

Regular Meeting of the Trousdale County Board of Education
January 17, 2019, 6:00 PM
Trousdale County Board of Education
103 Lock Six Road
Hartsville, TN 37074

Attendance Taken at 6:00 PM:

Present Board Members:

Anthony Crook
Denice Jackson
John Kerr
Mary Helen McGowan
Regina Waller

1. AGENDA:

- 1.a. Call to Order - Ms. Regina Waller, Chairperson
- 1.b. Invocation - Mr. John Kerr, Board Member
- 1.c. Pledge of Allegiance - Mr. Anthony Crook, Board Member
- 1.d. Invitation to audience to address items on the Agenda
- 1.e. Approval of the Agenda for January 17, 2019

Approval of the January 17, 2019, Agenda passed with a motion by Mary Helen McGowan and a second by Denice Jackson.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

2. CONSENT AGENDA:

2.a. Approval of the January 17, 2019 Consent Agenda

Approval of the January 17, 2019, Consent Agenda passed with a motion by Denice Jackson and a second by Mary Helen McGowan.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

2.b. Approval of Minutes from December 20, 2018

2.c. Approve Executive Decision - Food Service

Approve Executive Decision to add four (4) hours and health insurance benefits to a part-time cook position at Trousdale County High and three (3) hours to the part-time cook/floater position among all three schools.

2.d. Approve High School Interact Club Fundraiser - Attachment A

2.e. Approve High School Band Fundraiser - Attachment B

2.f. Approve High School Band Field Trip - MTSU - Attachment C

- 2.g. Approve High School Band Field Trip - APSU - Attachment D
- 2.h. Approve High School FFA Field Trip - Machinery Show - Attachment E
- 2.i. Approve High School FFA Field Trip - State Convention - Attachment F
- 2.j. Approve High School Interact Club Field Trip - Gatlinburg - Attachment G
- 2.k. Approve Budget Amendment 141-82230 Regular Instruction

Amend the 2018-19 141 General Purpose School Budget by debiting line item Revenue. Amendments are to include:				
DEBIT Expenditures	82330	Other Debt Service - Education		
	613	Interest on Other Loans		12,515.00
	620	Debt Service Contribution to Primary Government		9,000.00
GRAND TOTALS				\$21,515.00
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	82230	Regular Instruction Program		
	613	Interest on Other Loans		12,515.00
	620	Debt Service Contribution to Primary Government		9,000.00
GRAND TOTALS				\$21,515.00

- 2.1. Approve Budget Amendment 142-47143 Special Education Grants to States

Amend the 2018-19 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:				
		Subfund: 902 IDEA		
DEBIT	71200	Special Education Program		
	429	Instructional Supplies		456.00
GRAND TOTALS				\$456.00
Amend the 2018-19 142 Federal Projects School Budget by crediting line item Revenue. Amendments are to include:				
CREDIT Revenue	47143	Special Education Grants to States		456.00
GRAND TOTALS				\$456.00

2.m. Approve Budget Amendment 142-71200 Special Education Program-PreSchool

Amend the 2018-19 142 Federal Projects School Budget by debiting line item Revenue. Amendments are to include:			
		Subfund: 912 IDEA PreSchool	
DEBIT Revenue	47145	Special Education PreSchool Grants	979.00
GRAND TOTALS			\$979.00
Amend the 2018-19 142 Federal Projects School Budget by crediting line item line item Expenditures. Amendments are to include:			
CREDIT EXPENDITURES	71200	Special Education Program	
	429	Instructional Supplies	979.00
GRAND TOTALS			\$979.00

2.n. Review School Board Policies - 2.100 - 2.900 Fiscal Management

3. SCHOOL DISTRICT HIGHLIGHTS - Trousedale Co High Band

Mr. Robert Joines, Band Director, presented the 2018 High School Band to the Board of Education in recognition of its 9th place state finish, an historical first for the band. Mr. Joines provided a list of team and individual achievements, highlighting over \$144,000 in individual scholarship awards. Mr. Joines concluded by describing the band's security detail team and how it is utilized in providing student led leadership experiences.

4. PRINCIPALS' REPORT:

4.a. Elementary School - Ms. Badru noted today's legislative visits by Sen. Ferrell Haile and Rep. Terri Lynn Weaver. She stated that the school's most recently selected Teacher of the Year, Laura Wilson, was a member of the leadership panel along with other students, principals and teachers. Ms. Badru informed the Board about the school's most recent Instruction Partner's instructional walkthroughs noting the school's focus on student engagement, academic tasks, and students doing the thinking in classrooms. She noted that the school had made notable progress since the beginning of the year in these identified focus areas.

Ms. Badru discussed progress toward key school goals including chronic absenteeism and meeting the school's 90% reading goal as measured by the DIBELS reading skills assessment. Ms. Badru concluded by stating that the school had just recently completed its needs assessment and the benefits of the long-range planning process.

