

BARTLETT CITY BOARD OF EDUCATION

BUSINESS MEETING

BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS

6400 STAGE ROAD, BARTLETT

PO Box 341148

Bartlett, TN 38134

April 23, 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

March 26, 2015 Business Meeting Minutes

The approval of the March 26, 2015 Business Meeting Minutes 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: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

UNFINISHED BOARD BUSINESS

Policy 5024: Ethics REVISED SECOND READING

Approval of the SECOND READING of Policy 5024: Ethics REVISED 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: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

BOARD ACTION ITEMS

Consent Agenda

The approval of the Consent Agenda 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: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

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

POLICY 1001: School Board Legal Status and Authority REVISED FIRST READING

POLICY 1002: Board Member Legal Status REVISED FIRST READING

POLICY 1003: Board Member Orientation REVISED FIRST READING

POLICY 1004: Method and Election of Board Officers REVISED FIRST READING

POLICY 1005: Duties of Board Officers REVISED FIRST READING

POLICY 1008: Agendas REVISED FIRST READING

POLICY 1009: Public Participation at Board Meetings REVISED FIRST READING

POLICY 1017 – Board Member Development Opportunities REVISED FIRST READING

New Board Business

2015-2016 Bartlett City Schools Budget

Approval of the 2015-2016 Bartlett City Schools Budget 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: Absent, Bryan Woodruff: Aye

BCS Resolution 2-4 Amend the 2014-2015 Budget

Approval of the BCS Resolution 2-4 Amend the 2014-2015 Budget 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: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

ADJOURNMENT

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

Thursday, March 26, 2015
Bartlett City Hall - Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Ethan Randall, Principal at Elmore Park said a prayer and led the Pledge of Allegiance.

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

The Bartlett High School 6 Individual State Qualifiers/Region Medalists for BHS Wrestling team were recognized and presented a certificate.

C.J Cara	Head Coach - Daniel Longo
Josh Dorsey	Asst. Coach - Hunter Siler
Parker Gingery	
Chris Hall	
Dawson Johnson	
David Thomas	

The Bartlett High School Girls' Basketball Team finished the season with a 22-10 record. Each member was recognized and presented a certificate.

Madelyn Anguiano	Stella Gill
Morgan Bryson	Jayne Haley
Madison Carroll	Jessica Jackson
Mackenzie Chandler	Ashley Payne
Kennedy Crawford	Charity Savage
Bethany Davis	Nyla Smith
Head Coach - Lynn Whitfield	Destinique Williams
Asst. Coach - Amye Paterson	Elizabeth Williams
Asst. Coach - Steffanie Grisham	Kamisha Wright

PUBLIC COMMENT

- *Pete Cooper - 5162 Bluff Spring Cove, Arlington
RE: Proof of residency*

APPROVAL OF AGENDA

Board Member Bryan Woodruff made the motion to approve the agenda. Board Member Shirley Jackson seconded the motion. All Board Members responded aye and the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

February 26, 2015 Business Meeting Minutes

March 19, 2015 Special Called Meeting Minutes

Board Member Erin Berry made the motion to approve the February 26, 2015 Business Meeting Minutes and the March 19, 2015 Special Called Meeting Minutes. Board Member Bryan Woodruff seconded the motion. All Board Members responded aye and the Minutes were approved.

REPORTS

Chairman's Report

Chairman Norris encouraged everyone to attend the Bartlett Education Foundation fundraiser dinner at 6:00 p.m. on Monday, March 30, 2015.

Superintendent's Report

We completed our spring registration today. Our online registration Part 1 has gone well. We expect Part 2 of the online registration to be up and running in June. We will be getting numbers to you at the April Work Session.

We interviewed 27 new teacher candidates on Tuesday and we are excited about the quality of the potential teachers that we are seeing.

Tomorrow we are meeting with AdvanceEd to discuss district accreditation.

STEAM Honors Academy acceptance letters have been sent and we accepted 96 students to this new program.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

Board Member Bryan Woodruff distributed a listing of the current legislative bills.

Financial Report

The February 2015-2016 Monthly Financial Report was accepted by the Board. It is not a voting item.

