



Friends Board of Trustees
Policy Committee Meeting
Tuesday, November 28, 2023; 1:00 PM
Conference Room
123 Friends Street
New York City, NY 11111

{{Name: Agenda Item Name}}

1. Call to Order
2. Moment of Silence & Pledge of Allegiance
3. Review Policy 1.100, 2.200, 3.300
4. Adjourn

Click here to choose a school board.

Monitoring: Review: Annually, in July	Descriptor Term: School District – School Board Legal Status and Authority	Descriptor Code: 1.100	Issued Date:
		Rescinds:	Issued:

- 1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as
2 interpreted by the courts.
- 3 The governing body of the school system shall be the Board of Education, serving residents within the
4 boundaries of the school system and non-residents under conditions specified by state law and the
5 Board.¹
- 6 All powers of the Board lie in its action as a group; therefore, individual board members exercise their
7 authority over school system affairs only as they vote to take action at an official board meeting.²
- 8 In other instances, an individual board member, including the Chair, shall have power only when
9 specified by state law or when the Board, by vote, has delegated authority to him/her.

Legal References

1. TCA 49-1-101; TCA 49-1-102; TCA 49-6-3104
2. TCA 49-2-202(g)

Cross References

School Board Meetings 1.400

Monitoring: Review: Annually, in September	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date:
		Rescinds:	Issued:

1 *General*

2 All school district budgets are the operational plans stated in financial terms for the fiscal year beginning
3 July 1st ending June 30th the following year. ¹

4 *Central Office*

5 **BUDGET PREPARATION**

6 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections
7 requiring additional staffing, curriculum modifications, and additional facilities.

8 The budget proposal shall be balanced, consistent with board policy and contract conditions, and include
9 provisions for:

- 10 1. Programs to meet the needs of the entire student body;
- 11
- 12 2. Staffing arrangements adequate for proposed programs;
- 13
- 14 3. Maintenance of the district's equipment and facilities; and
- 15
- 16 4. Efficiency and economy.

17 Budget preparation shall be the responsibility of the Director of Schools.² The Director of Schools will
18 establish procedures for the involvement of staff, including requests from department heads and
19 principals, all of whom shall seek advice and suggestions from other staff.

20 The Director of Schools and the Board Chair shall develop a budget preparation calendar no later than
21 January 1st. The calendar shall be used as a guide for coordinating the budgetary activities of individuals
22 and groups, collecting budget data, reviewing budget problems, and making budget decisions.

23 **HEARING AND REVIEWS**

24 The proposed budget will be available for inspection by various interested citizens or groups in the office
25 of the Director of Schools.

1 ADOPTION PROCEDURE

- 2 The Board shall adopt a budget and submit it to the City Council. The Director of Schools shall file
3 with the Commissioner of Education a copy of the budget within ten (10) days after its adoption.³

Legal References

1. *Internal School Funds Manual*, Section 4-40
2. TCA 49-2-203(a)(9)
3. TCA 49-2-301(b)(1)(X); TRR/MS 0520-01-02-.13(2)(a)

Cross References

Role of the Board of Education 1.101
Executive Committee 1.301

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date:
		Rescinds:	Issued:

- 1 The Director of Schools shall develop procedures ensuring the useful life of equipment and supplies.
- 2 Equipment management shall be in accordance with federal and state laws, regulations, and guidelines.¹
- 3 Employees of the district are responsible for the materials, equipment, and supplies assigned to them.
- 4 In addition, employees are responsible for the reasonable preservation and protection of materials,
- 5 equipment, and supplies not under their direct control.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-23 - Section 4-25; 2 CFR § 200.311-315

Cross References

Inventories 2.702