4.b. Middle School - Mr. McCall discussed the school's upcoming January 25, Power Friday professional planning that is focused on analysis of student achievement data. He noted how student motivation factors into student achievement and how the school is planning to use the Utrust mini-grant funds to promote student interest and motivation. He informed the Board about the new Instruction Partners' middle school science pilot that he and Ms. Wilkerson recently attended that centers around supporting the new state science standards. He updated the Board about progress toward meeting the school's chronic absenteeism goal noting the teamwork behind attendance hearings, parent contacts, and student conferences.

Mr. McCall announced that Chelsea Jones was recently selected as the school's Teacher of the Year. He noted that she was a TVAAS Level 5 teacher and the first Social Studies teacher to win the award in recent memory. He stated that the school's needs assessment is tomorrow, noting that it is a very beneficial and reflective process. He concluded by stating the legislative visits seem to get better each year.

4.c. High School - Ms. Dickerson discussed the process she uses in the development of teacher Stage 1 growth plans. She also noted how she uses department chairpersons in the needs assessment planning process. In addressing the school-wide goals, Ms. Dickerson discussed challenges around meeting the school's chronic absenteeism goal of 16.5% due to a set of students who continue to provide excused absences from doctors. She noted that the attendance hearings are positive and useful but not with all families and all cases. She noted that teachers and the office staff call parents every day to explain student cases.

Ms. Dickerson announced the selection of Penny Story as the school's Teacher of the Year which is the second consecutive year that she has been named as the Teacher of the Year for the school. She discussed the recent resignation of Brad Waggoner as head football coach and the timeline for the selection for a new coach. She stated that Matt Dyer had been appointed as interim head coach to coordinate the strength and conditioning program until a permanent coach is selected sometime around February 8. Ms. Dickerson stated that Coach Waggoner's wife, Mary Beth Waggoner, who is the guidance counselor will stay on with the school until the end of the school year. She concluded by stating the new Smart Mouth pizza is being well received by the students.

4.d. Student School Board Representative - Student Representative, Ann Henry, serving in the place of her sister Sara, provided the Board with basketball game dates and a calendar of upcoming events in the life of the school including the mock ACT for juniors, the pre-ACT for 9th graders, and ASVAB career conferencing for seniors. Ann announced that the Middle School Career Exploration Fair would be held at Volunteer State on February 22.

5. DIRECTOR'S REPORT:

5.a. Employment Notifications

Bennett, Tonia	transfer, Cafeteria Janitor - Elementary School
Eden, Brandon	Assistant Middle School Softball, High School Assistant Football Coach
Mandrell, Regina	Cook - High School (full-time)
Wright, Carolyn	transfer, Cook - Elementary School
Fergusson, Luke	Volunteer Assistant Coach, High School Baseball
Waggoner, Brad	resignation, Head Football Coach, Teacher

5.b. Academic and Goal Updates - Dr. Satterfield discussed today's school legislative visit that was held at the high school and at the Tennessee College of Applied Technology (TCAT). Dr. Satterfield said that the theme for this year's visit was "vocational education" in response to Governor Lee's campaign emphasis on vocational education. He stated that the morning began with breakfast with the Board where we discussed voucher and teacher funding legislation. Following breakfast, Ms. Dickerson provided a tour of the high school's nursing education and mechatronics classrooms. Senator Haile and Representative Weaver participated in an hour panel discussion that featured two students from each of the school's CTE career pathways as well as Dan Dickerson from the vocational agriculture department, teachers of the year, and principals from each of the three schools. Dr. Satterfield praised the students participating for their ability to eloquently articulate their perspectives and experiences in their respective vocational pathways. He noted that Senator Haile and Representative Weaver gleaned a lot of useful insights from their discussion with the students.

Dr. Satterfield said that the day was concluded with a visit to TCAT where everyone met with Mae Perry, TCAT Director, to discuss the Trousdale County High and TCAT articulation. He reiterated the district's plan that utilizes dual enrollment to meet the new Ready Graduate requirements where Trousdale students are provided two dual enrollments and one industry certification for each career pathway. Ms. Perry was able to articulate the need for student fiscal support to provide additional dual enrollment opportunities for vocational education that is presently only being provided for community colleges. Dr. Satterfield stated that Ms. Cook, Graduation Coach, did a good job reinforcing the rationale and rigor behind dual enrollment for which Ms. Dickerson and Ms. Waller confirmed was the best option for Trousdale County students. Dr. Satterfield stated that the students, teachers, and principals also emphasized the need to continue funding the ACT senior retake opportunity to both Senator Haile and Representative Weaver.

Dr. Satterfield informed the Board about the current needs assessment process that is presently taking place with all three schools. He stated that the results would be provide to the Board to form the genesis of a prioritized needs assessment that would eventually drive the goals of the FY20 school budget. Dr. Satterfield concluded by updating the Board about the current search to replace head coach Brad Waggoner who resigned for a similar job in Georgia. He stated that he is presently accepting applications through January 25 at which time he would narrow the applications to a list of candidates to be interviewed. He stated that he had a goal of having a new coach in place by February 8. He stated that Matt Dyer has been appointed as interim head coach until a head coach is permanently named.

