

Bartlett City Board of Education Business Meeting

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

**April 25, 2024
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. March 28, 2024 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
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. FIRST READING REVISED POLICY 5028: Vacations and Holidays
 - 2. Renewal of Woz ED Contract for ED K-12 STEM Supplemental Curriculum Lessons, Materials, and Services RFP #FY22011
 - 3. Renewal of Lego Contract for K-12 STEM Supplemental Curriculum Lessons, Materials, and Services RFP #FY22011
 - 4. Renewal of Curriculum Associates LLC Contract for Assessment and Intervention Programs Grades PreK-12 RFP #FY22001
 - 5. Bid Award #FY24009 Food Service Program Management for Bartlett High School
 - 6. Proposed 2024-2025 BCS Elementary, Middle and High School Fees
 - 7. Memorandum of Understanding (MOU) between Lakeside and Bartlett City Board of Education
 - 8. Memorandum of Understanding (MOU) between Memphis Youth Academy (formerly Archon) and Bartlett City Board of Education
 - 9. Memorandum of Understanding (MOU) between Youth Villages and Bartlett City Board of Education
 - 10. Approval of Replacement of Light Poles and Lights at Baseball and Softball Fields
 - 11. Resolution 11-8 Budget Amendment

12. FY 24-25 Bartlett City Schools Operating Budgets (General Fund,
Special Revenue Fund and School Nutrition)

XI. ADJOURNMENT

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

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

**March 28, 2024
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:

Mr. David Cook
Ms. Erin Berry
Mr. Brad Ratliff
Mr. Bryan Woodruff

Absent: Mrs. Shirley Jackson

SPECIAL PRESENTATIONS

Bartlett High School Marching Band

The Bartlett High School Band experienced success this year competing at local, regional, and national levels. Including:

- The inaugural Bands of America regional competition in Memphis;
- The first appearance at the Bands of America Grand Nationals placed 23rd in prelims and 25th in semifinals;
- Wind Symphony and Concert Band received the ASBDA Award of Distinction for the second year.

Leaders of the Bartlett High School Marching Band were recognized and presented certificates.

Trevor Rundell
Taylor Rundell
Jessica Birmingham
Kerry Radcliffe
Patrick McDermott
Steffanie Sims
Shawn Younkin

State Champions: Elmore Park Middle School Basketball team

Last year, the Elmore Park Boys Basketball team captured the 2023 TN State Championship with an impressive 34-0 record. Their season ended as they hoped, with another state title, while the team secured a 31-0 record for a combined two-year record of 65-0. A few notable accomplishments include Back-to-Back Championships in the MAM Classic, Municipal Schools Regional Tournament, and Sectionals. Coaches and students were recognized and presented certificates.

Head Coach- Chris Chiozza

Assistant Coach- Alex Manuel

8th Nicholas Anderson, Jr.

8th Khylan Craft

8th Cason Gilmore

8th Braylon Howard

6th Chase Kee

8th Matthew Manuel

8th Donavin Okoth

8th Jensen Powers

7th Elijah Turner

8th Pierce Washington

8th Braylon Williams

State Tournament Runner Up- Bartlett High School Girls' Basketball Team

The Bartlett Lady Panthers basketball team finished the 2023-2024 season with an overall record of 30-11. They were the undefeated regular season district 15-4A champions, district 15-4A tournament champions, region 8-4A tournament Champions, region 8 Sub-State Champions, and finished as the 2024 TSSAA 4A State Runner-up. Coaches and students were recognized and presented certificates.

Head Coach: Wesley Shappley

Assistant Coach: Brendan Harvey

Assistant Coach: Mike Bittner

Assistant Coach: Mirrakohl Johnson

Assistant Coach: Teal Battle

Carrington Jones Senior

Morgan Williams Senior

Kristiana Hicks Sophomore

Harmoni Brooks Sophomore

Kay Kay Sheffield Sophomore

Akya Woods Junior

Zoey Rixter Junior

Brooklynn Spates Senior

Christian Tate Freshman

Dacarra Ward Junior

Shamari Hamlett Senior

Brooke Bardwell Junior

Faye Williams Sophomore

Samiya Jones Sophomore

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

February 22, 2024 Business Meeting Minutes

The February 22, 2024 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

REPORTS

Chairman's Report

Chairman Woodruff reminded the Board that the Teacher of the Year Banquet will be held on Thursday, April 4th at 6:30 p.m. at Cedar Hall.

