

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING AGENDA

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

**January 23, 2025
6:00 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. November 21, 2024 Business Meeting Minutes
 - B. December 12, 2024 Special Called 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. 2025-26 Bartlett City Schools Budget Development Calendar
 - 2. Resolution 12-4 Budget Amendment
- XI. ADJOURNMENT

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

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

**November 21, 2024
7:00 PM**

INVOCATION AND PLEDGE OF ALLEGIANCE

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

Mr. David Cook
Ms. Erin Berry
Mrs. Shirley Jackson
Mr. Bryan Woodruff

Absent: Mr. Brad Ratliff

SPECIAL PRESENTATIONS

No Special Presentations.

PUBLIC COMMENT

No public comment.

APPROVAL OF AGENDA

Mrs. Shirley Jackson made the motion to approve the agenda. Mr. Bryan Woodruff seconded the motion. With all ayes, the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

October 24, 2024 Business Meeting Minutes

The October 24, 2024 Business Meeting Minutes passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

REPORTS

Chairman's Report

Chairman Cook shared that he recently attended the TSBA Conference and OPEB Trust meeting. Bartlett has a little over \$8 million in the OPEB Trust. There will be a Special Called Meeting of the Board on Thursday, December 12th at 5:30 p.m. to extend Superintendent Stephens' contract. The Swearing In Ceremony will follow at 6:00 p.m. on December 12th.

Superintendent's Report

Dr. Stephens provided the following updates:

- I recently attended the TDOE School Law Institute Monday with General Counsel Kari Shoopman.
- I was on a panel at a Capturing Kids Heat Convening at the University of Memphis with Principal Katie McCain.
- Dr. Maley and I are holding Bridge conferences with all our principals to discuss their school data.
- TDOE will be announcing tomorrow the reward schools and district designations. We will be informing you of our status once it has been released by TDOE.
- I attended the BHS football second round playoff game. It came up a bit short but a great season. Very proud of the team.
- BHS Band finished 18th in the semifinals and 8th in music ensemble at the Grand National Championships in Indianapolis last weekend. Over 100 bands competed. Great job!
- Thanksgiving break is next week. Friday, December 20th at 11:30 will be our Holiday Luncheon at Central Office and we would love for you to attend.
- I met with Superintendents and Shelby County Finance Team regarding capital dollars for this year. We should receive 6.974% of \$48 million, which is approximately \$3.03 million dollars for capital funds.
- Michael Winter with 4FDesign will be updating you on capital projects. Michael Winter presented a PowerPoint that updated the Board on the Elementary School Master Plans for Altruria and Ellendale Elementary Schools and a proposed Bartlett High School Practice Facility.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

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

UNFINISHED BOARD BUSINESS

SECOND READING REVISED POLICY 6016: School Admissions

The Second Reading of Revised Policy 6016: School Admissions passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

BOARD ACTION ITEMS

New Board Business

Textbook Selection Committee

The Textbook Selection Committee passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Memorandum of Understanding (MOU) Southwest Tennessee Community College addendum

The addendum to the Memorandum of Understanding (MOU) Southwest Tennessee Community College passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

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

FIRST READING REVISED POLICY 1006: School Board Meetings

Mr. Bryan Woodruff made the motion to suspend the rules to allow one reading of policy. Ms. Erin Berry seconded the motion. With all ayes, the motion passed.

Revision of Policy 1006: School Board Meetings passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

ADJOURNMENT

The meeting adjourned at 7:43 p.m.

David M. Cook II, Chairman

Dr. David A. Stephens, Superintendent

**BARTLETT CITY BOARD OF EDUCATION
SPECIAL CALLED MEETING MINUTES**

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

December 12, 2024

5:30 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. 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 Cook called the meeting to order at 5:30 p.m. The following Board Members were present:

Mr. David Cook
Mrs. Shirley Jackson
Mr. Brad Ratliff
Mr. Bryan Woodruff

Absent: Ms. Erin Berry

ANNOUNCEMENT OF MEETING PURPOSE

Chairman Cook announced that the purpose of the meeting is to approve the extension of the Superintendent's contract.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Mr. Bryan Woodruff made the motion to approve the agenda. Mrs. Shirley Jackson seconded the motion. With all ayes, the agenda was approved.

BOARD ACTION ITEMS

New Board Business

Contract Extension for Superintendent David A. Stephens

Chairman Cook read a letter from Board Member Erin Berry in her absence. She apologized for missing an important night but unfortunately, had a work conflict. She expressed heartfelt gratitude and thank you to Superintendent Stephens for all he has done for the staff, students and families. Quote "Tonight, as the Board votes to approve your contract, although I am unable to be there, know that I wholeheartedly vote yes, so we can continue the wonderful work we are doing at BCS".

The Contract Extension for Bartlett City Schools Superintendent Dr. David A. Stephens passed with a motion by Mr. Bryan Woodruff and a second by Mr. Brad Ratliff.

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

ADJOURNMENT

The meeting adjourned at 5:39 p.m.

David M. Cook II, Chairman

Dr. David A. Stephens, Superintendent

DRAFT

2025-26 BUDGET DEVELOPMENT CALENDAR

Friday, January 17, 2025	BUDGET DEVELOPMENT Budget spreadsheets will be emailed to the Chiefs with the 2024-25 Actual Expenditures & Amended Budget
Friday, February 21, 2025	BUDGET REQUESTS COMPLETED Chiefs and Principals will have 1/21/24 - 2/21/24 to complete the budget spreadsheets detailing the personnel in their departments and the budget amounts.
Friday, March 14, 2025	PROPOSED BUDGETS PROCESSING CFO will have 2/24/25 - 3/14/25 to process the submitted budget spreadsheets and put in a format to facilitate the staff budget review process.
Week of March 17, 2025	2025-26 BUDGET REQUESTS STAFF REVIEW Superintendent will meet with Chiefs and Principals to discuss budget requests.
Week of March 24, 2025	2025-26 BUDGET REQUESTS STAFF REVIEW Superintendent will meet with Chiefs and Principals to discuss budget requests.
Tuesday April 1, 2025	STAFF REVIEW OF DRAFT BUDGET During Superintendent Staff Meeting.
Week of April 7, 2025	INDIVIDUAL MEETINGS WITH BOARD MEMBERS
Week of April 14, 2025	INDIVIDUAL MEETINGS WITH BOARD MEMBERS
Thursday, April 24, 2025	BOARD APPROVAL OF FY 2025-26 BUDGET Board Meeting
Monday, April 28, 2025	SUBMIT APPROVED FY2025-26 BUDGET TO THE CITY
Tuesday, May 13, 2025	FIRST READING BY MAYOR & BOARD OF ALDERMEN
Tuesday, May 27, 2025	SECOND READING BY MAYOR & BOARD OF ALDERMAN
Tuesday, June 10, 2025	THIRD & FINAL READING BY MAYOR & BOARD OF ALDERMAN

ALL MAYOR AND BOA MEETINGS WILL BEGIN AT 6:00 PM AT THE BARTLETT CITY HALL.