5.c. Project Updates - Dr. Satterfield with architect, John Cheney, reviewed specifics about the upcoming elementary school construction project. Presently, Ms. Badru has selected members of the color committee that will select color schemes for each individual grade-level wing of the school. Committee members include: PE teacher, Art teacher, Librarian, a teacher from each grade, Kathy Dies, and Kathy Atwood. Dr. Satterfield reminded the board of the bid opening that would be held on February 5 with the Board selecting a contractor on February 14. He noted that the Board meeting date had been moved up a week to help expedite the construction timeline. He reminded the Board that the completion date had been moved up to July 20.

6. NEW BUSINESS:

6.a. Community PTA Bylaws - Attachment H

Motion to approve new Community PTA Bylaws passed with a motion by John Kerr and a second by Mary Helen McGowan.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

6.b. Middle School Mini-grant Application

Motion to approve Jim Satterfield Middle School Mini-grant application passed with a motion by Mary Helen McGowan and a second by Anthony Crook.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

6.c. High School Mini-grant Application

Motion to approve Trousdale County High Mini-grant application passed with a motion by Anthony Crook and a second by Denice Jackson.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary elen McGowan	Yes
Regina Waller	Yes

6.d. Tenure Recommendation - Canaan Bowman

Motion to grant full teacher tenure to Canaan Bowman passed with a motion by Mary Helen McGowan and a second by John Kerr.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

6.e. Tenure Recommendation - Ashley Ewen

Motion to grant full teacher tenure to Ashley Ewen passed with a motion by John Kerr and a second by Mary Helen McGowan.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

6.f. Tenure Recommendation - Blake Satterfield

Motion to grant full teacher tenure to Blake Satterfield passed with a motion by Anthony Crook and a second by Denice Jackson.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

6.g. Tenure Recommendation - Kayla Wilkerson

Motion to grant full teacher tenure to Kayla Wilkerson passed with a motion by Denice Jackson and a second by Mary Helen McGowan.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

6.h. Approve February 7, 2019 Principal's Appreciation Day

Motion to approve February 7, 2019 as Principal's Appreciation Day passed with a motion by Mary Helen McGowan and a second by Denice Jackson.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

7. Account Analysis

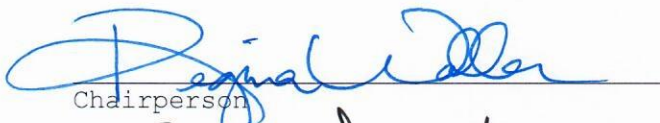
8. Vendor Checks


9. Expenditures & Encumbrances

10. ADJOURN:

Motion to Adjourn passed with a motion by Anthony Crook and a second by Denice Jackson.

Anthony Crook	Yes
Denice Jackson	Yes
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes


Chairperson


Superintendent



Tousdale County Schools
Request for Fundraising Activity

Attachment - A

School: ☐ TCES ☐ JSMS ☒ TCHS

Student Group/Activity: Interact Club/Winter Wonderland Pageant

Net Amount Expected/Goal: \$1500.00 SAT, JAN. 19 - daytime

Specific Purpose of the Fundraiser:

To raise money to attend the 2019 Interact District Conference held in Pigeon Forge, Tennessee.

Specific Use of the Funds Acquired:

Funds will allow members to attend the annual Interact Conference without having to pay out of pocket.

Describe how students will be involved in the fundraising activity:

Interact members will be volunteering by announcing contestants, collecting entry forms/fees and gate money, as well as fulfilling any other duties needed.

Jessie Cunningham Brooke Jenkins
Sponsor's Signature

1/3/19
Date

Jessie Cunningham
Principal's Signature

1/3/19
Date

Ch. C. Jenkins
Director's Signature

1/18/19
Date

Board Approved: JAN. 17, 2019



Trousdale County Schools
Request for Fundraising Activity

Attachment - B

School: ☐TCES

☐JSMS

☒TCHS

Student Group/Activity: TCHS ADVANCED CONCERT BAND

Net Amount Expected/Goal: \$1,000

Specific Purpose of the Fundraiser:

TO RAISE MONEY FOR CONCERT & MARCHING BAND EXPENSES, SUCH AS MUSIC, ETC.

Specific Use of the Funds Acquired:

WE WILL DEPOSIT THE FUNDS IN THE TCHS BAND ACCOUNT AND USE THEM TO PURCHASE MUSIC, ARRANGEMENTS.

Describe how students will be involved in the fundraising activity:


STUDENTS WILL SELL FROM A CATALOGUE. REDEMPTIVE MARKETING SERVICE. %40 PROFIT, TWO WEEK SALE.


