

Bartlett City Board of Education Business Meeting Agenda

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**September 28, 2023
7:00 PM**

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
 - A. Official Business of the Day
- IV. SPECIAL PRESENTATIONS
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. August 24, 2023 Business Meeting Minutes
- VIII. REPORTS
 - A. Chairman's Report
 - B. Superintendent's Report
 - C. General Counsel's Report
 - D. Tennessee Legislative Network (TLN) Representative Report
 - E. Financial Report
- IX. UNFINISHED BOARD BUSINESS
 - A. SECOND READING NEW POLICY 4036: Transcript Alterations
 - B. SECOND READING NEW POLICY 4037: Class Size Ratios
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. FIRST READING NEW POLICY 6056: Student Equal Access (Limited Public Forum)
 - 2. Revised Sick Leave Bank Guidelines
 - 3. FIRST READING REVISED Policy 5035 Certificated Employees Sick Leave Bank
 - 4. Window Glazing Project
 - 5. Bid#FY24002 Renovation of Teacher Work Area at Ellendale Elementary School
 - 6. Bid#FY24003 Food Well Serving Counters at Rivercrest Elementary School
 - 7. I Ready Contract
 - 8. 2024-2025 Bartlett City Schools Instructional Calendar
 - 9. Resolution 11-4 Budget Amendment
 - 10. Approval of School Support Organizations (SSO) 23-24
- XI. ADJOURNMENT

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

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134
August 24, 2023
7:00 PM**

INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Bryan Woodruff said a prayer. The Board and audience recited the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

Official Business of the Day

Chairman Woodruff called the meeting to order at 7:00 p.m. The following Board Members were present:

Ms. Erin Berry
Mrs. Shirley Jackson
Mr. Brad Ratliff
Mr. Bryan Woodruff

Absent: Mr. David Cook

SPECIAL PRESENTATIONS

No Special Presentations.

PUBLIC COMMENT

*Angela Edwards – 3915 Wheelers Run Cove, Bartlett TN
RE: Apps and program for mental health – handout provided*

APPROVAL OF AGENDA

Ms. Erin Berry made the motion to approve the agenda. Mr. Brad Ratliff seconded the motion. With all ayes, the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

July 27, 2023 Business Meeting Minutes

The July 27, 2023 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

REPORTS

Chairman's Report

Chairman Woodruff updated the Board that Superintendent Stephens, Jason Sykes and he visited each school on the first day of school. Everything went exceedingly well, I thought. Schools were all in great condition. Thank you to Jeff Waller and his staff. Spirits were high and the principals were excited. It was a really good day.

Superintendent's Report

Superintendent Stephens provided the following updates:

- Great start to the new school year. One of the smoothest openings that I can remember.
- Enrollment is 98.3% of our projection. We have 8,763 students enrolled.
- I am proud to announce that BCS is a TVAAS Level 5 district!
- Thank you to Board members Jackson and Ratliff for attending the recent TDOE townhall meeting at BHS regarding letter grades on the state report card.
- I attended the TOSS Board meeting last week.
- I attended the Virtual SWSSC meeting with new Commissioner Reynolds. There was additional discussion regarding letter grades and accountability.
- We are watching the State Legislature on any new legislation that would impact schools.
- Had a great first principals meeting yesterday. Our focus is on leadership development, and I want to thank Dr. White for her great presentation on principal self-care.
- I am looking forward to tomorrow night's home football game vs Lausanne - kick off has been moved to 7:30 due to the heat.

General Counsel's Report

General Counsel Kari Shoopman provided the Board Members with a hard copy of her Legal report.

Tennessee Legislative Network (TLN) Representative Report

TLN Representative Brad Ratliff reported that he continues to meet with other TLN Representatives once a month. There is an upcoming meeting in Collierville with Representative Mark White, Chairman of the Education Committee.

Financial Report

The July 2023-24 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

SECOND READING REVISED POLICY 1009: Public Participation at Board Meetings

The second reading of Revised Policy 1009: Public Participation at Board Meetings passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

SECOND READING REVISED POLICY 1023: Use of Multimedia and Copyrighted Materials

The second reading of Revised Policy 1023: Use of Multimedia and Copyrighted Materials passed with a motion by Mr. Brad Ratliff and a second by Mrs. Shirley Jackson.

