

BARTLETT CITY BOARD OF EDUCATION
BARTLETT CITY BOARD OF EDUCATION WORK SESSION
WORK SESSION AGENDA BARTLETT CITY SCHOOLS CENTRAL OFFICE
CONFERENCE ROOM, 5650 WOODLAWN STREET, BARTLETT 7:00 PM
PO Box 341148
Bartlett, TN 38134
June 15, 2017
7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

APPROVAL OF AGENDA

BOARD ACTION ITEMS

Superintendent's Contract Extension

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

STAFF ACTION ITEMS

2017-2018 BCS Differentiated Pay Plan

FY2018 Every Student Succeeds Act (ESSA) Programs Summary

FY2018 IDEA Programs Summary

Bid Award #FY170069 Restroom Renovation at Ellendale Elementary

Bid Award #FY170070 Bathrooms for Soccer Field

Shelby County Education Foundation Voluntary Pre-K Application

BOARD ACTION ITEMS

2016-2017 Superintendent Evaluation

General Counsel's Contract Extension

Policy 1006: School Board Meetings REVISED SECOND READING

Policy 1007: Notification of Meetings REVISED SECOND READING

Policy 1008: Agendas REVISED SECOND READING

Policy 3017: Insurance Management REVISED SECOND READING

Policy 4014: Report Cards and Grading Systems REVISED SECOND READING

Policy 6052: Wellness REVISED SECOND READING

**Policy 6023: Use of Personal Communication Devices and Electronic Devices
REVISED FIRST READING**

Policy 6047: Attendance REVISED FIRST READING

Policy 3016: Food Service Management REVISED FIRST READING

Resolution 4-19 General Fund Budget Amendment

Resolution 4-20 Education Capital Fund Budget Amendment

Resolution 4-21 Special Revenue Fund Budget Amendment

BCS Other Post-Employment Benefits (OPEB) payment

ADJOURNMENT

Bartlett City Schools					
2017-18 Differentiated Pay Plan					
Differentiated Element	Description	Compensation Type and Size	Reach	Estimated Cost	Estimated Salary Expenditures
	Describe how the district will differentiate for this element. Include the eligibility criteria for receiving the award (such as minimum attendance or evaluation score).	Will the compensation be given as a bonus or a base pay increase? How much will qualifying teachers receive?	Eligibility: How many teachers are eligible for this type of compensation? Forecasted participation: How many teachers do you estimate will receive the award?	How much does the district estimate it will pay out for this differentiated pay element?	What percentage of salary expenditures (excluding benefit costs) does this element cover?
Hard-to-Staff (School, Subject, or Placement)	<i>Teachers and other certificated positions that are hard-to-staff positions such as Math, Science, Special Education, SLPs, Foreign Language or any other teaching vacancy deemed difficult to staff area or has a high programmatic impact as determined by the superintendent, will be placed on the current BCS salary schedule that recognizes experience parity and education lanes. This strategy will not only assist in securing teachers and other certificated staff in hard-to-staff areas and will also assist BCS in recruiting and retaining teachers for our district. Our data reflecting hiring trends and applicant pool deem that elementary, fine arts, English, and Social Studies teachers are readily available. The hiring trends and limited applicant pool for science, math, special education, and foreign language and SLPs make these areas high need.</i>	<i>Compensation will be paid as the base salary for qualifying teachers and other certificated personnel. The amount that teachers receive will be contingent upon experience and education for the critical shortage areas identified.</i> <i>(\$2,000-\$10,000 difference between the two salary schedules).</i>	15-Oct	\$2,000-\$10,000	<i>This will comprise less than 1% of the district salary expenditures</i>
Performance					
Additional Instructional Roles or Responsibilities	Instructional Coaches are full time classroom teachers with stipends to coach the most effective teachers in the building as well as teachers new to the district. Instructional Coaches also facilitate peer-to-peer informal observations with feedback focusing on the TEAM rubric. Selected teachers must demonstrate strong leadership skills, have 3 or more years of effective teaching experience, are respected by peers and administrators, and have a level 4 or 5 rating as measured by Overall TEAM observation scores.	Selected teachers will receive a \$2,500 stipend based on completion of 75 documented teacher support hours.	Eleven teachers will be selected to receive the position. Based on current data in TNCompass, 528 teachers would be eligible to apply for this position.	The total district pay out is \$27,500 for the stipend.	The total district pay out is \$27,500 for the stipend. The base salary of these positions is covered in the general budget since these are full time teachers already hired to teach a grade/subject and then selected to perform extra duties with a stipend.
Additional Instructional Roles or Responsibilities	Assessment Coaches are full time classroom teachers with stipends to coach all teachers in the building. Assessment Coaches provide the elementary and middle schools with PLC and assessment support. Selected teachers must demonstrate strong leadership skills, have 3 or more years of effective teaching experience, are respected by peers and administrators, and have a level 4 or 5 rating as measured by Overall TEAM observation scores.	Selected teachers will receive a \$2,500 stipend based on completion of 75 documented teacher support hours.	Nine teachers will be selected to receive the position. Based on current data in TNCompass, 528 teachers would be eligible to apply for this position.	The total district pay out is \$22,500 for the stipend.	The total district pay out is \$22,500 for the stipend. The base salary of these positions is covered in the general budget since these are full time teachers already hired to teach a grade/subject and then selected to perform extra duties with a stipend.
Additional Instructional Roles or Responsibilities	High School Instructional Program Assistant is a full time classroom teacher with stipend to serve the high schools to facilitate the PLC process, assessment support including ACT, and facilitate RTI Implementation. Selected teachers must demonstrate strong leadership skills, have 3 or more years of effective teaching experience, are respected by peers and administrators, Master's Degree is preferred with current BAL and have a level 4 or 5 rating as measured by Overall TEAM observation scores.	Selected teacher will receive a teacher base salary with stipend.	One teacher will be selected to receive the position. Based on current data in TNCompass, 528 teachers would be eligible to apply for this position.	The district pay out for the stipend is \$3,000.	The total district pay out is \$73,000 for base salary and \$3,000 for stipend. This brings the district total pay out to approximately \$76,000. The base salary will have a final determination based on the years of experience and education of the hired teacher.