Sponsor's Signature

1-8-19
Date


Principal's Signature

1-8-19
Date


Director's Signature

1/18/19
Date

Board Approved: JAN. 17, 2019



Trousdale County Schools Request for School Trip

(To be submitted to principal at least ten (10) days prior to the occurrence of trip)

School: ☐ TCES ☐ JSMS ☐ TCHS ☒ Other: BAND
(Please specify)

Transportation Requested: ☐ Bus ☒ Van ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided)

Destination: MTSU HONOR BAND

Address: MURFREESBORO, TN

Date(s) of Event: FEBRUARY 8, 9, & 10th

Approximate Mileage: 120 (round trip) Student Fee: \$40.00

Group Attending: TCHS HONOR BAND Approximate #: 11

Teacher(s) in Charge: JOINES & C. Sprinkles

Departure Time: 3 THURS/7 FRI Return Time: 10PM TH & FRI, 5 SAT

How will students benefit from this trip? STUDENTS IN THE HONOR BAND WILL BE EXPOSED TO MUCH MORE CHALLENGING MUSIC THAN WE CAN PROVIDE HERE, AND ALLOW THEM TO WORK IN A LARGE BAND GIVES THEM SCHOLARSHIP EXPOSURE.

Lunch details: WE WILL EAT ON CAMPUS AND OFF CAMPUS DURING THE EVENT.

Parents or Chaperones: TBA

Non-participating students or classes will N/A

IF A STUDENT CANNOT PAY, THE DIRECTOR OR BOOSTERS WILL PAY THE FEE.

For Central Office Use Only

[Signature]
Principal's Signature

1-8-19
Date

[Signature]
Director's Signature

1/10/19
Date

Transportation Director's Signature

Date

Assigned Bus Driver(s): _____



Trousdale County Schools Request for School Trip

(To be submitted to principal at least ten (10) days prior to the occurrence of trip)

School: ☐ TCES ☐ JSMS ☐ TCHS ☒ Other: BAND
(Please specify)

Transportation Requested: ☐ Bus ☒ Van ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided)

Destination: APSU HONOR BAND *Overnight

Address: CLARKSVILLE, TN

Date(s) of Event: FEBRUARY 14, 15, & 16th

Approximate Mileage: 120 (round trip) Student Fee: \$

Group Attending: TCHS HONOR BAND Approximate #: 5-7

Teacher(s) In Charge: JOINES & Sprinkles

Departure Time: 3 THURSDAY Return Time: 5PM SATURDAY

How will students benefit from this trip? STUDENTS IN THE HONOR BAND WILL BE
EXPOSED TO MUCH MORE CHALLENGING MUSIC THAN WE CAN PROVIDE HERE.
AND ALLOW THEM TO WORK IN A LARGE BAND. GIVES THEM SCHOLARSHIP EXPOSURE.

Lunch details: WE WILL EAT ON CAMPUS AND OFF CAMPUS DURING THE EVENT.

Parents or Chaperones: NONE

Non-participating students or classes will N/A

IF A STUDENT CANNOT PAY, THE DIRECTOR OR BOOSTERS WILL PAY THE FEE.

For Central Office Use Only

James O. Smith
Principal's Signature

1-8-19

Date

Ch. L. Humphreys
Director's Signature

1/18/19

Date

Transportation Director's Signature

Date

Assigned Bus Driver(s):



Trousedale County Schools Request for School Trip

(To be submitted to principal at least ten (10) days prior to the occurrence of trip)

School: ☐ TCES ☐ JSMS ☒ TCHS ☐ Other: _____
(Please specify)

Transportation Requested: ☒ Bus ☐ Van ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided)

Destination: Farm Machinery Show * Out of State

Address: Louisville, Ky

Date(s) of Event: Feb. 13 2019 Wed.

Approximate Mileage: _____ (round trip) Student Fee: \$ none

Group Attending: FFA and Megatronics Class Approximate #: 25

Teacher(s) in Charge: Dan Dickerson

Departure Time: 5:30 am Return Time: 5:30 pm

How will students benefit from this trip? Students will see the latest technologies in machinery and agriculture technologies.

Lunch details: _____

Parents or Chaperones: Mr. Denton

Non-participating students or classes will _____

For Central Office Use Only

[Signature]
Principal's Signature

Ch. C. Hunter
Director's Signature

Date

11/18/19

Date

Transportation Director's Signature

Date

Assigned Bus Driver(s): Dan Dickerson



Trousdale County Schools Request for School Trip

(To be submitted to principal at least ten (10) days prior to the occurrence of trip)

School: ☐ TCES ☐ JSMS ☒ TCHS ☐ Other: _____
(Please specify)

Transportation Requested: ☒ Bus ☐ Van ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided)

Destination: State FFA Convention *Overnight

Address: Gatlinburg TN Spring Break

Date(s) of Event: March 24-27 2019 Sunday - Wed

Approximate Mileage: _____ (round trip) Student Fee: \$ none

Group Attending: FFA Approximate #: 12

Teacher(s) in Charge: Dan Dickerson

Departure Time: Sunday Return Time: Wenesday

How will students benefit from this trip? Students will receive awards and recongition

Lunch details: _____

Parents or Chaperones: Stacey Dickerson

Non-participating students or classes will _____

For Central Office Use Only

[Signature]
Principal's Signature
[Signature]
Director's Signature

Date
1/18/19

Date

Transportation Director's Signature

Date

Assigned Bus Driver(s): Dan Dickerson



Trousdale County Schools Request for School Trip

Attachment - G

(To be submitted to principal at least ten (10) days prior to the occurrence of trip)