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

SECOND READING REVISED POLICY 4032: ~~Online Courses~~² Alternative Credit Options

The second reading of Revised Policy 4032: Alternative Credit Options passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

SECOND READING REVISED POLICY 5028: Vacations and Holidays

The second reading of Revised Policy 5028: Vacations and Holidays passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

BOARD ACTION ITEMS

New Board Business

FIRST READING NEW POLICY 4036: Transcript Alterations

The First Reading of New Policy 4036: Transcript Alterations passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

FIRST READING NEW POLICY 4037: Class Size Ratios

The first reading of New Policy 4037: Class Size Ratios passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

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

Resolution 11-3 Budget Amendment

The Resolution 11-3 Budget Amendment passed with a motion by Mr. Brad Ratliff and a second by Ms. Erin Berry.

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

Approval of the 2023-2024 Disciplinary Hearing Authority (DHA) Members

Approval of the 2023-2024 Disciplinary Hearing Authority (DHA) Members: Dr. Korrie White (Chief Student Services Officer), James Aldinger (Chief of Human Resources,) Dr. Kevin Gideon (Human Resources Supervisor), Dr. Momodou Keita (Student Services Supervisor), Mark Stephens (Student Services Supervisor) passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

Memorandum of Agreement (MOA) for Dental Services between Bartlett City Schools and the Shelby County Health Department

Memorandum of Agreement (MOA) for Dental Services between Bartlett City Schools and the Shelby County Health Department passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

2023-2024 SAVE Act Assurances

The 2023-2024 SAVE Act Assurances passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

5-Year Capital Improvement Plan

5-Year Capital Improvement Plan was provided in a handout by Dr. David Stephens. After discussion, the 5-Year Capital Improvement Plan passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

Approval of School Support Organizations (SSO) 2023-2024

Approval of the following School Support Organizations (SSO) 2023-2024: Bartlett High Girls Lacrosse, Bartlett High Cross Country Boys, Bartlett High Home Run, Bartlett High School Basketball passed with a motion by Mr. Brad Ratliff and a second by Ms. Erin Berry.

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

ADJOURNMENT

The meeting adjourned at 7:32 p.m.

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent

Bartlett City Board of Education		4036
Descriptor Term: TRANSCRIPT ALTERATIONS	Descriptor Code: Instruction	Issue Date: 08/24/2023
	Rescinds:	Revised:

- 1 The District shall maintain a transcript for each student which sets forth a cumulative record of
- 2 the student’s attendance, achievement, and units of credit earned. High school and Ninth Grade
- 3 Academy transcripts may be altered only by high school counselors with authorization from the
- 4 Vice-Principal or Principal. Elementary and middle school transcripts may only be altered by the
- 5 Principal or Assistant Principal.

- 6 Alterations to student transcripts shall be supported by documentation.¹ This documentation shall
- 7 include, but shall not be limited to, the reason for the transcript alteration and evidence that the
- 8 student has earned the grade reflected in the altered transcript.

- 9 Alteration to transcripts other than as provided in this Policy may subject an employee to
- 10 disciplinary action, including, but not limited to, dismissal, revocation of license or certification
- 11 issued by the Department of Education, and/or prosecution for falsification of educational or
- 12 academic records. Bartlett City Schools shall not retaliate against an employee who brings
- 13 unauthorized transcript alterations to the attention of school officials.²

¹ T.C.A. §49-50-1101

² T.C.A. §49-50-1101

Bartlett City Board of Education		4037
Descriptor Term: CLASS SIZE RATIOS	Descriptor Code: Instruction	Issue Date: 08/24/2023
	Rescinds:	Revised:

1 Pupil-teacher ratios shall not exceed the averages outlined in state law.¹ Further, individual class
2 sizes shall not exceed the maximum allowed by state law. Class size limits may be exceeded in
3 courses such as typewriting, junior reserve officers' training corps (JROTC), and instrumental and
4 vocal music classes, provided that the effectiveness of the instructional program is not impaired.

5 **WAIVERS**

6 The Superintendent or his/her designee may seek a waiver from the Commissioner of Education
7 to extend career and technical education (CTE) classes in grades nine through twelve (9-12),
8 provided these class sizes do not exceed the maximum permitted. The Superintendent shall apply
9 for additional waivers as needed in compliance with state law.

10 Should Bartlett City Schools enroll displaced students because of a natural disaster, the
11 Commissioner of Education may grant a waiver from the maximum class sizes due to such
12 enrollment.

