

BARTLETT CITY BOARD OF EDUCATION
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
February 25, 2016
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

January 28, 2016 Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

UNFINISHED BOARD BUSINESS

Policy 2012: School Support Organizations (SSO) REVISED/SECOND READING

The Second Reading of Policy 2012: School Support Organizations passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

BOARD ACTION ITEMS

New Board Business

Bartlett City Board of Education Meeting Schedule 2016-2017

The Bartlett City Board of Education Meeting Schedule for 2016-2017 passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

POLICY 4029: Graduation Requirements REVISED/FIRST READING

The First Reading of Revised POLICY 4029: Graduation Requirements passed with a motion by Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Absent, 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, January 28, 2016**

Bartlett City Hall-Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. David Cook said a prayer. The Board and audience recited the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

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

Chairman Jeff 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

Absent Board Member:

Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

Coach Caitie Shaffer and Coach Caitlin Riding led the Bartlett High School Girls Cross Country Team. The following girls were presented a certificate for competing in the 2015 Cross Country State Championship in Nashville, Tennessee. Team: Zaira Alvarez, Kayla Arroyo, Katy Fischer, Tyler Garrett, Chrissy Jensen, Brooke MacFerran, and Ashley Peterson with alternate Elizabeth Wallace.

Coach Bill Gardner led the Bartlett High School Boys Cross Country Team. The following boys were presented a certificate for competing in the 2015 Cross Country State Championship in Nashville, Tennessee. Team: Ethan Bottom, Jason Hamilton, Brendan Hill, Ben Homeyer, Luke McNair, Harry Self, and Avery Wood with alternates Blayne Harrison and Josh Rice.

It is School Board Appreciation Week in Tennessee. The following schools presented student crafted cards of appreciation to the Board: Altruria Elementary, Bartlett Elementary, Bon Lin Elementary, Ellendale Elementary, Oak Elementary, and Rivercrest Elementary. Thank you Bartlett City Board Members.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

December 17, 2015 Board Meeting Minutes

Ms. Erin Berry made the motion to approve the December 17, 2015 Board Meeting Minutes. Mrs. Shirley Jackson seconded the motion. With all ayes the Board Meeting Minutes were approved.

REPORTS

Chairman's Report

No report.

Superintendent's Report

- Korrie White, Director of Student Services, presented the timeline for transfers and registration. She noted a change to the process this year is only exit grade transfers will need to reapply.
- James Aldinger, Director of Human Resources, updated the Board that there will be a TCRS meeting on February 16th at Arlington Community Schools for all municipalities. BCS teacher intent forms regarding retirement are due back to Human Resources by February 19th.
- Dr. Lee-Ann Kight, Director of Teaching and Learning, provided an update on preparations for on-line testing through TNReady.
- Teresa Winter, Chief Financial Officer, updated the Board regarding the status of the Bartlett location CareHere Clinic. The Ribbon Cutting Ceremony will be held on February 29th and March 1st the Clinic will be open to see patients.
- Superintendent Stephens stated that he will attend the TOSS conference next week.

General Counsel's Report

Ms. Kari Shoopman, General Counsel, updated the Board that she and Mr. Bryan Woodruff drafted a letter for Board Members to send to their legislators prior to the Voucher bill vote.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The December 2015-2016 Financial Report was reviewed by the Board. It is not a voting item.

BOARD ACTION ITEMS

New Board Business

2016-2017 Budget Development Calendar

Motion Passed: The 2016-2017 Budget Development Calendar 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	Absent

Policy 2012: School Support Organizations (SSO) REVISED/FIRST READING

Motion Passed: The First Reading of Revised Policy 2012: School Support Organizations (SSO) 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	Absent

ADJOURNMENT

Meeting adjourned at 7:35 p.m.

Jeff Norris
Chairman

Dr. David A. Stephens
Superintendent

Policy 2012 – School Support Organizations (SSO’s)

INTRODUCTION

A school support organization is a booster club, foundation, parent teacher association, parent teacher organization, or any nongovernmental organization or group that collects money and/or property for the primary purpose of supporting a school club, a school, the District, or any of its academic, artistic, athletic, or social activities.