<p>Additional Instructional Roles or Responsibilities</p>	<p>Instructional Technology Coach is a full release teacher to focus coaching on the implementation of technology into regular classroom instruction through professional development and informal observations focusing on the SAMR model. Selected teachers must demonstrate strong leadership skills, have 3 or more years of effective teaching experience, are respected by peers and administrators, Master's Degree is preferred with current BAL and have a level 4 or 5 rating as measured by Overall TEAM observation scores. Selected teachers should also have extensive use of technology in the classroom with experience integrating technology and experience diagnosing and resolving technical issues.</p>	<p>Selected teacher will receive a teacher base salary with \$200 stipend.</p>	<p>Six teachers will be selected to receive the position. Based on current data in TNCompass, 528 teachers would be eligible to apply for this position.</p>	<p>The total district pay out is \$1,200 for the stipend.</p>	<p>The total district pay out is \$73,00 for base salary and \$200 for stipend. This brings the district total pay out to approximately \$73,200. The base salary will have a final determination based on the years of experience and education of the hired teacher.</p>
<p>Additional Instructional Roles or Responsibilities</p>	<p>Instructional Program Assistant is a full release teacher who serves as the coach of the coaches, provides accountability, and provides professional learning for schools and district based on needs and requests. Selected teacher must demonstrate strong leadership skills, have 3 or more years of effective teaching experience, are respected by peers and administrators, Master's Degree is preferred with current BAL and have a level 4 or 5 rating as measured by Overall TEAM observation scores. Selected teachers should also have extensive use of technology in the classroom with experience integrating technology and experience diagnosing and resolving technical issues.</p>	<p>Selected teacher will receive a teacher base salary with stipend.</p>	<p>One teacher will be selected to receive the position. Based on current data in TNCompass, 528 teachers would be eligible to apply for this position.</p>	<p>The district pay out for the stipend is \$6,000.</p>	<p>The total district pay out is \$73,00 for base salary and \$6,000 for stipend. This brings the district total pay out to approximately \$79,000. The base salary will have a final determination based on the years of experience and education of the hired teacher.</p>
<p>Additional Instructional Roles or Responsibilities</p>	<p>Instructional Facilitator is a full release teacher at a Title 1 school who oversees the Title 1 budget, parent trainings, and focuses on instructional programming to facilitate student growth. Selected teacher must demonstrate strong leadership skills, have 3 or more years of effective teaching experience, are respected by peers and administrators, Master's Degree is preferred with current BAL and have a level 4 or 5 rating as measured by Overall TEAM observation scores. Selected teachers should also have extensive use of technology in the classroom with experience integrating technology and experience diagnosing and resolving technical issues.</p>	<p>Selected teacher will receive a teacher base salary with stipend.</p>	<p>One teacher will be selected to receive the position. Based on current data in TNCompass, 528 teachers would be eligible to apply for this position.</p>	<p>The district pay out for the stipend is \$6,000.</p>	<p>The total district pay out is \$73,000 for base salary and \$6,000 for stipend. This brings the district total pay out to approximately \$79,000. The base salary will have a final determination based on the years of experience and education of the hired teacher.</p>
<p>Education*</p>					
<p>Experience*</p>					

Other	<p>Teachers who are hired to also fill major extracurricular and/or sponsorships are deemed to have a high programmatic impact as determined by the superintendent will be placed on the current BCS salary schedule that recognizes experience parity and educational lanes. This strategy will assist BCS in recruiting and retaining employees in these very crucial programmatic impact areas.</p>	<p>Compensation will be paid as the base salary for qualifying teachers. The amount that teachers will receive will be contingent upon experience and education for the high programmatic impact areas related to extracurricular and/or sponsorships identified.</p> <p>(\$2,000-\$10,000 difference between the two salary schedules.)</p>	6-Mar	\$20,000-\$40,000	This will comprise less than 1% of the district salary expenditures.
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* Education and experience are not differentiated pay elements and do not count toward the mandated criteria.

II. Implementation Update on 2016-17 (Required Section)*

Please provide information regarding the amount and number of stipends or awards that were paid to teachers in 2015-16.

Differentiated Elements	Actual Total Expenditures from 2016-17	# of Teachers who Received Payout	Total # of Teachers Eligible	Amount of Payouts for Teachers	Date of Payouts
Hard-to-Staff (School, Subject, or Placement)	\$228,987.00	60	60	\$228,987.00	2016-2017 Pay dates
Performance	n/a	n/a	n/a	n/a	n/a
Additional Instructional Roles or Responsibilities	\$ 70,519- Instructional Program Assistant Instructional Coaches- \$23,265.70 \$ 63,000- High School Instructional Program Assistant Assessment Coaches- \$18, 540.15	27	528	\$175,324.85	Dec-16 May-17
Education*	\$			\$	
Experience*	\$			\$	
Other (please describe)	Books to be used for Professional Learning with Instructional Coaches and Assessment Coaches- \$549.51 This includes 13 copies of <i>Making Thinking Visible</i> and 13 copies of <i>What Great Teachers do Differently</i>	26 teachers received copies of a book to increase their instructional knowledge	26 Instructional Coaches and Assessment Coaches	\$549.51	Aug-16
Total:	\$404,861.36	87	588	\$404,861.36	varied
Total number of certified teachers in your district			592		
If the district has a performance element, what year's evaluation data was utilized for the payout? (e.g. 2014-15)			n/a		

*Education and experience are not differentiated pay elements and do not count toward the mandated criteria.

If the district had to make changes to the plan, outline what circumstances led to those decisions.