¹ T.C.A. §49-1-104

Bartlett City Board of Education		6056
Descriptor Term: STUDENT EQUAL ACCESS (LIMITED PUBLIC FORUM)	Descriptor Code: Student Services	Issue Date: 09/28/2023
	Rescinds:	Revised:

1 Bartlett City Schools shall not discriminate against a student’s publicly stated voluntary expression of a
2 religious viewpoint, if any. Further, BCS shall establish and maintain a limited public forum through
3 adoption of this Policy to eliminate any actual or perceived affirmative school sponsorship or attribution to
4 BCS of a student’s expression of a religious viewpoint, if any.¹

5 “Limited public forum” means public property the District provides for students as a place for expressive
6 activity. The District may impose reasonable and content-neutral time, place, and manner restrictions on
7 groups or topics of speech; provided that the restriction is necessary and narrowly tailored to serve a
8 compelling interest.²

9 **STUDENT MEETINGS**

10 Schools may allow students to form clubs or groups that meet before, during, and/or after the school day.
11 Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of
12 proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the
13 same abilities to access facilities and advertise their meetings.³

14 No student may be compelled to attend or participate in a club or group meeting under this policy.

15 A student or a group of students who wish to conduct a club or group meeting under this policy shall submit
16 a request with the Principal at least three (3) days prior to the proposed date.

17 The principal shall approve the meeting if he/she determines that:

- 18 1. The meeting is voluntary and student-initiated;
- 19 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 20 3. The meeting will not materially and substantially interfere with the orderly conduct of the school’s
21 educational activities or conflict with other previously scheduled meetings;
- 22 4. An employee of the District shall be present in a non-participatory monitoring capacity during each
23 meeting; however, no employee shall be required to attend in this capacity if the content of the
24 meeting is contrary to the beliefs of the employee; and
- 25 5. Non-school persons shall not direct, control, or regularly attend such student-initiated meetings.

¹ T.C.A. §49-6-1803

² T.C.A. §49-6-1801

³ 20 U.S.C.A. §4071; T.C.A. §49-6-1805

1 **STUDENT USE OF FACILITIES⁴**

2 The District shall not engage in viewpoint discrimination when making facilities available for student use
3 and shall adhere to applicable local, state, and federal laws, constitutions, ordinances, and regulations. The
4 Board shall further reserve the right to impose reasonable, content-neutral restrictions on the time, place,
5 and manner of use of BCS facilities. The following parameters shall apply to such restrictions:

- 6 1. Student use of facilities must not unduly disrupt the order of the school, including traffic, safety,
7 noise, occupancy, and time considerations.
 - 8 A. Unreasonable safety risks shall not be permitted.
 - 9 B. Activities may not create an unreasonable noise disruption.
 - 10 C. Activities may not allow participants to exceed the maximum occupancy of the designated
11 space.
 - 12 D. Activities may not take place at an unreasonably early or late hour as determined by the
13 Principal; and
- 14 2. Student use of facilities must not unduly disrupt discipline of the school. Disruption may include,
15 but is not limited to, expression that is obscene, defamatory, fraudulent, uses fighting words, uses
16 threats of physical harm, or expression that incites imminent lawless action; and
- 17 3. Student use of facilities must not disrupt the educational process; and
- 18 4. Student use of facilities must not infringe on the right of the school to determine educational
19 curriculum and assignments; and
- 20 5. Student use of facilities may not be used to harass other persons or coerce other persons to
21 participate in the activity; and
- 22 6. Facility location(s) must be left in the original condition at the conclusion of student usage.

23 **SCHOOL SPONSORED EVENTS⁵**

24 If the Board or a Principal authorizes an event at which a student is to speak, a limited public forum shall
25 be established for such student speaker, provided that:

- 26 1. The forum is provided in a manner that does not discriminate against a student’s voluntary
27 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 28 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
- 29 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent, or
30 promotes illegal drug use; and
- 31 4. To the extent possible and practical and prior to events in which students will speak, notice shall
32 be provided orally and/or in writing that the student’s speech does not reflect the endorsement,
33 sponsorship, position, or expression of the Board or its employees.

34 Notice of this policy shall be provided in student handbooks and staff handbooks.

⁴ T.C.A. §49-6-2904

⁵ T.C.A. §49-6-1803

Bartlett City Board of Education		5035
Descriptor Term: CERTIFICATED EMPLOYEES SICK LEAVE BANK	Descriptor Code: Personnel	Issue Date: 05/28/2015
	Rescinds:	Revised:

1 The Bartlett City Board of Education operates a Sick Leave Bank for certificated
2 employees as authorized by and prescribed by in accordance with state law.¹ The purpose
3 of the Sick Leave Bank is to provide sick leave to teachers who have suffered an
4 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave
5 is exhausted.