A group of persons who merely request donations be made to a school club, a school, the District, or any of its activities, or a group of persons who assist in fundraising under the sponsorship of a school employee and funds are turned over to the school to be used for the specific requested purpose shall not be considered a school support organization. Furthermore, a civic organization operating concessions or parking at school-sponsored events is not a school support organization subject to this policy.

Only a group or organization that has entered into a written cooperative agreement with the Board may use the name, mascot, or logo of a school or the District to solicit or raise money, materials, property, securities, services, or other things of value.¹

REPORTING AND RECORDS

The Superintendent or his/her designee shall annually post a list of organizations that are recognized as school support organizations on the District website; however, the Board shall not incur any liability for the recognition. Any agreement, forms, annual reports, or financial statements submitted by the organization shall be open to public inspection as a public record.

PROCEDURES

The Superintendent shall create procedures to oversee the relationship between the Board and school support organizations. These procedures shall include, at a minimum, the following:

1. A school support organization must annually enter into a written agreement with the District prior to using the Bartlett City Schools name, mascot, or logo, or the name, mascot, or logo of any BCS school
2. Prior to entering into any agreement, a school support organization shall submit the following to the Superintendent or his/her designee:
 - a. The organization’s charter, by-laws, annual report submitted to the Tennessee Secretary of State, and documentation confirming the school support organization’s status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation;
 - b. A written statement of the goals and objectives of the group or organization;
 - c. The telephone number, address, and position of each officer of the group or organization, including a designation of the group’s primary contact ; and
 - d. A copy of the school support organization’s written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it, including but not limited to, a two signature method for issuing checks. The organization must demonstrate its two signature method for issuing checks prior to District approval.
3. Any agreement between the Board and a school support organization shall be in writing

¹ T.C.A. §49-2-601, *et seq.*

and signed by the Superintendent or his/her designee and an authorized agent of the organization seeking authorization. This agreement shall contain, at a minimum, the following provisions:

- a. An agreement to abide by any policies and procedures regarding school support organizations;
 - b. An agreement to indemnify the Board, the Superintendent, and all other agents of the District for the actions of the school support organization; and
 - c. An agreement to annually confirm the organization's status as a nonprofit and provide the address, telephone number, and position of each current officer.
4. The Superintendent shall designate a date prior to the beginning of the regular school year for the school support organization to submit annual forms to the Superintendent or his/her designee. Annual submissions should include, but not be limited to, updated organization information and a detailed treasurer's report including all receipts and disbursements.
 5. The school support organization shall at all times abide by applicable federal, state and local laws, ordinances, and regulations.
 6. The school support organization shall maintain, at a minimum, a copy of its charter, bylaws, minutes, documentation of its recognition as a nonprofit organization, and detailed statements of all receipts and disbursements. The statements and records must be maintained for at least four (4) years.
 7. The school support organization's officers shall ensure that organization funds are safeguarded and spent only for purposes related to the stated goals and objectives of the organization.
 8. Upon request, the school support organization shall provide access to all of its books, records, statements, and bank account information to the Board, the Superintendent or his/her designee, a school principal, or auditors of the Office of the Comptroller of the Treasury.
 9. The school support organization shall operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.

FUNDRAISING

Prior to undertaking any fundraising activity, a school support organization shall first obtain approval of the Superintendent or his/her designee. The Superintendent or his/her designee should consider, at a minimum, the following when approving or denying a request by a school support organization to engage in a fundraising activity:

1. Whether the fundraising activity, as scheduled, conflicts with a fundraising activity 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 school or District.

Any resulting approval shall not make the fundraising activity a school-sponsored activity.

Prior to commencing any fundraising activity in furtherance of a project intended to expand, modernize, renovate, or render maintenance to District owned property, the school support organization must submit the project to the school principal. No such proposal shall be approved until the principal receives written permission from the Superintendent or his/her designee.

PROHIBITED PRACTICES

A school representative may not act as a treasurer or bookkeeper for a school support organization or be a signatory on any organization checks. A majority of the voting members of any school support organization should not be composed of school representatives.

The organization must maintain bank information ~~and tax exempt status~~ separate from Bartlett City Schools. Should the organization wish to obtain tax exempt status, it must maintain such status separate from the District or any BCS school. School support organizations may not use the District's Employer Identification Number or tax-exempt status for any purpose.