III. Common Differentiated Pay Terms

Term	Definition
Alternative Salary Schedule	A salary schedule that uses some other component, often a performance measure, in addition to or in place of education and experience to determine base pay. A schedule where an educator's evaluation score is used to determine the amount of his or her yearly base pay increase is an example of an alternative salary schedule. Alternative salary schedules are subject to State Board of Education approval.
Base pay (base salary)	An individual's salary excluding any additional compensation in the form of bonuses, stipends, or supplements for additional work or responsibilities.
Bonus/stipend	Additional compensation for a pre-defined set of criteria. Bonus and stipend pay are awarded in addition to or "on top of" an individual's base pay. Bonuses/stipends are one-time payments awarded for a specific role, additional responsibility, or achievement of particular criteria. Bonuses and stipends are not a part of base salary and do not become a reoccurring part of an individual's compensation.
Differentiated Pay Plan	A district specific plan designed to aid in recruiting and retaining highly effective teachers.
Hard-to-Staff	A component, typically bonus or stipend, that provides an additional compensation for educators staffed in shortage areas such as high needs schools, subjects, or grade areas.

Instructional Roles and Responsibilities	A component, typically bonus or stipend, which provides educators additional compensation for completing additional duties or taking on additional responsibilities or teacher leadership roles.
Opt-in/opt-out provision	Individuals are provided with the choice to participate in a program. This provision is most often associated with alternative salary schedules and is not a required provision.
Performance	A component that provides a base pay increase, bonus, or both to educators typically determined by an educator's individual performance using a Tennessee approved evaluation model, a school-level performance measure, or a district performance measure.
Traditional salary schedule (or step and lane schedule)	A salary schedule that uses years of experience and education levels exclusively to determine educator's increases in base pay. Traditional schedules may follow the same structure as the state minimum salary schedule. Salary schedules that modify the amount of the step increases given for experience or change the structure of the education lanes may still be considered a traditional schedule as long as they meet or exceed the relevant state minimums.

Bartlett City Schools
FY 2018 Every Student Succeeds Act (ESSA) Programs Summary

	<u>Title I</u>	<u>Title I N</u>	<u>Title ID</u>	<u>Title IIA</u>	<u>Title III</u>
FY18	\$1,158,653	\$383,624	\$37,693	\$305,606	\$33,960

Title IA, Title IN, & Title ID-In order to increase student academic achievement, the Bartlett City Schools Title I program for school year 2017-2018 will provide instructional services to approximately 3,622 students attending 5 BCS Title IA schoolwide schools (Altruria Elementary, Bartlett Elementary, Ellendale Elementary, Elmore Park Middle, & Rivercrest Elementary), 2 facilities for neglected children (Lakeside Behavioral and Youth Villages), and 1 facility for delinquent children (Varangon Academy). These services will supplement instructional services provided by state and local funds.

Title I funds will be utilized for Instructional Facilitators, teachers (Response to Intervention), tutors, technology support, accounting support, administrative support, N & D Supervisor, and Federal Programs Supervisor; extended learning including before/after school and Saturday tutoring; parent training; family engagement; and professional development.

Title IIA-Professional development activities for core academic subjects that are high quality, sustained, intensive, and classroom focused will be provided for instructional staff in all BCS schools and the participating non-public school (St. Ann Bartlett).

Title IIA funds will be utilized for the position of Professional Development/Evaluation Supervisor, Instructional Program Assistant, providing substitute days for PD, and supplies/materials. These items support school administrative initiatives and goals by providing professional development to teachers through Assessment Coaches and Instructional Coaches.

Title IIIA- Supplemental scientifically based language instruction to increase English proficiency and student academic achievement in support of English as a Second Language (ESL) services to English Learners will be provided to eligible BCS students, as well as eligible students attending participating non-public schools. Funds will be utilized for instructional materials/supplies, equipment, parent outreach, and professional development. Bartlett City Schools will also act as the Title IIIA Financial Consortium for: Arlington Community Schools, Lakeland Community Schools, and Millington Municipal Schools. This is based upon these districts having Title IIIA allocations that are not large enough to act as a single standing district.

Summary presented by:

James Aldinger, Director of Human Resources, Federal Projects, and Accountability

Bartlett City Schools

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Bartlett, TN 38134

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Bartlett City Schools

FY 2018 IDEA Programs Summary

Preliminary Allocations:

IDEA, Part B

\$1,833,495.00

IDEA Preschool

\$25,545.00

IDEA, Part B

In order to provide services to students with exceptional needs in Bartlett City Schools, the Department of Exceptional Children has drafted the following plan. Bartlett City Schools will maintain compliance on each Individualized Education Plans for 1,852 children (540 Gifted) in our eleven public schools and service plans for private schools during 2017-18 school year. Services vary from consult, co-teaching, resource, functional skills, adaptive functional skills, related services to include speech-language, nursing, occupational, and physical therapy, and behavioral support. In addition to maintaining compliance and providing services to our students, additional money will be utilized for Reading/Math instructional materials, transition supplies for the middle and high school students, continued contract with Public Consulting Group for purchase of EASY IEP (computer system utilized to develop each student's IEP), evaluation materials and protocols for our psychologists and other school service providers, stipends for two LEAD positions, and assistive technology. We are supporting the schools with a Special Education Coordinator, one Academic Interventionist, one Transition Consultant, two Behavior Interventionists, five Speech Language Pathologists, three SPED nurses, an additional school psychologist and

teacher for the visually impaired with IDEA funds. IDEA funds will cover .5 towards a grants accountant. The funds will also support substitute pay to cover professional development opportunities for the teachers in BCS.

IDEA, Preschool

Bartlett City Schools will provide preschool services to students with exceptional needs at five elementary schools (Altruria, Bartlett, Bon Lin Elementary, Oak, and Rivercrest). Due to growing numbers, Oak Elementary and Rivercrest Elementary will have two preschool classes. All other locations will continue with one class per building. Beyond providing services and maintaining compliance for students 3-5 years old, IDEA funds have been set aside for instructional materials, maintaining certification of personnel in the program, special education equipment, professional development, and substitutes to cover this endeavor.