School: ☐ TCES ☐ JSMS ☒ TCHS ☐ Other: _____
(Please specify)

Transportation Requested: ☐ Bus ☒ Van ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided)

Destination: Ramsey Lewis Convention Center *Overnight (2)

Address: 3430 Parkway Pigeon Forge, TN 37813

Date(s) of Event: Mar 1-3

Approximate Mileage: 315 miles (round trip) Student Fee: \$ 0

Group Attending: Totem Club Approximate #: 9

Teacher(s) in Charge: Jessica Cunningham

Departure Time: 8:30 3/1 Return Time: 12:00 3/3

How will students benefit from this trip? Recognize & develop constructive leadership & personal integrity as well as recognize the dignity & value of all useful occupations as opportunities to serve society

Lunch details: Provided

Parents or Chaperones: Jessica Cunningham & Brooke Jenkins

Non-participating students or classes will resume as usual (only Friday)

For Central Office Use Only

Jessica Cunningham
Principal's Signature

1/18/18
Date

Ch. H. Lambert
Director's Signature

1/18/19
Date

Transportation Director's Signature

Date

Assigned Bus Driver(s): _____



**LOCAL UNIT BYLAWS
SUBMITTALCOVERSHEET**
1905 Acklen Avenue Nashville, TN 37212
(615) 383- 9740
Fax (615) 383-9741

Submittal Process:

Include **two (2)** copies of this form and **two (2)** copies of bylaws
Complete **ALL** required information
Mail to Tennessee PTA office
Online submittal is allowed, provided that this cover sheet is faxed to office

All Local Unit information MUST be completed.

FOR COMPLETION BY LOCAL UNIT

Local Unit Name <u>Trousdale County PTA</u>	Unit ID # _____
Unit Address _____	
Federal Employer Identification Number (FEIN) _____	
Unit Representative Name <u>Jessica Byrd</u>	Phone <u>615-497-6874</u>
Representative's Email Address <u>jbsnoflake@yahoo.com</u>	
Date of General Membership Approval _____	
<p>I certify that the information given herein is truthful and complete and that submission of falsified or non-approved bylaws shall constitute cause for charter withdrawal. The submitted bylaws of this unit have been approved by the unit's general membership.</p>	
Unit Representative's Signature _____	Date _____

FOR TENNESSEE PTA USE ONLY

Date of Submission _____
Date of Approval _____
Tennessee PTA Bylaws Chairman _____
Next State Review Date: _____

TROUSDALE COUNTY PTA BYLAWS

ARTICLE I: NAME

The name of this organization is Trousdale County Parent Teacher Association, PTA, Hartsville, Tennessee, Tennessee, hereinafter referred to as "this local unit". This local unit is organized under the authority of the Tennessee Congress of Parents and Teachers (Tennessee PTA), a branch of the National Congress of Parents and Teachers (National PTA).

ARTICLE II: PURPOSES

Section 1. The Purposes of this local unit, in common with those of Tennessee PTA and National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and places of worship, and throughout the community;
- b. To raise the standards of home life;
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental emotional, spiritual, and social well-being of all children and youth; and,
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. The Purposes of Tennessee PTA, National PTA and this local unit area promoted through an advocacy and educational program directed toward parents, teachers and the general public; are developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The association is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, hereinafter "Internal Revenue Code".

ARTICLE III: BASIC POLICIES

The following are basic policies of this local unit, Tennessee PTA and National PTA:

- a. The association shall be noncommercial, nonsectarian and nonpartisan;
- b. The association shall work with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities and local education authorities;
- c. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools and the community at large;
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except reasonable compensation to non-member individuals/entities for services rendered, and

- payments and distributions made in furtherance of the purposes set forth in Article II hereof;
- e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code;
 - f. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be donated to the Trousdale County Board of Education;
 - g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise; and
 - h. This local unit may cooperate with other associations and agencies concerned with child welfare, but no representative shall make a commitment that binds the association.

ARTICLE IV: RELATIONSHIP WITH TROUSDALE COUNTY BOARD OF EDUCATION

Section 1. This local unit must be recognized/sanctioned as a parent organization/school support organization in compliance Trousdale Board of Education Policies 4.503 and 2.404. Such recognition must be renewed by submittal of any revised Bylaws that may be adopted by the local unit to the Trousdale Board of Education for its approval.

Section 2. This local unit shall comply with all relevant laws and regulations governing school support organizations, including, but not limited to, Tenn. Code Ann. §§ 49-2-601 to -612.

Section 3. This local unit shall ensure that its members are trained in maintaining confidentiality of any school or district records made confidential by state or federal law that may be intentionally or inadvertently disclosed to members while performing rights or duties of membership.

Section 4. This local unit will cooperate with the Trousdale Board of Education in the Board's process of approving, utilizing or terminating school volunteers. Further, this local unit will cooperate with the Board in the implementation of state and national criminal history records checks that may be required by Tenn. Code Ann. § 49-5-413(g) for school volunteers.