Superintendent's Report

Superintendent Dr. Stephens provided the following updates:

- I recently attended the TOSS Legislative conference. The majority of the discussion was concerning vouchers.
- I was on two separate calls with TSBA and TOSS and Speaker Sexton regarding vouchers. I do not feel that much progress was made.
- We had a good meeting with principals last week.
- We are preparing for the testing season for our students that will start April 15th.
- We are working on budget, and we are making good progress. I look forward to meeting with each of you individually to review.
- We have provided Solar Eclipse Glasses for all students and our schools have plans for student viewing on April 8th.
- Teacher of the Year Banquet at Cedar Hall April 4th at 6:30 p.m. and then we will be celebrating all the municipalities Teacher of the Year finalist on April 11th at 6:00 p.m.
- Tomorrow is Good Friday Holiday and schools will be out.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

TLN Representative Brad Ratliff reminded the Board that he meets with other TLN Representatives monthly on a ZOOM call.

Financial Report

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

UNFINISHED BOARD BUSINESS

No Unfinished Business.

BOARD ACTION ITEMS

New Board Business

Revise school attendance zones consistent with City of Bartlett February 2024 industrial annexation

Revise school attendance zones consistent with City of Bartlett February 2024 industrial annexation passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

Bartlett High School Buildings M and E Roof Coating

Bartlett High School Buildings M and E Roof Coating awarded to Insulated Roofing Systems in the amount of \$169,448.00 (M) and \$160,376.00 (E) passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

Resolution 11-7 Budget Amendment

Resolution 11-7 Budget Amendment passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

ADJOURNMENT

The meeting adjourned at 7:35 p.m.

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent

Bartlett City Board of Education		5028
Descriptor Term: VACATIONS AND HOLIDAYS	Descriptor Code: PERSONNEL	Issue Date: 5/22/2014
	Rescinds:	Revised: 11/13/2014 08/24/2023 04/25/2024

1 Vacations and Holidays will be granted to regular, full-time employees subject to the following
2 provisions:

3 A. General Provisions

- 4 1. Temporary and part-time employees are not eligible for vacation.
- 5 2. Vacation leave will begin to accrue once new employees complete six (6) months of
6 continuous service.
- 7 3. An employee who resigns or terminates from Bartlett City Schools shall be paid for
8 any unused earned vacation leave, provided the employee has completed six (6)
9 months of service.
- 10 4. Full-time classified employees will receive one (1) day per year to be used for personal
11 business in addition to earned sick leave. There are no provisions for this day to carry
12 over the next fiscal year.
- 13 5. Full-time certified employees will receive two (2) days per year in addition to earned
14 sick leave to be used for personal business. Two (2) unused days may be converted
15 to sick.
- 16 6. All full-time employees who have reached the last step on the BCS salary schedule
17 will receive one (1) additional day per year to be used for personal business in addition
18 to the personal day(s) earned under Paragraphs 4 and 5. There are no provisions for
19 this day to convert to sick or carry over the next fiscal year.

20 B. Twelve (12) Month Employees

- 21 1. Any full-time twelve (12) month employee who is employed by Bartlett City Schools
22 will be granted vacation based on the following schedule:

Length of Service Vacation Accrued	Semi-Monthly Basis
24 Six (6) months and one day, but less than one (1) year.....	.42
25 One (1) year, but less than five (5) years.....	.42
26 <i>(Maximum of 10 days per year)</i>	
27 Five (5) years, but less than ten (10) years.....	.50
28 <i>(Maximum of 12 days per year)</i>	
29 Ten (10) years, but less than fifteen (15) years.....	.63
30 <i>(Maximum of 15 days per year)</i>	
31 Fifteen years or more84
32 <i>(Maximum of 20 days per year)</i>	

- 1 2. Vacation is accrued semi-monthly, and the accumulated amount of vacation appears
2 on the employee's paychecks. All eligible employees may accrue up to a maximum
3 of twenty-five (25) vacation days.
- 4 3. Vacation leave is accrued while an employee is in paid status, but does not accrue
5 while an employee is in an unpaid status.
- 6 4. Holidays are not paid to employees who are in an unpaid status.
- 7 5. Designated Bartlett City Schools holidays that fall within the vacation schedule are not
8 to be counted as vacation days. Full-time, twelve-month employees will be paid for a
9 minimum of fourteen (14) paid holidays that will be determined annually and reflected
10 on the payroll calendar and paid during the corresponding payroll period.
- 11 6. Vacation schedules that shall be approved by the employee's immediate supervisor
12 should be planned in such a way that the operational procedures are not interrupted.
- 13 7. All vacation days in excess of twenty-five (25) days that are accrued by an employee
14 shall be converted to sick leave days upon accruing the 26th day. Any unused
15 personal leave days as of the last day of the fiscal year will also be converted to sick
16 leave days.
- 17 C. Full time classified employees working less than twelve (12) months
- 18 1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the
19 payroll calendar and paid during the corresponding payroll period. Ten (10) vacation
20 days are built into the employee's work calendar, so as to reduce the number of unpaid
21 days throughout the school year. These days are not paid out if the employee resigns
22 and are not for the employee's use.
- 23 2. The employee must work the day before and after a paid holiday in order to be paid
24 for the holiday
- 25 3. The employee uses such paid leave time as he/she is entitled to based upon
26 employment status to cover the day before and after a paid holiday.
- 27 D. Full time certified employees working less than twelve (12) months
- 28 1. Employees shall earn 1 vacation day for every 20 days worked and those days are
29 distributed throughout the employee's work calendar. These days are not paid out if
30 the employee resigns and are not for the employee's use.