POLICY 1006: School Board Meetings

The Board shall transact all business at official meetings of the Board which may be either regular or special.

Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will be open to the public.¹ Open meetings will be physically accessible to all students, employees, and interested parties.²

No one shall bring a camera, camcorder, or other photographic equipment to Board meetings without the consent of the Board.³

The Chairman shall commence all meetings promptly at the appointed hour.

The Board shall hold various types of meetings, including:

1. **Regular Business Meeting** - An official meeting held at least quarterly. Regular Business Meetings of the Board shall usually be held at 7:00 p.m. on the fourth Thursdays of each month.
2. **Special Called Meeting** - An official meeting called as necessary to transact the business of the Board, when because of circumstances, immediate action is required before the next Regular Business Meeting. Such meetings shall be called by the Chairman whenever, in his/her judgment, the interests of the schools require it, or when requested to do so by a majority of the Board.⁴
 - a. To call a Special Called Meeting by a majority of the Board, a Board member shall make the request one (1) of the following ways: 1) by motion during an official meeting or Board Work Session; or 2) in writing (via email, etc.) to the Board Chairman. The request must specifically state the action to be taken at the Special Called Meeting. When the request is made in writing to the Chairman, it must also specify a time limitation for polling Board Members. Upon receipt of a written request, the Chairman shall immediately forward the request to the Superintendent (or designee) to poll the Board members. The results of the poll shall be provided to each Board member. If a majority of the Board members agree to the Special Called Meeting, the Superintendent (or designee) shall poll the Board members for the date, time and location for the meeting.
 - b. At the beginning of the meeting, the Board Chairman shall identify the Board members who requested the meeting and the purpose.
 - c. Only business related to the call of the meeting, and details related to agenda items shall be discussed or transacted by the Board at a Special Called Meeting. Additional items not related to the original stated action may not be added to the agenda. No items may be added once the agenda is published.
3. **Work Session** – The primary objectives of a work session are: 1) to discuss background information regarding items that may be placed on the Regular Business Meeting

¹ T.C.A. § 8-44-102

² 28 CFR §36.201(a); 28 CFR § 36.202

³ OP Tenn. Atty. Gen 95-101 (Oct. 2, 1995)

⁴ T.C.A. § 49-2-202(c)(1)

Agenda; and 2) to receive information about educational programs, legislation, and other issues having relevance to the Bartlett City Board of Education. No official action can be taken at a Work Session. The Work Session ~~shall be is usually~~ held one week prior to a Regular Business Meeting ~~at their shall be requested called of~~ by the Chairman whenever, in his/her judgment, the interests of the schools require it, or at the request of any member when requested to do so by a majority of the Board. To call a Work Session, the petitioning Board member shall submit the request in writing to the Board Chairman before 12:00 p.m. on the Monday preceding the requested Work Session. Board Work Sessions may be changed to Special Called Meetings when necessary for emergency situations. Under such circumstances, the nature of the emergency necessitating the change must be made a matter of record and approval for changing the Board Work Session to a Special Called Meeting and shall require a two-thirds (2/3) vote of the Board members present and voting.

In instances when the date of the Regular Business Meeting or Work Session falls on a legal holiday or during a holiday season, the meeting shall be rescheduled by the Chairman. Any undisposed business items remaining on the agenda at adjournment shall be carried over to Unfinished Business at the next Regular Business Meeting.

A majority of all of the Members constituting the Board, and not merely a majority of the quorum, shall be required to transact all business coming before the Board in all Regular Business or Special Called Meetings. In emergency situations where the Board has provided no policy guidance for administrative action and no meeting of the Board is scheduled, the Superintendent shall have the power to act, but report to the Board when necessary or requested.

Robert's Rules of Order - Newly Revised shall be used as the parliamentary authority at all Regular Business Meetings, Special Called Meetings, and Work Sessions of the Board unless Board policy provides an exception governing the procedure to be used by the Board.

A Rule of Order may be suspended by a two-thirds (2/3) vote of the Members present and voting.

ELECTRONIC ATTENDANCE⁵

Absent Board members may attend a regular or special meeting by electronic means if the member is absent because of work, a family emergency, or the member's military service. If a Board member is absent due to military service, he or she may participate electronically as often as he or she is able to do so. However, a Board member may not participate electronically more than two (2) times per year for absences due to work and/or family emergencies.

General Requirements

The following requirements apply to all electronic attendance, regardless of the reason for the member's absence:

⁵ T.C.A. §49-2-203(c)

1. A quorum of the Board must be physically present at the meeting in order for any member to attend electronically.
2. Any member wishing to participate electronically must do so using technology which allows the Chair to visually identify the member.
3. The responsibility for the connection lies with the member wishing to participate electronically. No more than three (3) attempts to connect shall be made unless the Board chooses to make additional attempts.

Work Related Absence

The following requirements apply to electronic attendance due to a work related absence:

1. The Board member must be absent from the county due to work.
2. The member wishing to participate must give the Chair and Superintendent at least five (5) days' notice prior to the meeting of the member's desire to participate electronically.

Family Emergency

The following requirements apply to electronic attendance due to a family emergency:

1. The member must be absent due to the hospitalization of the member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

Bartlett City Board of Education		1007
Descriptor Term: NOTIFICATION OF MEETINGS	Descriptor Code: Board Operations	Issue Date: 12/02/2013
	Rescinds:	Revised:

- 1 The Board shall ensure adequate public notice¹ of all Regular Business Meetings ~~and Work~~
- 2 ~~Sessions~~ by publishing a complete schedule for the entire school year, made available to the
- 3 news media, the public, the Board, and the president of any local education association.²
- 4 Meetings shall be held on the schedule set forth under Policy 1006: School Board Meetings.