Section 5. This local unit and/or its members shall abide by the policies and procedures of the Trousdale County Board of Education, including, but not limited to, Board Policy 1.404, in any efforts taken to participate in or influence the decision-making process establishing school policy.

Section 6. The Trousdale County Board of Education may revoke the sanctioning of this local unit if it is found that the organization's operations and purposes are not consistent with the policies adopted by the Board.

ARTICLE V: RELATIONSHIP WITH TENNESSEE AND NATIONAL PTA

Section 1. This local unit shall be organized and chartered under the authority of Tennessee PTA in the area in which this local unit functions in conformity with such rules and regulations which are not in conflict with Tennessee PTA Bylaws or National PTA Bylaws.

A local unit in good standing is one that:

- a. Adheres to the Purposes and basic policies of PTA;
- b. Submits an initial remittance of the State and National portion of membership dues to the Tennessee PTA by December 1 and all remaining State and National dues by May 15;
- c. Has bylaws approved according to the procedures of the Tennessee PTA;
- d. Meets other criteria as may be prescribed by Tennessee PTA;
- e. Submits an Audit Report Form to Tennessee PTA by November 1;
- f. Shall submit annually to the Internal Revenue Service (IRS) the appropriate 990 form by November 15 and shall send a copy of the appropriate 990 receipt to Tennessee PTA by November 20;
- g. Maintains a minimum of 20 members;
- h. A unit must be in good standing on December 1 to be eligible for any and all awards.

Section 2. The articles of organization of this local unit include (a) the bylaws of such association, (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association by whatever name (in cases in which the association exists as an unincorporated association), and (c) local unit charter.

Section 3. This local unit shall adopt such bylaws for the governance of the association as may be approved by Tennessee PTA. Such bylaws shall be resubmitted for review by Tennessee PTA at least once every five (5) years. Such bylaws shall contain provisions corresponding to the provisions of state bylaws identified by the pound sign (#).

Section 4. Voting by proxy is prohibited.

Section 5. Only members of this local unit who have paid dues for the current membership year may participate in the business of Tennessee PTA and National PTA.

Section 6. This local unit shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of this local unit, including specifically the number of its members, the dues collected from its members and the amounts of dues remitted to Tennessee PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Tennessee PTA and by the director of schools or the director's designee.

Section 7. Organization of a new local unit requires a minimum of eight (8) members. To remain a unit in good standing, a local unit must obtain within three (3) months of Board recognition and subsequently maintain a minimum of twenty (20) members.

Section 8. The charter of this local unit shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of Tennessee PTA.

Section 9. A local unit may dissolve in the following manner:

- a. A local unit executive committee considering recommending to its general membership a resolution to dissolve must afford the council president, region director or state PTA representative an opportunity to speak to the executive committee prior to taking any action on such a proposal. If the executive committee then votes to present to its general membership a motion to dissolve, it must inform in writing the council president, region director, the state president, and its general membership at least thirty (30) days prior to the next general membership meeting that the resolution to dissolve will be considered. No meeting for the purpose of considering dissolution of a local PTA/PTSA unit shall be held during the periods of time when school is closed for vacation or holidays. The council or state must be afforded the opportunity to speak at that meeting to the membership prior to action being taken by them on the proposed resolution to dissolve.
- b. Approval to dissolve requires a two-thirds ($\frac{2}{3}$) vote by written ballot, a majority of the membership being present. Only those members, who are in good standing on the day the written notice of the proposal to dissolve is mailed, may vote.
- c. Dissolution shall take effect immediately and shall not be postdated. The provisions hereinafter outlined in Article IV, Section 10, shall take effect immediately.
- d. When a local PTA/PTSA has voted to dissolve in compliance with these procedures, and later wishes to resume activities, it is necessary to reorganize the unit. The same procedure as the organization for a new unit would be followed.
- e. A report shall be filed with the council president, region director or the State Office detailing the compliance with the dissolution process.

Section 10. This local unit is obligated, upon withdrawal of its charter by Tennessee PTA or dissolution:

- a. To yield up and surrender all of its books and records and all of its assets and property to Tennessee PTA or to such agency as may be designated by Tennessee PTA or to another local unit organized under the authority of Tennessee PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with Tennessee PTA or National PTA; and
- c. To carry out promptly, under the supervision and direction of Tennessee PTA, all proceedings necessary or desirable for the purpose of dissolving this local unit.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1. Membership shall be open to parents, legal guardians or other legal custodians of students in the Trousdale County School System and to any member of the licensed staff of Trousdale County Schools. Every individual who is a member of this local unit is, by virtue of that fact, a member of Tennessee PTA and National PTA by which this local unit is chartered, and is entitled to all the benefits of such membership. The principal and one teacher representative selected by the principal of each Trousdale County School shall be required members of this local unit.

Section 2. Membership in each local PTA shall be made available by such local PTA, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws, as may be prescribed in the bylaws of the local PTA, to any individual who subscribes to the Purposes and basic policies of the National PTA.

