURSE INFORMATION</b>	
<b>Initial Approval Date:</b> 2012-2013	<b>Year of Renewal Request:</b> Second <input type="checkbox"/> Third <input checked="" type="checkbox"/>
<b>Number of Credits that will be Awarded:</b> .5	<b>Anticipated Course Enrollment:</b> 120
<b>Total Number of Instructional Hours:</b> 90	<b>Grade Level(s) Eligible to Enroll:</b> 10-12
<b>Course Content Area:</b>	
<input checked="" type="checkbox"/> English Language Arts (HQ) <input type="checkbox"/> Fine Arts (HQ) <input type="checkbox"/> Career and Technical Education <input type="checkbox"/> Math (HQ) <input type="checkbox"/> World Language (HQ)                      Specify career cluster: _____ <input type="checkbox"/> Science (HQ) <input type="checkbox"/> Wellness & P.E. <input type="checkbox"/> Other (HQ, if applicable) <input type="checkbox"/> Social Studies (HQ) <input type="checkbox"/> Special Populations                      Specify subject(s) included: _____	
<b>School(s) Offering Special Course:</b> Bartlett High School	



## SPECIAL COURSE RENEWAL QUESTIONS

1. Are there any substantial changes to the course standards or instructional delivery since the original special course application submission?

2. **Additional comments related to this special course:**

Etymology is designed to instruct students to recognize Latin and Greek word elements, making the knowledge of them an effective tool for increasing vocabulary. The student is expected to be able to analyze words fully and to define them. Students will also become familiar with the general patterns of semantic change and will gain some insight into patterns of human thought by studying word changes that reflect the history of ideas.

## SYSTEM VERIFICATION

Date of Approval by Local Board of Education \_\_\_\_\_ (Must be approved annually)

The information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board approved courses taught by appropriately endorsed teachers.

Director of Schools' Signature \_\_\_\_\_

Chairperson of the Local School Board's Signature \_\_\_\_\_

**State Verification** - This section is to be completed by the State upon receipt of application.

1. Receipt Date of Application: \_\_\_\_\_
2. Signature of Department personnel: \_\_\_\_\_
3. Verification of Approved 2014-15 Application on file: \_\_\_\_\_



## POLICY 1001: School Board Legal Status and Authority

~~The Constitution of the State of Tennessee charges the State with the responsibility of maintaining a system of “free public schools” for all children in Tennessee. The state legislature fulfills this responsibility by enacting laws to regulate the schools, providing a portion of the funds needed for operating the schools, and delegating the immediate control of the schools to local boards of education. The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as interpreted by the courts. School boards are instruments of the state, and members of the Board are state officers representing the state and local citizens in the management of the public schools.~~<sup>1</sup>

Notwithstanding any other law to the contrary, there shall be a board of education elected by the people.<sup>2</sup> The Board shall be the District’s governing body, serving District residents and non-residents under conditions specified by state law and Board policy.<sup>3</sup>

~~Local boards of Education are instruments of the state, and members of the Board are state officers representing local citizens and the state in management of the public schools.~~<sup>4</sup> The Board is responsible for carrying out certain mandatory laws and shall consider and either accept or reject the provisions of ~~the~~ permissive laws. ~~In all cases where the state laws do not provide or prohibit, the Board shall consider itself the agent establishing and appraising educational activities of the system and responsive to the desires of the majority of the residents within the boundaries of the school system and non-residents under conditions specified by state law and the Board.~~<sup>5</sup>

All powers of the Board ~~of Education~~ lie in its action as a group; therefore, individual Board members exercise their authority over school affairs only as they vote to take action at an official meeting of the Board.

In other instances, an individual Board member, including the Chairman, shall have power only when the Board, by vote, has delegated authority to him or her, or as specified by state law.

It shall be the policy of the Board to make its members, the educational staff, and the public aware that only the Board as an official body has authority to take official action. The Superintendent is required to report to the Board any instances where an individual Board member demands of or exerts undue influence on the Superintendent or any employee of the ~~system-District~~ to take a particular action.