M E M O R A N D U M

DATE: April 25, 2024

TO: Bartlett City Board of Education

FROM: Dr. David A. Stephens, Superintendent

RE: 2024-2025 Elementary School Fees Request

- We request approval of a \$25.00 Elementary Student Fee for the 2024-25 school year.

Instructional materials and supplies purchased with this fee are to be consumable supplies used directly by students. These materials and supplies will supplement the district's provided curriculum.

- We request approval of a \$75.00 Elementary Basketball League Fee for the 2024-25 school year.

This fee will be used to pay the officials at the basketball games. There will not be an admission charge for the basketball games.

Staff recommends approval.

*Proposed April 25, 2024
Bartlett City Board of Education*

BARTLETT CITY SCHOOLS
Middle School Fees
2024-2025

PROPOSED

Fees may only be charged as listed below and may not exceed the approved amount. Please check with individual schools for their fee schedule. Fees are not collected in every middle school for each activity.

Basic Fees: These fees are requested from all students enrolled.

Activity	Amount
Physical Education	\$25
Instructional materials	\$25

Course Fees: These fees are requested from students enrolled in these specific courses.

Activity	Amount
Band	\$165
Orchestra	\$90
Chorus	\$100
Art	\$25

Participation Fees: These fees are requested from students who choose to participate in an optional activity.

Activity	Amount
Chorus Honor Choir	\$150
Chorus Pop Choir	\$150
Drama	\$50
Foreign Language	\$15
Boys/Girls Basketball	\$150
Football	\$150
Track	\$75
Volleyball	\$150
Boys/Girls Soccer	\$150
Cross Country	\$75
NEW Boys/Girls Lacrosse	\$150
Non-competitive Cheer/Dance/Pom	\$300
NEW Boys/Girls Wrestling	\$100
Competitive Cheer/Dance	\$310/Month

BARTLETT CITY SCHOOLS
High School Fees
2024-2025

PROPOSED

Fees may only be charged for the items listed and may not exceed the approved amount. Please check with the Bartlett Ninth Grade Academy or Bartlett High School for their fee schedule.

Basic Fees: These fees are requested from all students enrolled. The activities listed represent most of the areas for which fees have been charged in the past.

Activity	Amount
AP Fees	\$105.00
PSAT	\$25.00

Course Fees: These fees are requested from students enrolled in these specific courses.

Activity	Amount
ACT Prep Class Books	\$25.00
Physical Education	\$25.00
Chorus	\$75.00
Competition Choir	\$200.00
Marching Band	\$675.00
Non-Marching Band	\$250.00
Winter Percussion Team Season November - February	\$250.00
Winter Color Guard Team Season November - February	\$250.00
Orchestra	\$250.00
Guitar Fees	\$35.00
Forensics Fees	\$100.00
Forensics Honors Fees	\$200.00
Biology	\$10.00
Chemistry	\$10.00
Human Anatomy and Physiology	\$10.00
Art I	\$20.00
Art II & III	\$30.00

Art IV	\$40.00
Spanish	\$15.00
French	\$15.00
Latin	\$15.00
German	\$15.00
Accounting I	\$30.00
Accounting II	\$30.00
Cable and Networking - Web Design	\$25.00
Health Science	\$30.00
Health Science	\$30.00
Information Technology	\$25.00
Film and TV	\$20.00
Marketing	\$25.00
Culinary Arts I	\$50.00
Culinary Arts II	\$100.00
Culinary Arts III	\$100.00
Nutrition	\$25.00
Early Childhood Education	\$30.00
Auto Shop	\$30.00
Manufacturing	\$30.00
Cosmetology (1 st year)	\$300.00 \$375.00
Cosmetology (2 nd & 3 rd year students)	\$100.00
Cosmetology (2 nd year students)	\$30.00
Cosmetology (3 rd year students)	\$25.00

Participation Fees: These fees are requested from students who choose to participate in an optional activity.

Activity	Amount
Thespians/Drama	\$150.00
Competition Cheer/Pom/Dance	\$412/month
Non-competitive Cheer/Pom/Dance	\$75.00/month

Athletics: These fees are requested from students who choose to participate in a school-sponsored athletic activity.

Activity	Amount
Boys/Girls Basketball	\$150.00
Football	\$200.00
Soccer	\$150.00
Baseball/Softball	\$150.00
Wrestling	\$150.00
Volleyball	\$150.00
Track	\$150.00
Bowling	\$100.00
Tennis	\$70.00 \$100
Cross Country	\$100.00
Golf	\$200.00
NEW Boys/Girls Lacrosse	\$150