The Superintendent may enact procedures to suspend or revoke the authorization of any school support organization for a failure to abide by the policies and procedures regarding school support organizations.

OPERATION OF A SCHOOL BOOKSTORE

The principal of a school may enter into an agreement with a recognized school support organization for the operation of a bookstore located on school grounds, which makes direct sales to students and faculty, provided:

1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support of the school; and
2. The school support organization provides the school with the relevant collection documentation that would have been required pursuant to the provisions of the manual produced under T.C.A. §49-2-110 for student activity funds.

The Superintendent may provide such other procedures and forms as he or she deems necessary.

CONCESSIONS AND PARKING

The Superintendent or his/her designee may agree to allow an authorized school support organization to operate and collect money for a concession stand or parking at a related school academic, arts, athletic, or social event on school property. Any money payable to the school pursuant to the agreement with the principal will be considered school support group funds and not student activity funds if the school support organization provides the school with the relevant collection documentation required by the student activity funds manual produced by the State.



DRAFT

**BARTLETT CITY BOARD OF EDUCATION
MEETING SCHEDULE
2016-2017**

JULY 2016

21 Work Session
28 Business Meeting

AUGUST 2016

18 Work Session
25 Business Meeting

SEPTEMBER 2016

15 Work Session
22 Business Meeting

OCTOBER 2016

(Fall Break October 10 – 14th)

20 Work Session
27 Business Meeting

NOVEMBER 2016

10 Work Session (If Needed)
17 Business Meeting**

DECEMBER 2016

(Christmas Break December 19 – 30th)

8 Work Session (If Needed)
15 Business Meeting***

JANUARY 2017

19 Work Session
26 Business Meeting

FEBRUARY 2017

16 Work Session
23 Business Meeting

MARCH 2017

(Spring Break March 13 – 17th)

23 Business Meeting*

APRIL 2017

20 Work Session
27 Business Meeting

MAY 2017

18 Work Session
25 Business Meeting

JUNE 2017

15 Work Session
22 Business Meeting

UNLESS OTHERWISE NOTED, BUSINESS MEETINGS WILL BE HELD THE FOURTH THURSDAY OF THE MONTH AT 7:00 P.M. IN THE BARTLETT CITY HALL, 6400 STAGE ROAD, BARTLETT. WORK SESSIONS WILL BE HELD ONE WEEK PRIOR TO THE BUSINESS MEETING AT 7:00 P.M. IN THE BARTLETT CITY HALL, 6400 STAGE ROAD, BARTLETT.

*Work Session Cancelled due to School Break
**Moved to accommodate Thanksgiving Holiday
***Moved to accommodate Christmas Holiday

POLICY 4029: Graduation Requirements

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record which covers a planned program of education, and such record shall be kept on file in Bartlett High School.

The program of studies shall include areas and content in these areas within State Board of Education Regulations and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for more effective student adjustment.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Board of Education.

Before graduation, every student shall (1) achieve the specified 22 units of credit; (2) take the required end-of-course exams; (3) have satisfactory records of attendance and conduct, and (4) take a series of three (3) examinations, administered each at the 9th, 10th and 11th grades.¹

The Board authorizes the awarding of high school diplomas or attendance certificates to those students recommended by school staff, the principal, and approved by the Superintendent as having met the requirements for graduation established by the Board and the Tennessee State Board of Education. The types of diplomas or certificates that may be awarded to graduating seniors include the regular diploma, the diploma with honors, the special education diploma, the occupational diploma, and an attendance certificate, all according to state regulations and other local requirements.

Students Receiving Special Education Services²

Students receiving special education services who successfully complete their Individualized Educational Program (IEP) and complete graduation requirements shall be awarded a regular diploma. A special education diploma shall be awarded to students who have satisfactorily completed an individualized education program IEP and who have satisfactory records of attendance and conduct, but who have not met the proficiency testing requirements. An occupational diploma shall be awarded to students who have satisfactorily completed an IEP and the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA).

STUDENT LOAD

All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the superintendent and then to the Board.³

¹ TRR/MS 0520-01-03-.06(2); T.C.A. §49-6-6001

² T.C.A. §49-6-6005

³ TRR/MS 0520-01-03-.03(6)