- 5 Except in rare emergencies, the notification for all Special Called and/or rescheduled Regular
- 6 Business Meetings shall be sent to the media and posted on the website at least twenty-four (24)
- 7 hours in advance, except when Board Work Sessions are changed to Special Called Meetings
- 8 for emergencies. Board members shall be contacted by telephone and via e-mail as soon as the
- 9 necessity for the Special Called and/or rescheduled meeting is determined, unless the Board
- 10 members have been notified of the date and time of the Special Called and/or rescheduled
- 11 meeting during a Board Work Session or Regular Business Meeting. In emergencies, notice shall
- 12 be given to all appropriate parties as is practical. For purposes of this policy, emergency is defined
- 13 as “a sudden, generally unexpected occurrence or set of circumstances demanding immediate
- 14 action.”

¹ T.C.A. § 8-44-103

² T.C.A. § 49-2-202(c)(1)

POLICY 1008: Agendas

Board Regular Business Meetings and Work Sessions

The Executive Committee shall prepare all Board agendas.

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 ~~fourteen~~ (14) 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 ~~fourteen~~ (14) 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 ~~seventeen~~ five ~~(17)~~ (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.
 - b. The ~~BWS and~~ Regular Business Meeting agendas shall be ~~posted~~ distributed to Board Members at least fourteen (14) calendar days in advance of the Regular Business Meeting, if possible.
 - c. The Board Work Session agendas shall be distributed to the Board Members at least three (3) calendar days in advance of the called Work Session.
4. Posting 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 Board Work

[Session and Regular Business Meeting agendas prior to posting. All BWS and Regular Business Meeting agendas shall be ~~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 \[Board Work Session\]\(#\)/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.

3017 INSURANCE MANAGEMENT

The insurance program will provide coverages in a minimum of the following broad categories:

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion; and vehicles;
2. Liability: Board members, Superintendent and employees resulting from discharging their duties;
3. Workers Compensation; and
4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

Group Health Insurance

The Board shall provide group health insurance for all full-time employees.¹

Board approval of group insurance for which the Board makes partial payment shall be given on recommendation of a committee comprised of at least one representative of each participating entity in the Health insurance pool.

PHI (Protected Health Information)

The Bartlett City Board of Education shall comply with the Health Insurance Portability and Accountability Act (HIPAA)³ and Health Information Technology for Economic and Clinical Health Act (HITECH)⁴ in the securing Protected Health Information.

Group Life Insurance

The Board shall provide group life insurance for all full-time employees.¹

Retirees²

For Bartlett City Board of Education employees hired directly from Shelby County Schools prior to August 4, 2014 and employees hired by Bartlett City Board of Education between January 1, 2014 and June 30, 2014:

Payment of individual hospitalization insurance coverage shall be available for any retiring employee at the same cost as for other employees until the employee reaches age sixty-five (65) provided that:

1. The employee is eligible for retirement under the eligibility standards as set by Tennessee Consolidated Retirement System; and
2. The employee has been enrolled in the Bartlett City Board of Education sponsored insurance plan for one (1) full year immediately prior to retirement; and
3. The employee has completed fifteen (15) years' service with Bartlett City Schools
 - a. For employees in this category hired directly from Shelby County Schools, prior service credited by Shelby County Schools will be applied to the 15-year service requirement.

Life insurance shall be continued at 1 time annual earning to cap at \$50,000 meeting the above requirements. This benefit is paid 100% by the board.

For Bartlett City Board of Education employees whose effective hire date is July 1st, 2014 or after who do not fall into the category above:

A defined contribution shall be available for any retiring employee to go toward the purchase of a health policy on the open market for five years following effective date of retirement or until the employee reaches age sixty-five (65), whichever comes first, provided that:

1. The employee is eligible for retirement under the eligibility standards as set by Tennessee Consolidated Retirement System; and
2. The employee has been enrolled in the Bartlett City Board of Education sponsored insurance plan for one (1) full year immediately prior to retirement; and
3. The employee has completed fifteen (15) years' consecutive service with Bartlett City Schools.

Life insurance shall be continued at \$10,000 under the same terms for employees ~~in both categories~~ meeting the above requirements. This benefit is paid 100% by the board.

Bartlett City Board of Education		4014
Descriptor Term: REPORT CARDS AND GRADING SYSTEM	Descriptor Code: Instructional Services	Issue Date: 07/24/2014
	Rescinds:	Revised:

1 The Bartlett City Schools grading system will follow all applicable statutes, rules, and regulations
2 of the State Board of Education. The grading system shall be uniform district-wide¹, except to the
3 extent that BCS operates ungraded and/or unstructured classes in grades K-3 in accordance with
4 state rules and regulations.² Conduct grades are based on behavior and shall not be deducted
5 from scholastic grades. Student conduct grades shall reflect “E” for excellent, “G” for good, “S” for
6 satisfactory, “N” for needs improvement”, or “U” for unsatisfactory and shall be reported at each
7 grading period.

8

9 **REPORT CARDS**

10 The report card form, content, and procedure shall be approved by the Board prior to
11 implementation. Report cards shall include the information necessary to communicate student
12 progress to parents, and they shall provide academic progress and attendance information on a
13 regular basis. Report cards are distributed at the end of each nine-week grading period. At the
14 midpoint of the nine weeks, parents will be notified of students’ progress through an interim report.
15 When a student’s behavior or academic performance falls below acceptable levels, the teacher
16 must notify the parent through interim reports or student report cards. All elementary report cards
17 shall contain sufficient space for teacher and parent comments.

18 Kindergarten Report Cards

19 Kindergarten grade level standards shall be as prescribed by the State of Tennessee. Students
20 are evaluated based on their progress toward meeting benchmarks for each standard. Progress
21 shall be indicated by “M” for “Mastery and “X” for “Non-Mastery” for each skill. Letter grades are
22 used to express basic grading for non-core content areas like art, music, and physical education.
23 Letter grades include “E” for excellent, “G” for good, “S” for satisfactory, “N” for needs
24 improvement or “U” for unsatisfactory.