BOARD ACTION ITEMS

CONSENT AGENDA

1. Memorandum of Understanding Title I FY15 Funds
2. BCS Local Adoption of Textbooks
3. Policy 5024: Ethics REVISED FIRST READING

Motion Passed: The Consent Agenda 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

NEW BOARD BUSINESS

Amended 2015-2016 Budget Development Calendar

Motion Passed: The Amended 2015-2016 Budget Development Calendar passed with a motion by Mr. Jeff Norris and a second by Mr. Bryan Woodruff.

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

BCS Purchase: Studies Weekly for Grades K-5

Motion Passed: BCS Purchase: Studies Weekly for Grades K-5 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

Tenure Recommendations

- | | |
|---|--|
| Angela Calise - Altruria Elementary | Christopher Maley - Bartlett High |
| Judith Turnage - Appling Middle | Pendora Sumlar - Bon Lin Elementary |
| Allison Swanger - Bartlett Elementary | Kyle Jackson - Bon Lin Elementary |
| Jennifer VanWijk - Bartlett Elementary | LaShonda Golden - Bon Lin Middle |
| Ashley Brehm - Bartlett High | Jared Parham - Bon Lin Middle |
| Michelle Hrabak - Bartlett High | Schwann Logan - Elmore Park Middle |

Motion Passed: The Tenure Recommendations were read into the record and passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook. Each teacher was recognized for this accomplishment and presented a certificate.

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

ADJOURNMENT

The meeting adjourned at 7:45 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent

POLICY 5024: Ethics

~~All Bartlett City Schools employees are bound by the Code of Ethics of the City of Bartlett. An employee's conduct must be representative of an exemplary role model. The primary function of the school system is the education of children and youth, and an effective educational program requires the services of men and women of integrity, high ideals, and human understanding. Each employee is expected to represent the school, the District school system, and the community in a positive manner. To maintain and promote these essentials, employees are expected to maintain high standards in all aspects of their school relationships.¹ These standards of ethical behavior include, but are not limited to, the following: In the event employee conduct, whether on or off duty, negatively impacts the mission, reputation, or goodwill of Bartlett City Schools, appropriate steps shall be taken to protect the school system and its mission.~~

- ~~1. Maintaining just and courteous professional relationships with students, parents, colleagues, and others;~~
- ~~2. Growing their own efficiency and professional knowledge in their fields of work;~~
- ~~3. Transacting all official business with the properly designated authorities of the District;~~
- ~~4. Establishing friendly and intelligent cooperation between the community and the District;~~
- ~~5. Interpreting and representing the District's goals to the community;~~
- ~~6. Placing the welfare of children as the primary concern when making all decisions. Placing pressure on school officials for appointments or transfers is unethical;~~
- ~~7. Refraining from using school contacts and/or privileges to promote personal enhancement of any kind, regardless of whether such enhancement is to the detriment of the District;~~
- ~~8. Abiding by established procedures to air complaints and grievances;~~
- ~~9. Properly using and protecting all school property, equipment, and materials; and~~
- ~~10. Following all Board policies and District procedures.~~

~~Every employee of Bartlett City Schools shall accord the system his or her professional loyalty and arrange outside obligations, financial interests, and activities so as not to conflict or interfere with this commitment. The system shall not unduly interfere with legitimate outside activities of individuals who fulfill their duties.~~

Concerns about conflict of interest ~~arise occur~~ when employees may have the opportunity to (a) use institutional privileges for personal gain or (b) influence business decisions of the ~~District system~~ in ways that could lead to personal gain or give improper advantage to the employee's family or associate(s). ~~Employees shall avoid any conflict~~

¹ T.C.A. §49-5-501; T.C.A. §49-5-1003; T.C.A. §49-5-1004

or appearance of conflict between their personal interests and the interests of the District. In cases of uncertainty, an employee and/or supervisor ~~should~~ **may** request a ruling from the Superintendent.

~~The Board recognizes that each employee has the same civil and constitutional rights as any other citizen. Such rights shall be respected at all times, but shall be restricted if their exercise materially interferes with the educational process.~~

Teachers, administrative, and supervisory personnel shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, electronics, technological equipment or apparatus for the schools.²

~~Employees of the Board will not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff.~~

All teachers are subject to the Teacher Code of Ethics defined in state law. Non-teaching personnel are subject to the professional code of ethics of their respective field.