---

<sup>1</sup> T.C.A. §49-1-101~~2~~; T.C.A. §49-1-102(c); T.C.A. §49-1-103

<sup>2</sup> T.C.A. §49-2-201(a)

<sup>3</sup> T.C.A. § 49-2-201(a) T.C.A. §49-6-3104

<sup>4</sup> T.C.A. §49-1-101; T.C.A. §49-1-102; T.C.A. §49-1-103

<sup>5</sup> T.C.A. §49-6-3104

## POLICY 1002: Board Member Legal Status

### NUMBER

The Bartlett City Board of Education shall consist of five (5) members.

### QUALIFICATIONS

Members of the Board shall be City of Bartlett residents ~~of and elected on a non-partisan basis from the City of Bartlett~~ and shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.<sup>1</sup> It is desirable that members of the Board have a genuine interest in and devotion to public education, a willingness to give time and effort to the work, a capacity for understanding people, and the ability to work cooperatively with others. Members of the Board shall be elected on a non-partisan basis, and ~~No~~ person seeking a position on the Board shall campaign as the nominee or representative of any political party.<sup>2</sup>

No member of the Bartlett Board of Mayor and Aldermen~~legislative body~~ or any other Bartlett official shall be eligible for election to the Board. If a Board member moves from the City of Bartlett, the position becomes vacant.

~~No person shall~~To qualify as a candidate, ~~for a position on the Board until the person has an individual must~~ filed with the County Education Commission proof of graduation from high school or receipt of a G.E.D.~~that the candidate graduated from high school or received a GED, evidenced by a diploma or other documentation satisfactory to the Commission.~~

### TERMS OF OFFICE

For the first election, winning candidates for Positions 1, 3, and 5 shall be elected to 3-year terms; winning candidates for Positions 2 and 4 shall be elected to 1-year terms. In subsequent elections, the members of the Board shall be elected for a term of four (4) years, and may succeed themselves.<sup>3</sup>

### VACANCIES

Vacancies shall be declared to exist on account of death, resignation, removal from the City of Bartlett<sup>4</sup>, or through due process proceedings. When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the Bartlett Board of Mayor and Aldermen. Any person so appointed must meet qualifications for a Board member and shall serve until a successor is elected at the next general election occurring after the vacancy.

---

<sup>1</sup> T.C.A. §49-2-202(a)(1)

<sup>2</sup> T.C.A. §49-2-201(a)(1)

<sup>3</sup> T.C.A. §49-2-201

<sup>4</sup> T.C.A. §49-2-202(e)(2)

## **POLICY 1003: Board Member Orientation**

The Board considers board member development to be an ongoing process for all board members and a vital responsibility for effective board membership.

It shall be the responsibility of the Superintendent to provide each new ~~board~~-member of the Bartlett City Board of Education:

1. A copy of the Board's ~~P~~policy ~~M~~manual;
2. Applicable portions of the *Tennessee Code Annotated* outlining the duties and responsibilities of the Board and the Superintendent;
3. Minutes of the Bartlett City Board of Education meetings for the previous year; and
4. Other appropriate materials which will acquaint the new member with the operation of the ~~school-system~~District and ~~b~~Board service.

An orientation for new board members shall be conducted no later than thirty (30) days after new ~~board~~ members take office. The Board Chairman~~chair of the board~~ and the Superintendent shall arrange and plan for such orientation.

## **POLICY 1004: Method and Election of Board Officers**

At the first regular meeting in December each year, the Board shall organize by electing a cChairman, ~~and a vVice-cChairman, and a Tennessee Legislative Network (TLN) representative~~ to serve one-year terms or until a successor is named. In the event an officer's seat is vacated, the Board shall elect a successor to serve the remainder of the officer's term. Each Board officer shall be eligible for re-election.

If no officer of the Board is serving at the time of the organizational meeting, any member shall call the meeting to order and preside until a Chairman is elected as the first order of business.

The method of electing the officers of the Board shall be as follows:

- 1. The Chairman of the Board shall preside at the meeting at which time officers are elected;
- 2. The Chairman shall vote as any other member in the election of a chairman for the forthcoming year;
3. In the event of a permanent vacancy in the office of cChairman or vVice-cChairman, new officers shall be elected ~~as soon as practicable~~at the next regularly scheduled Board meeting;
- 4. Officers of the Board are elected by roll call vote.