25

¹ T.C.A. §49-1-302(a)(17)

² T.C.A. §49-1-302(g)

1 **GRADING SCALE GRADES ONE (1) THROUGH TWELVE (12)**

2 The grading system for core content areas is expressed by the letters “A”, “B”, “C”, “D”, and “F”
3 according to the numerical values listed on the grading scale below. First (1st) and second (2nd)
4 grade science and social studies will be expressed by the letter grades “S” or “N”.

5

A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65

6

7 State Standardized Assessments

8 For students in grades 3-12, scores on state standardized assessments shall comprise the
9 minimum percentage of the students’ final grades as permitted by law.³

10 All state standardized raw assessment data shall be calculated by using the target grade
11 methodology as prescribed by the State Department of Education.

12

13 High School Grading

14 Students who meet only the minimum requirements should be given minimum passing grades.
15 No student may fail for the semester or year if the only failing grade is that of the semester
16 examination. Each semester exam shall account for twenty percent (20%) of the students’
17 semester grade.

18 Students who successfully complete a high school course will earn high school credit. Credits will
19 be awarded in .5 increments upon successful completion of a semester. A student will receive
20 one full credit in the course if he/she receives a passing yearly grade in the course.

21

22 Semester grades are comprised of two quarterly grades (eighty percent (80%)) and the semester
23 exam (twenty percent (20%)). For courses which have no state mandated end of course (“EOC”)
24 exam, each semester grade is fifty percent (50%) of the final grade. For courses which include a
25 state EOC exam, each semester grade is forty-five percent (45%) of the final grade, and the EOC
26 exam accounts for ten percent (10%). For the 2017-2018 school year and beyond, each semester
27 grade is forty-two point five percent (42.5%) of the final grade, and the EOC exam accounts for
28 fifteen percent (15%).

29 Students enrolled in a high school course having an eighty-seven (87) or higher course average
30 with (3) or fewer excused absences in a course may be exempted from the district spring semester

³ T.C.A. §49-1-617

1 exam. Any unexcused absence disqualifies the student from all exam exemptions. Students in
2 the twelfth (12th) grade may be exempted for both fall and spring semester exams.

3

4 Weighted Grades

5 For Advanced Placement (A.P.) courses, teachers will add five (5) points to each quarter and
6 semester exam grade. For ~~Honors courses~~, dual enrollment, dual credit, and national industry
7 certification courses, ~~including middle school courses taught at the Honors level~~, teachers will add
8 ~~four~~three (4)3 points to each quarter and semester exam grade. For Honors courses, including
9 middle school courses taught at the Honors level, teachers will add three (3) points to each quarter
10 and semester exam grade. Points shall not be added to the final grade.

11 Calculation for High School Course GPA

12 Grade	Value	_____	Regular	_____	Honors	_____	Dual	Credit
13 <u>A.P./Dual Enrollment</u>								
14 A	90-100	4	4.5	4.75				5
15 B	80-89	3	3.5	3.75				4
16 C	70-79	2	2.5	2.75				3
17 D	65-69	1	1.5	1.75				2
18 F	Below 65	0	0	0				0

19 This weighted grading scale shall be used for all official purposes including report cards, GPA,
20 class rank, honor roll, etc. except the Lottery / Hope Scholarship as described below.

21

22 Tennessee Uniform Grading Scale for Lottery/HOPE Scholarship

23 Students applying for lottery scholarships and other Tennessee Student Assistance Corporation
24 funds must be evaluated using the Tennessee State Uniform Grading Scale. The scale is as
25 follows:

26 A	93-100
27 B	85-92
28 C	75-84
29 D	70-74
30 F	Below 70

31

1 Each school year, prior to scheduling courses for the next school year, all middle schools, and
2 Bartlett High School shall conduct a lottery scholarship day for students and their parents.⁴ Each
3 school counselor will provide incoming freshmen with information on college core courses
4 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT
5 score, etc.) that must be met in order to receive a scholarship.

6

7

⁴ T.C.A. §49-4-932(f)

Policy 6052: Wellness

Bartlett City Schools is committed to providing a school environment that enhances learning and the development of lifelong wellness practices for all students. To accomplish this goal, the District shall strive to ensure the following:

1. Students shall have access to healthy foods and beverages sold and served on campus throughout the school day in accordance with local, state, and federal nutrition guidelines including, but not limited to, USDA regulations governing reimbursable meals and federal “Smart Snacks” standards. School celebrations involving food or beverages shall attempt to offer healthy items meeting nutritional standards.
2. Students shall receive quality nutrition education that helps them develop lifelong healthy eating behaviors.
3. Students shall have opportunities to be physically active during and after school.
4. Schools shall engage in nutrition promotion and education, physical activity, and other school based activities that promote student wellness.
5. The District shall establish a BCS Wellness Committee. The BCS Wellness Committee shall convene regularly to develop, implement, review, and provide updates to the district wellness policy. Committee members shall include, to the greatest extent possible, parents, students, teachers, health professionals, schools’ nutritional program representatives, school administrators, school board members, and members of the general public. The Wellness Committee should strive to reflect the diversity of the Bartlett community.
6. The District shall review and consider evidence-based strategies, relevant data, and statistics in identifying and evaluating wellness goals and objectives under this policy.
7. The District shall establish and maintain an infrastructure for management, oversight, implementation, communication, and monitoring of this wellness policy and its established goals and objectives.
8. The District shall regularly inform and update the public regarding the content, implementation, and progress of the wellness policy and its accompanying guidelines and procedures.

The Superintendent, Director of Student Services, Coordinated School Health Specialist, and BCS principals shall develop guidelines and procedures for implementing this policy consistent with local, state, and federal requirements. The Superintendent shall make such procedures, records, updates, progress reports, and triennial assessments available to stakeholders on the District website and through the BCS Office of Coordinated School Health. [Procedures for the 2017-2018 school year may be accessed at http://www.bartlettschools.org/](http://www.bartlettschools.org/)

Each BCS principal shall designate a school wellness policy coordinator to ensure school compliance with this policy. The Coordinated School Health Specialist shall provide District oversight to ensure compliance with this policy and all BCS wellness guidelines and procedures.