6 To form a Sick Leave Bank, a minimum of twenty (20) teachers from the District shall
7 petition the Board for permission to establish a Sick Leave Bank. Upon approval, sick
8 leave bank trustees shall be appointed and shall operate as the governing body of the
9 sick leave bank and shall enact rules and regulations consistent with state law.² Teachers
10 wishing to participate shall initially give threewe (32) days of sick leave. These days are
11 to be deducted from the teacher's personal accumulation and donated to the Sick Leave
12 Bank. All donations are nonrefundable and nontransferable.³

13 At any time the number of days in the Sick Leave Bank is less than twenty (20), or one
14 (1) per teacher if there are more than twenty (20) members, or at any time deemed
15 advisable, the Trustees shall assess each member one (1) or more days of accumulated
16 sick leave. If a teacher has no accumulated sick leave at the time of assessment, the first
17 earned days shall be donated as they are accrued by the teacher.

18 A ~~teacher~~ member may request an allotment of days (for the employee's personal illness
19 or on account of an illness of his/her minor child) only in the manner designated by the
20 ~~t~~Trustees. The need for these days must be verified by a statement from a doctor.⁴

21 By written notice to the ~~t~~Trustees, a teacher may withdraw from Bank participation on
22 June 30~~th~~ of any year. Membership withdrawal results in forfeiture of all days contributed.
23 A member who withdraws may re-enroll by so indicating on the approved application form
24 during the months of August, September, or October of the following year, by contributing
25 the required donation, and in any manner so designated by the trustees.

26 ~~The Sick Leave Bank shall be operated in accordance with state law.~~

¹ T.C.A. §49-5-801 *et. seq.*

² T.C.A. §49-5-804; T.C.A. §49-5-805

³ T.C.A. §49-5-807

⁴ T.C.A. §49-5-808



2024-2025 Instructional Calendar

Before School Begins

July 30, 2024	Administrative Day
July 31, 2024	Inservice Day
August 1, 2024	Administrative Day
August 2, 5 & 6, 2024	Inservice Days
August 7, 2024	Administrative Day

First Semester			85 Days	
Date	Day	Event	Students	Teachers
August 8	Thursday	1 st Day for Students 1 st Day 1 st Quarter	In	In
September 2	Monday	Labor Day	Out	Out
September 26	Thursday	Parent Conferences (4-7 PM)	In	In (Full Day + ½ Conference)
October 11	Friday	End of 1 st Quarter	In	In
October 14-18	Monday-Friday	Fall Break	Out	Out
October 21	Monday	1 st Day 2 nd Quarter	In	In
November 11	Monday	Veterans Day	Out	Out
November 25-26	Monday-Tuesday	Inservice Flex Days	Out	FLEX
November 27-29	Wednesday-Friday	Thanksgiving Break	Out	Out
December 20	Friday	End of 2 nd Quarter	In (1/2 Day)	In (1/2 Day)
December 23-January 1	Monday-Wednesday	Winter Break	Out	Out
January 2-3	Thursday-Friday	Winter Break Inservice Flex Days	Out	FLEX
Second Semester			90 Days	
Date	Day	Event	Students	Teachers
January 6	Monday	Employee Inservice	Out	In
January 7	Tuesday	Students Return 1 st Day 3 rd Quarter	In	In
January 20	Monday	MLK Jr. Day	Out	Out
February 13	Thursday	Parent Conferences (4-7 PM)	In	In (Full Day + ½ Conference)
February 17	Monday	President's Day Professional Development	Out	In
March 14	Friday	End of 3 rd Quarter	In	In
March 17-21	Monday-Friday	Spring Break	Out	Out
March 24	Monday	1 st Day 4 th Quarter	In	In
April 18	Friday	Good Friday	Out	Out
May 22	Thursday	End of 4 th Quarter	In (1/2 Day)	In (1/2 Day)

175 Instructional Days

Q1 – 46 Days
Q2 = 39 Days
 (S1 = 85 Days)

Q3 = 47 Days
Q4 = 43 Days
 (S2 = 90 Days)
Total = 175 Days

Inservice

July 31 (1)
 August 2 (1)
 August 5 (1)
 August 6 (1)
 January 6 (1)

5 Days

P.D. Stockpile

November 25 (1)-FLEX
 November 26 (1)-FLEX

 January 2 (1)-FLEX
 January 3 (1)-FLEX
 February 17 (1)-FLEX

5 Days

Admin.

July 30 (1)
 August 1 (1)
 August 7 (1)
 Fall Admin. (0.5)

 Spring Admin. (0.5)

4 Days

P/T Conferences

September 26 (0.5)

 February 13 (0.5)

1 Day

Paid Teacher Vacation

October 14-18 (5)

 March 17-21 (5)

10 Days

*Proposed September 28, 2023
 Waiting TDoE Approval*