~~Officers of the Board are elected by roll call vote of the Board.~~

## POLICY 1005: Duties of Board Officers

### DUTIES OF THE CHAIRMAN

The Chairman of the Board shall have the following duties:

1. Assist the Superintendent in preparing Board meeting agendas;
- ~~1.2.~~ Preside at all meetings of the Board;
- ~~2.3.~~ Appoint committees authorized by the Board;
- ~~3.4.~~ Serve as chair of the Executive Committee;
- ~~4.5.~~ Countersign all warrants authorized by the Board and issued by the Superintendent for all expenditures of the school system District;
- ~~5.6.~~ Conduct Board hearings;
- ~~6.7.~~ Prepare the school budget with the Superintendent;
- ~~7.8.~~ Authorize the use of mechanical check writing equipment;
- ~~8.9.~~ Certify the value of surplus property valued less than \$250; and
- ~~9.10.~~ Carry out other such duties as may be assigned by the Board.

### DUTIES OF THE VICE-CHAIRMAN

In the absence of the Chairman, the Vice-Chairman presides at ~~the~~Board meetings and shall have all the powers of the Chairman other than signing warrants and payroll checks.

If the Chairman and Vice-Chairman are absent at a meeting at which a quorum is present, the ranking member present in terms of continuous service on the Board shall preside.

In the event ~~of the death or incapacity of the~~ Chairman is incapacitated or the office of chairman is vacated prior to the expiration of the annual term, an election will be held to select a new Chairman. The Vice-Chairman shall assume all duties during the interim.

### DUTIES OF THE SECRETARY

The Superintendent, as the executive office of the Board, shall serve as Board Secretary. The Secretary shall have the following duties:

1. Provide adequate notice of all board meetings;
2. Prepare the agenda;
3. Keep or cause to be kept, complete and accurate minutes of all Board meetings of the Board; and
- 3.4. Keep or cause to be kept all Board records.

## **POLICY 1008: Agendas**

### **Board Regular Business Meetings and Work Sessions**

The Executive Committee shall prepare all Board agendas. ~~Regular Business Meeting and Work Session agendas of the Board.~~

### **Agenda Preparation and Review**

For items to be considered on the Regular Business Meeting agenda, all items must first advance through Board Work Session (BWS), except non-business items (items not requiring Board action, e.g. special recognitions/presentations, discussion only items, reports) or where otherwise provided. The submission and planning process is outlined below.

### **Regular Business Meeting Planning/Submission Schedule**

- Development of Regular Business Meeting Agenda (at least four (4) calendar days before the Regular Business Meeting)
  - The order of business for Regular Business Meetings shall be set out in the agenda accompanying the Board meeting notice. The Executive Committee of the Board shall be responsible for developing the agenda for each Board meeting at least four (4) calendar days before the Regular Business Meeting.
  - Board Member agenda items that advanced through BWS may not be removed from the agenda without that Board Member's permission.
  - If any item of business placed on the agenda by a Board Member or Superintendent was not on the BWS agenda, it may be added during the Regular Business Meeting by a two-thirds (2/3) vote of the Members present and voting.
  - Additionally, any Board Member or the Superintendent may add non-business items (items not requiring Board action) to the agenda at the Regular Board Meeting prior to approval of the agenda.
- Submission Deadline for Regular Business Meeting Agenda Items at least five (5) calendar days before the Regular Business Meeting
  - Agenda items approved for the Regular Business Meeting during BWS are due in final format to the Board Chairman and/or Superintendent (or designee) at least five (5) calendar days before the Regular Business Meeting, except where otherwise provided.
- Posting/Distribution of Regular Business Meeting and Board Work Session Agendas (at least three (3) calendar days before the meeting)
  - The Executive Committee (or designee) shall approve the BWS and Regular Business Meeting agendas prior to posting/distribution. The BWS and Regular Business Meeting agendas shall be posted/distributed to Board Members and made available to the news media, members of the community, staff and student organizations at least three (3) days in advance of the scheduled BWS/Regular Business Meeting, if possible.