Bartlett City Schools is committed to ensuring that:

- ~~1. The Center for Disease Control's (CDC's) Coordinated School Health approach is implemented in managing new and existing wellness-related programs and services at all schools. Such programs shall be implemented in accordance with State law and State Board of Education Coordinated School Health (CSH) Standards and Guidelines.~~
- ~~2. Each school will complete the CDC's School Health Index annually and base school goals on the results.~~
- ~~3. Each school will have a Healthy School Team consisting of teachers, students, parents and administrators and will be required to hold Healthy School Team meetings.~~
- ~~4. A School Health Advisory Council is established that shall serve as a resource to school sites for implementing coordinated school health and wellness policies and procedures.
 - ~~a. The School Health Advisory Council shall consist of individuals representing the District and community. The primary responsibilities of the Council include, but are not limited to, the following:
 - ~~i. Developing, monitoring, implementing, and reviewing recommendations for physical activity and nutrition policies.~~
 - ~~ii. Supporting schools within the district as they develop action plans and wellness initiatives related to the School Health Index.~~
 - ~~iii. Assisting with the development of nutrition and physical fitness guidelines in accordance with applicable State and federal laws.~~~~
 - ~~b. Council recommendations for revisions to this policy and other student wellness policies shall be provided to the Bartlett City Board of Education for consideration.~~~~

PHYSICAL ACTIVITY

Bartlett City Schools recognizes that physical activity is important to the overall health of a child. Schools shall support and promote physical activity by:

- ~~1. Providing opportunities during the school day for students to be physically active. Opportunities shall include integration of physical activity into curricular areas of the school program (i.e., classroom movement breaks and other moving activities); and supervised recess/physical education provided in accordance with federal and/or state requirements.~~
- ~~2. Not withholding physical activity as a punishment (i.e., recess) or using physical activity as a punishment (e.g., push-ups, running laps) during the school day.~~

CURRICULUM

All applicable courses of study should be based on State-approved curriculum standards.

EVALUATION OF EFFECTIVENESS OF NUTRITION PROGRAM

Bartlett City Board of Education shall monitor the effectiveness of the school nutrition program within a wide range of student constituency groups. Factors to be considered may include, but are not limited to, the following:

- ~~1. Participation rates in school meal programs;~~
- ~~2. Student satisfaction surveys;~~
- ~~3. Parent satisfaction surveys;~~
- ~~4. Frequency and types of health problems noted on school nurse logs;~~
- ~~5. Frequency and types of health and/or behavioral problems noted on counselor logs;~~
- ~~6. Incidence of student behavior infractions;~~
- ~~7. Teacher surveys of student's classroom behavior, attention span, and memory; and~~
- ~~8. Test scores.~~

~~The Superintendent, or his/her designee, shall oversee compliance with this polic~~

Bartlett City Board of Education		6023
Descriptor Term: USE OF PERSONAL COMMUNICATION DEVICES AND ELECTRONIC DEVICES	Descriptor Code: Student Services	Issue Date: 06/23/2014
	Rescinds:	Revised:

1 Students may possess personal communication devices and personal electronic devices,
2 including but not limited to cell phones, laptops, tablets, mp3 players, and cameras, on
3 school property so long as such devices are turned off and stored in backpacks, purses, or
4 personal carry-alls. However, a teacher may grant permission for the use of these devices
5 to assist with instruction in his/her classroom, and teachers are encouraged to integrate the
6 devices into course work. The Principal or his/her designee may also grant a student
7 permission to use such a device at his/her discretion.

8 Unauthorized use or improper storage of a device **may** result in confiscation until such time
9 as the device may be released to the student's parent or guardian. The District is not
10 responsible for any loss or theft of any personal communication or electronic device while
11 on school property. Furthermore, the District is not responsible for any confiscated items,
12 and will not repair or replace any lost, stolen, or damaged confiscated items while in the
13 custody of the District.

14 A student in violation of this policy is subject to disciplinary action.

Bartlett City Board of Education		6047
Descriptor Term: ATTENDANCE	Descriptor Code: Student Services	Issue Date: 07/24/2014
	Rescinds:	Revised:

1 Attendance is a key factor in student achievement and therefore, students are expected
2 to be present each day school is in session. The attendance supervisor shall oversee
3 the entire attendance program which shall include:¹

- 4 1. All accounting and reporting procedures and their dissemination;
- 5 2. Alternative program options for students who severely fail to meet minimum
6 attendance requirements;
- 7 3. Ensuring that all school age children attend school;
- 8 4. Providing documentation of enrollment status upon request for students applying
9 for new or reinstatement of driver's permit or license; and
- 10 5. Notifying the Department of Safety whenever a student with a driver's permit or
11 license withdraws from school.²

12 Student attendance records shall be given the same level of confidentiality as other
13 student records. Only authorized school officials with legitimate educational purposes
14 may have access to student information without the consent of the student or
15 parent/guardian.³

16 Absences shall be classified as either excused or unexcused as determined by the
17 principal or his/her designee. Excused absences shall include:

- 18 1. Personal illness;
- 19 2. Illness of immediate family member;
- 20 3. Death in the family;
- 21 4. Extreme weather conditions;
- 22 5. Religious observances;⁴ or
- 23 6. Circumstances which in the judgment of the principal create emergencies over
24 which the student has no control.

25 The principal shall be responsible for ensuring that:⁵

- 26 1. Attendance is checked and reported daily for each class;
- 27 2. Daily absentee sheets contain sign in/sign out sheets and indicate students
28 present or absent for the majority of the day;

¹ TRR/MS 0520-1-3-.08(1)(a); T.C.A. §49-6-3006

² T.C.A. §49-6-3017

³ T.C.A. §10-7-504; 20 U.S.C. §1232(g)

⁴ TRR/MS 0520-1-3-.03(16); T.C.A. §49-6-2904

⁵ T.C.A. §49-6-3007

- 1 3. All student absences are verified;
- 2 4. Written excuses are submitted for absences and tardiness;
- 3 5. System-wide procedures for accounting and reporting are followed.