Section 3. This local unit shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. To remain a local unit in good standing requires a minimum of twenty (20) members.

Section 5. Each member of this local unit shall pay annual dues as may be determined by a two-thirds ($\frac{2}{3}$) vote of the members present at a general membership meeting of the association. Said dues shall include the State and National portions, determined by a two-thirds ($\frac{2}{3}$) majority of the voting bodies of each respective association at their annual convention. These portions shall be set aside and remitted to Tennessee PTA through such channels and at such times as prescribed by Tennessee PTA. The National portion shall be remitted by Tennessee PTA on behalf of all state members.

Section 6. Only members of this local unit who have paid dues for the current membership year may participate in the business of this local unit.

Section 7. Each local unit membership chairman shall maintain an accurate list of members and shall furnish a copy to the local unit secretary and to the principal of each Trousdale County School. A copy of this list shall be sent with each membership report as instructed on the report forms.

Section 8. All membership received during the fiscal year ending June 30th shall expire no later than the following October 31st.

ARTICLE VII: OFFICERS AND THEIR ELECTION

Section 1. The officers of this local unit shall be a President, Vice President(s), a Secretary, and a Treasurer, provided, however, that the treasurer may not be an employee of the Trousdale County School District.

Section 2. The officers shall be elected by ballot at the Annual Meeting, at which time nominations may be made from the floor. The Annual Meeting shall be held in March.

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall elect. Written ballots shall be counted by three members selected at the election meeting.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of this local unit:

- a. Each officer shall be a member of this local unit;
- b. No officer may be eligible to serve more than one consecutive term in the same office;
- c. A person who has served in an office for more than one-half ($1/2$) of a full term shall be

deemed to have served a full term in such office.

Section 5. Officers shall assume their official duties following the close of the fiscal year and shall serve for a term of one year or until their successors are elected.

Section 6. No person shall serve on the board of managers in more than one elected capacity.

Section 7. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the first officer in succession. Nominations to fill a vacancy in any office other than president shall be made by the president and elected by the board of managers.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of this local unit;
- b. Serve as an ex-officio member of all committees except the Committee on Nominations and Leadership Development;
- c. Be a designated signatory on check and vouchers;
- d. Coordinate the work of the officers and committees of the local unit in order that the Purposes may be promoted; and
- e. Perform such other duties as may be provided by these bylaws, standing rules, parliamentary authority or as directed by the board of managers or executive committee.

Section 2.

Section 2. The Vice President(s) shall:

- a. Act as aide(s) to the president;
- b. In their designated order, perform the duties of the president in the president's absence or inability to serve; and
- c. Perform such other duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the president, board of managers or executive committee.

Section 3. The Secretary shall:

- a. Record the minutes of all meetings of this local unit;
- b. Be prepared to read the records of any previous meeting;
- c. Keep a permanent record and file all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list; and
- f. Perform other such duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the president, board of managers or executive committee.

Section 4. The Treasurer shall:

- a. Have custody of the funds of this local unit;
- b. Ensure that funds are expended only for purposes consistent with these Bylaws and the policies of the Trowsdale County Board of Education.

- c. Keep a full and accurate account of receipts and expenditures in the books belonging to this local unit;
- d. Make disbursements as authorized by the president, board of managers of this local unit in accordance with the budget adopted by this local unit;
- e. Have checks or vouchers signed by two bonded officers: the treasurer, the president or one other designated officer;
- f. Present a financial statement at every meeting of this local unit and at other time when requested by the board of managers;
- g. Make a full report at the meeting at which new officer officially assume their duties;
- h. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 6 of these bylaws;
- i. Present an annual report of the financial condition of the association;
- j. Have the accounts examined annually or upon change of officer by an auditor or an auditing committee of not less than three (3) members in good standing, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- k. Report the findings of the annual report to the board of managers; and
- l. Perform such other duties as may be provided for by these bylaws, standing rules, parliamentary authority, or as directed by the president, board of managers or executive committee.

ARTICLE IX: BOARD OF MANAGERS

Section 1. The business of this local unit shall be conducted by the board of managers in the intervals between the local unit general membership meetings.

Section 2. The members of the board shall be:

- a. The elected officers;
- b. The chairmen of the standing and/or special committees, a principal or a principal's appointed representative, teacher representatives; and
- c. A parliamentarian, appointed by the president and approved by the officers of this local unit.

Section 3. The following provisions shall govern the qualifications and eligibility of individuals to be members of the board of managers:

- a. Each board member shall be a member of this local unit;
- b. No person shall serve on the board in more than one elected capacity; and
- c. No board member shall serve as a paid employee of or under contract to this local unit.

Section 4. Duties of the board shall be to:

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Create standing and special committees;
- c. Report at the general membership meetings of this local unit;
- d. Select an auditor or an auditing committee to audit the treasurer's accounts;
- e. Prepare and submit an annual budget to this local unit's general membership for adoption; and
- f. Approve payment of routine bills within the limits of the adopted budget.