## Order of Business

The order of business for Regular Business Meetings shall be as follows unless the order of business is altered by a two-thirds (2/3) vote of the members present and voting:

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Special Recognition/Presentations - (not to exceed fifteen (15) minutes per school district)
5. Public Comment (as set forth in Policy 1009: Public Participation at Board Meetings)
6. Approval of Agenda
7. Approval of Minutes of Previous Meeting
8. Reports
9. Chairman's Report (not to exceed fifteen (15) minutes, exclusive of questions and answers)
10. Committee Reports (not to exceed ten (10) minutes per Committee, exclusive of questions and answers)
11. Superintendent's Report (not to exceed fifteen (15) minutes, exclusive of questions and answers. The time may be extended at the Chairman's discretion or by a two-thirds (2/3) vote of the members present and voting.)
12. General Counsels' Report
13. Unfinished Business (agenda items carried forward from prior Business Meeting)
14. New Board Business (items considered at the previous Work Session)
  - Consent Agenda
  - Policies
  - Requests for Action
15. Items added to agenda during "Approval of Agenda"
16. Superintendent's recognition of Grants, Gifts and Donations (not to exceed fifteen (15) minutes)
17. Adjournment

Items of business considered during Board Work Sessions are moved forward, with or without recommendations, and appropriately placed on the Board Meeting Agenda.

The Consent Agenda contains routine or non-controversial items reviewed and moved forward during the Board Work Sessions related to the specific business operations of the District requiring Board approval. If any member objects to an item on the Consent Agenda, that item shall be moved to the regular agenda as an action item requiring discussion.

The order of business for Board Work Sessions shall be as follows unless the order of business is altered by a two-thirds (2/3) vote of the members present and voting:

- Invocation
- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Chairman's Report
- Superintendent's Report
- Staff Action Items
- Board Items
- Adjournment

### **Special Called Meetings**

The order of business for Special Called Meetings shall be set out in the agenda accompanying the Board meeting notice, which shall contain the following:

- Invocation
- Pledge of Allegiance
- Roll Call
- Announcement of Poll Results and Meeting Purpose
- Public Comment (as set forth in Policy 1009: Public Participation at Board Meetings)
- Action Items - only the item(s) for which the meeting was called (as set forth in this policy)
- Adjournment

The agenda for all Special Called Meetings of the Board shall be distributed at the time the meeting is noticed to Board members and shall be made available to the news media, members of the community, staff and student organizations at least twenty-four (24) hours in advance or as soon as is practicable.

## **POLICY 1009: Public Participation at Board Meetings**

Tennessee law makes no specific provisions for the participation of the public at school board meetings ~~of local Boards of education~~. Public comment is not permitted at Board Work Sessions. Members of the public desiring to address the Board may do so at Regular Business and Special Called Meetings. Only those ~~m~~Members of the public who submit “Public Comment Cards/Forms” to the Board Chairman prior to the commencement of Business or Special Called Meetings shall be permitted to address the Board. Public comments shall be taken in the order in which the “Public Comment Cards/Forms” are received.

Not more than thirty (30) minutes of each Regular Business and Special Called Meeting shall be devoted to public comment as provided on the agenda. Public comments shall be limited to up to three (3) minutes per “Public Comment Card/Form” and no recognized speaker may yield his/her time to another speaker. At the discretion of the Chairman, limitations may be placed on the following: 1) a speaker’s time to comment; 2) the number of speakers commenting on the same topic; and/or 3) the number of speakers representing the same group or organization.

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

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

## POLICY 1017 – Board Member Development Opportunities

The Board shall participate in activities designed to assist board members in improving their skills as members of a policy-making body.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

~~1.~~

~~2.1.~~ An annual calendar of school board conferences, conventions, and workshops shall be maintained by the Board secretary and provided to each Board member in order to ensure compliance with the requirements for professional development. Board members should identify which meetings might be attended and the benefits thereof and submit such requests to the Board secretary. The Board shall identify which meetings should be attended and the benefits thereof.

~~3.2.~~ Funds for participation at such meetings shall be budgeted on an annual basis. The Executive Committee~~Board as a whole~~ shall retain the authority to approve or disapprove the participation of Board members in planned activities.

~~4.3.~~ Reimbursement to Board members for their travel expenses shall ~~ebbe~~ in accordance with the travel expense policy for staff members;

~~5.4.~~ When a conference, convention, or workshop is not attended by the full Board, those participating will be requested to share information, recommendations, and materials acquired at the meeting; and

~~6.5.~~ The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short- and long-range benefits to the schools.

The Board regards the following as the kinds of activities and services appropriate under this policy:

1. Participation in school board conferences, workshops, and conventions held by the State and National School Boards Associations;
2. Local and district-sponsored training sessions for board members; and
3. Subscriptions to publications addressing the concerns of board members.