4 HOMEBOUND⁶

5 Students shall not be penalized for periods of hospitalization or homebound instruction.

6 If a student is unable to attend regular classes because of illness, injury or pregnancy
7 and if the student has participated in a program of hospital or homebound instruction
8 administered or approved by Bartlett City Schools, then the student shall not be
9 penalized for grading purposes nor be denied course completion, grade level
10 advancement or graduation solely on the basis of the student's absence from the
11 regular classroom during the period of the hospital or homebound instruction.

12 It is the policy of Bartlett City School Board of Education that an adult be present in the
13 student's home during the entire time the homebound teacher is present.

14 Any schoolwork that a student misses prior to homebound services beginning must be
15 handled through the student's teachers. The homebound teacher is not responsible for
16 grades prior to the start of homebound services.

17 TRUANCY

18 Truancy is defined as an absence for an entire school day, a major portion of the school
19 day, or the major portion of any class, study hall, or activity during the school day for
20 which the student is scheduled.

21 Five (5) unexcused check-ins will equal one (1) unexcused absence. An unexcused
22 check-in will result when a student checks in twenty (20) minutes or more after the
23 beginning of the school day without an adequate excuse.

24 Students who are absent five (5) days without adequate excuse shall be reported to the
25 Superintendent of schools who will, in turn, provide written notice to the
26 parents/guardians of the student's absence. The Superintendent shall also comply with
27 state law regarding the reporting of truant students to the proper authorities. If a student
28 is required to participate in a remedial instruction program outside of the regular school
29 day where there is no cost to the parent(s) and the school system provides
30 transportation, unexcused absences from these programs shall be reported in the same
31 manner.⁷

32 Students participating in school-sponsored activities whether on- or off-campus shall not
33 be counted absent. In order to qualify as "school-sponsored," the activity must be
34 school-planned, school-directed, and teacher-supervised.⁸

35 MILITARY SERVICE OF PARENT/GUARDIAN

⁶ T.C.A. §49-6-3002

⁷ T.C.A. §49-6-3201(c)

⁸ Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education

1 School principals shall provide students with a one-day excused absence prior to the
2 deployment of and a one-day excused absence upon the return of a parent or custodian
3 serving active military service. Principals shall also allow up to ten (10) excused
4 cumulative absences per year for students to visit a parent or guardian during a
5 deployment cycle. The student shall provide documentation to the school as proof of
6 his/her parent's/guardian's deployment. Students shall be permitted to make up
7 schoolwork missed during these absences.⁹

8 CREDIT/PROMOTION DENIAL

9 Credit/promotion denial determinations may include student attendance, however,
10 student attendance may not be the sole criterion.¹⁰ However, if attendance is a factor,
11 prior to credit/promotion denial, the following shall occur:

- 12 1. Parents and students shall be advised if a student is in danger of
13 credit/promotion denial due to excessive absenteeism.
- 14 2. Procedures in due process are available to the student when credit or promotion
15 is denied.

16 DRIVER'S LICENSE REVOCATION

17 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a
18 student during any semester renders a student ineligible to retain a driver's permit or
19 license, or to obtain such if of age.

20 In order to qualify for reclaiming a driver's permit or license, the student must make a
21 passing grade in at least three (3) full unit subjects or their equivalency at the
22 conclusion of a subsequent grading period.

⁹ T.C.A. §49-6-3109

¹⁰ T.C.A. §49-2-203(b)(7)

POLICY 3016: Food Service Management

The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all federal, state, and local requirements necessary for participation.¹

The District's School Nutrition Supervisor will oversee the BCS Nutrition Program. All products and services necessary for the operation of the School Nutrition Department shall be procured using a procurement plan which complies with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, and School Breakfast Program. Meals that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.

As required for participation in the School Nutrition Programs, the Board agrees to the following:

1. Meals must be made available to all students in attendance.
2. Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Free or Reduced Price Meals

The criteria and procedures for determining a student's need and steps in securing for students no-cost or reduced-cost lunches as established at the state/federal level will be outlined and made known by the principal. Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff member(s) as needed to make the special arrangements for them.

Competitive Foods/Vending Machines

All schools shall offer school meal programs with menus that meet the patterns and nutrition standards established by the U.S. Department of Agriculture and State Board of Education's Minimum Nutritional Standards for individual food items sold or offered to pupils in Pre-K through Twelve (PK-12). When school snack programs are offered, they will meet all USDA program standards. The school nutrition director shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the School Nutrition Department Programs that include school breakfast, lunch, a la carte and snack programs.

Sanitation

Principals shall be responsible for implementing regulations from the Department of Health and seeing that school cafeterias meet acceptable standards of cleanliness at all times.

Offer v. Serve

¹ 42 U.S.C. 1758; T.C.A. 49-6-2301 *et seq.*; 7 C.F.R. 210.10; 7 C.F.R. 210.12; 7 C.F.R. 210.13

Each school shall offer its students all five required food components as set forth in the school lunch pattern. Under the offer vs. serve regulation, students may decline up to two components on the menu with no effect on the price of the meal. One vegetable or one fruit must be included on each student's tray as part of a reimbursable meal. Students shall be allowed to refuse one of the four components required in the breakfast program. Preschool classes may be exempt from offer vs. serve at breakfast and lunch.

Meal Charge

In the event a student does not have adequate funds to purchase a meal, he or she may charge the meal according to procedure. The Superintendent shall ensure that this procedure is provided in writing to all households at the beginning of each school year and to households that transfer to the school. Further, families may access this policy and the meal charge procedure in the Student Handbook posted on the BCS website.

Collection of Meal Charges

The District shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to the end of the school year. Uncollected charges from the previous fiscal year shall be considered delinquent debt. The Superintendent shall establish reasonable methods and a timeframe for collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by the Board. Upon recommendation of the Superintendent, the Board may classify delinquent debt as bad debt which shall be considered uncollectable and categorized as an operating loss.