Section 5. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 6. Special meetings of the board may be called by the president or when requested by one member upon seven days' written notice to each member of the board.

Section 7. A simple majority of its membership shall constitute a quorum of the board of managers for purposes of conducting business. Voting by proxy is prohibited.

Section 8. If any member of the board of managers shall at any time cease to meet the qualifications of fulfill the duties of the position, that person may be removed from the board in the following manner:

- a. A resolution adopted by the executive committee;
- b. A ten (10) day notice issued to the board member in question;
- c. An opportunity for the member in question to address the board of managers at the next regular meeting; and
- d. Two-thirds ($\frac{2}{3}$) vote of the board of managers for removal.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, all records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

ARTICLE X: EXECUTIVE COMMITTEE

Section 1. The executive committee shall be composed of the elected officers, a school principal and the parliamentarian of the PTA.

Section 2. Special meetings of the executive committee may be called by the president or upon written request of one member with seven days' notice given to each member of the executive committee.

Section 3. A quorum of the executive committee shall be a simple majority of the members of the committee then in office. Voting by proxy is prohibited.

Section 4. Duties of the executive committee shall be to:

- a. Transact business referred to it by the board;
- b. Appoint standing committee chairmen and members;
- c. Approve the work of the committees;
- d. Act in emergencies between meetings of the board; and
- e. Make a report at each board meeting.

Section 5. The executive committee shall take no action in conflict with any action taken by the board of managers or the general membership.

ARTICLE XI: COMMITTEES

Section 1. Only members of this local unit shall be eligible to serve in any elected or appointed position.

Section 2. The standing committees of this local unit shall be listed in the unit's standing rules.

Section 3. The board of managers may create such special committees as it may deem necessary to promote the Purposes of PTA and carry on the work of this local unit.

Section 4. The chairmen of standing/special committees shall be elected by the officers of this local unit.

Section 5. The term of office of a committee chairman shall be one year beginning April 1 and ending March 31.

Section 6. The chairman of each committee shall present a plan of work to the executive committee or board of managers for approval. No committee work shall be undertaken without the consent of the executive committee or board of managers.

Section 7. The president shall be a member ex-officio of all committees except the Committee on Nominations and Leadership Development.

ARTICLE XII: COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT

A Committee on Nominations and Leadership Development shall be elected at least two months prior to the election of officers. The committee shall be composed of three members in good standing, at least one of which shall be a member at large.

- a. The committee shall elect its own chair;
- b. The committee shall nominate an eligible person for each office to be filled and report its nominees at the Annual Meeting at which time additional nominations may be made from the floor;
- c. Only those individuals who are current members of this local unit and who have signified their consent to serve if elected shall be nominated for office; and
- d. No member shall serve on this committee for consecutive terms.

ARTICLE XIII: GENERAL MEMBERSHIP AND MEETINGS

Section 1. Regular meetings of this local unit shall be held at least quarterly as provided by this local unit, the board of managers or the executive committee. Seven days' notice shall be given to the membership of any change of date.

Section 2. Special meetings of this local unit may be called by the president or by a majority of the board of managers, seven days' notice having be given.

Section 3. The general membership must have an Annual Meeting. (See ARTICLE VI: OFFICERS AND THEIR ELECTION, Section 2).

Section 4. A simple majority of members shall constitute a quorum for the transaction of business in any meeting of this local unit. Voting by proxy is prohibited.

ARTICLE XIV: COUNCIL MEMBERSHIP

Section 1. This local unit shall be represented in the meetings of the Trousdale County Council PTA by the president or alternate, the principal or alternate, and by two delegates or their alternates. All delegates and representatives must be members of this local unit and shall be chosen by election in the month of March. These delegates and alternates shall serve for a term of one year.

Section 2. This local unit shall pay annual dues of \$15.00 per member to the PTA council as provided in the council bylaws

ARTICLE XV: TENNESSEE STATE PTA CONVENTION

Section 1. This local unit is entitled to representation by:

- a. The president or an elected alternate;
- b. One delegate or alternate; and
- c. Provided that this local unit remains in good standing, one additional delegate for every fifty (50) members or a major fraction thereof, as shown by the official membership records.

Section 2. No delegate is allowed to represent more than one local unit and must have been a member of this local unit at least thirty (30) days prior to the convention.

Section 3. Voting delegates and their alternates shall be chosen/elected in time to take advantage of pre-registration.

ARTICLE XVI: FISCAL YEAR

The fiscal year of this local unit shall be July 1 through June 30.

ARTICLE XVII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this local unit and in cases in which they are applicable and in which they are not in conflict with these bylaws, Tennessee PTA Bylaws, National PTA Bylaws, or the articles of incorporation.

ARTICLE XVIII: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of this local unit by two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendments have been given at the previous regular meeting and that the proposed amendment shall be subject to approval of Tennessee PTA and the Trousdale County Board of Education.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of this local unit, or by a two-thirds (2/3) vote of the board of managers. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. Submission of amendments or revised bylaws for approval by Tennessee PTA shall be in accordance with the bylaws or regulations of Tennessee PTA.