Failure to meet the aforementioned standards of ethical behavior may result in disciplinary action up to and including dismissal.

² T.C.A. §49-6-2003

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

SCHOOL SYSTEM INFORMATION													
School System: Bartlett City Schools	State System Number: 794												
System Contact: Kathryn McCain	Email: kmccain@bartlettschools.org												
Title: Supervisor 6-12	Phone: 901-202-0855 ext 254												
Total units of credit required by your system for graduation: 22													
SPECIAL COURSE INFORMATION													
Initial Approval Date: 2012-2013	Year of Renewal Request: Second <input type="checkbox"/> Third <input checked="" type="checkbox"/>												
Number of Credits that will be Awarded: .5	Anticipated Course Enrollment: 120												
Total Number of Instructional Hours: 90	Grade Level(s) Eligible to Enroll: 9-12												
Course Content Area:													
<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 & 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: _____
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<input type="checkbox"/> Social Studies (HQ)	<input type="checkbox"/> Special Populations	Specify subject(s) included: _____											
School(s) Offering Special Course: 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

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

SPECIAL COURSE INFORMATION

Initial Approval Date: 2012-2013	Year of Renewal Request: Second <input type="checkbox"/> Third <input checked="" type="checkbox"/>
Number of Credits that will be Awarded: .5	Anticipated Course Enrollment: 120
Total Number of Instructional Hours: 90	Grade Level(s) Eligible to Enroll: 9-12
Course Content Area:	
<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: _____	
School(s) Offering Special Course: Bartlett 9 th 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

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

SPECIAL COURSE INFORMATION

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

SCHOOL SYSTEM INFORMATION	
School System: Bartlett City Schools	State System Number: 794
System Contact: Kathryn McCain	Email: kmccain@bartlettschools.org
Title: Supervisor 6-12	Phone: 901-202-0855 ext 254
Total units of credit required by your system for graduation: 22	
SPECIAL COURSE INFORMATION	
Initial Approval Date: 2012-2013	Year of Renewal Request: Second <input type="checkbox"/> Third <input checked="" type="checkbox"/>
Number of Credits that will be Awarded: .5	Anticipated Course Enrollment: 120
Total Number of Instructional Hours: 90	Grade Level(s) Eligible to Enroll: 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:**

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.~~¹

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

~~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.~~⁴ 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.~~⁵

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.

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

² T.C.A. §49-2-201(a)

³ T.C.A. § 49-2-201(a) T.C.A. §49-6-3104

⁴ T.C.A. §49-1-101; T.C.A. §49-1-102; T.C.A. §49-1-103

⁵ 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.¹ 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.²

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.³

VACANCIES

Vacancies shall be declared to exist on account of death, resignation, removal from the City of Bartlett⁴, 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.

¹ T.C.A. §49-2-202(a)(1)

² T.C.A. §49-2-201(a)(1)

³ T.C.A. §49-2-201

⁴ 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;
- 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

1. Development of Regular Business Meeting Agenda (at least four (4) calendar days before the Regular Business Meeting)
 - a. 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.
 - b. Board Member agenda items that advanced through BWS may not be removed from the agenda without that Board Member's permission.
 - c. 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, or by action of the Executive Committee prior to issuance of the Regular Business Meeting agenda.
 - d. 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.
2. Submission Deadline for Regular Business Meeting Agenda Items at least five (5) calendar days before the Regular Business Meeting
 - a. 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.
3. Posting/Distribution of Regular Business Meeting and Board Work Session Agendas (at least three (3) calendar days before the meeting)
 - a. 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)
 - a. Consent Agenda
 - b. Policies
 - c. 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:

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Chairman's Report
6. Superintendent's Report
7. Staff Action Items
8. Board Items
9. 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:

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Announcement of Poll Results and Meeting Purpose
5. Public Comment (as set forth in Policy 1009: Public Participation at Board Meetings)
6. Action Items - only the item(s) for which the meeting was called (as set forth in this policy)
7. 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. Approved conferences, conventions, and workshops required to meet annual board member professional development requirements shall not be subject to Executive Committee approval.

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, such approval not to be unreasonably withheld.

~~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.