

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

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

**June 25, 2026  
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. May 28, 2026 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. Election of Chairman
    - 2. Election of Vice-Chairman
    - 3. Election of Tennessee Legislative Network Representative (TLN)
    - 4. FIRST READING REVISED POLICY 5028: Vacations, Holidays, and Personal/Professional Leave
    - 5. Resolution 13-9 Budget Amendment
  - B. Consent Agenda
    - 1. Bartlett City Schools Attendance Plan for Truancy
    - 2. Advance Therapy Services Contract
    - 3. ACES-TN Contract
    - 4. Family to Family Adult Care Services
    - 5. Professional Audiological Services, Inc. Contract
    - 6. Memorandum of Understanding (MOU) Between Southern College of Optometry and Bartlett City Board of Education
    - 7. Memorandum Of Understanding Between The City of Bartlett and City of Bartlett, TN Police Department and Bartlett City Schools
    - 8. Uncollectible Cafeteria Charges
- XI. ADJOURNMENT

**BARTLETT CITY BOARD OF EDUCATION  
BUSINESS MEETING MINUTES  
AUDITORIUM  
5705 STAGE ROAD  
BARTLETT, TN 38134  
May 28, 2026  
6:00 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 6:00 p.m. The following Board Members were present:

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

**SPECIAL PRESENTATIONS**

BHS Theatre and Forensics teacher Kevin Rogers was named District Speech & Debate Coach of the Year at the 2026 Tennessee High School Speech and Drama League tournament. His students regularly win awards at the district and state levels, and this year, three of his students qualified to compete at the National Speech and Debate Tournament in Richmond, VA. Mr. Rogers is an active member of the Tennessee High School Speech and Drama League and hosts a district tournament at Bartlett High School each year. In 2018, he was inducted into the THSSDL Hall of Fame.

**2025-2026 Superintendent's Evaluation**

Kari Shoopman, General Counsel, presented the 2025-2026 Performance Evaluation for Dr. David A. Stephens, Superintendent of Bartlett City Schools.

**Superintendent of Schools Overall  
Evaluation Score**

**Section I Qualitative:**

Appendix A-Administrator Survey	$\frac{4.88}{4.97} \times \frac{15\%}{85\%} = \frac{.73}{4.22}$
Appendix B-Board Observational Data	

**OVERALL EVALUATION SCORE: 4.95**

## **PUBLIC COMMENT**

No public comments.

## **APPROVAL OF AGENDA**

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

## **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

### **April 23, 2026 Business Meeting Minutes**

The April 23, 2026 Business Meeting Minutes passed with a motion by Ms. Berry and a second by Mrs. Jackson. With all ayes, the Meeting Minutes were approved.

## **REPORTS**

### **Chairman's Report**

Chairman Cook provided the following updates:

- I have my TSBA annual virtual training on April 28, 2026.
- I attended Bartlett City Schools graduation on May 4th with 650 graduates.
- I played in the BACC golf tournament on May 8th. It was a lot of fun.
- I attended the first reading of the Bartlett City Schools budget at the Bartlett Board of Mayor and Aldermen Meeting on May 12th.
- On May 13th, I met with the architect and contractor to discuss and review the GMP for the Altruria Elementary project which is on the agenda tonight.

### **Superintendent's Report**

Superintendent Stephens provided the following updates:

- Friday was our last day of school. It was a very successful school year. It is great to complete year 12.
- We had our end of year annual picnic yesterday. Board Member Jackson attended along with Principals, Assistant Principals, Plant Managers and Central Office staff.
- The Summer Learning camp kicked off today at Ellendale and Elmore Park Middle School. We have 460 elementary and 160 middle school students in attendance.
- We have started our summer hours for Central Office and schools.
- We are already preparing for year 13! This year's group of seniors started kindergarten in the first year of Bartlett City Schools (2014). There will be a very special graduation in 2027.

### **General Counsel's Report**

No report.

### **Tennessee Legislative Network (TLN) Representative Report**

No report.

### **Financial Report**

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

## **UNFINISHED BOARD BUSINESS**

No Unfinished Board Business.

## **BOARD ACTION ITEMS**

### **Consent Agenda**

**Letter of Intent (LOI) 26-27 Sysco Memphis LLC (Non-Food Products Bid #FY231008)**

**Letter of Intent (LOI) 26-27 Sysco Memphis LLC (Food Products Bid #FY23014)**

**Letter of Intent (LOI) 26-27 Imperial Dade Nutrition (Non-Food Items Bid #FY231008 Renewal)**

**Resolution 13-8 PEPPM Cooperative Agreement**

**Pizza Program RFP#FY26006 Initial Award**

**Sodexo Operations LLC Contract Amendment**

**Memorandum of Agreement (MOA) with Bartlett Primary Assessment Center**

**Behavior Services of the Mid-South Contract Addendum**

**26-27 Allied Instructional Services Contract Addendum**

**26-27 Stellar Therapy Contract Amendment**

**Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education**

**Digital Scoreboards Contract**

**Bathroom Renovation Project at Ellendale Elementary Bid#FY26007**

**Pupil Transportation Services Agreement Amendment Number One**

**Carrier of Student Insurance**

**FY2027 Consolidated Application for IDEA/ESSA Funding for 2026-2027**

**2026-2027 BCS Differentiated Pay Plan**

**2026-2027 BCS Teacher Pay Scales**

The Consent Agenda passed with a motion by Mr. Bryan Woodruff and a second by Dr. Brad Ratliff.

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

### **New Board Business**

#### **Altruria Elementary School Project GMP**

The Altruria Elementary School Project GMP in the amount of \$36.7 million 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, Dr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

#### **Resolution 13-7 Budget Amendment**

Resolution 13-7 Budget Amendment 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, Dr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

**Emergency Operations Plan**

The BCS Emergency Operations Plan passed with a motion by Mrs. Shirley Jackson and a second by Mr. Bryan Woodruff.

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

**ADJOURNMENT**

The meeting adjourned at 6:16 p.m.

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David M. Cook II, Chairman

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Dr. David A. Stephens, Superintendent

<b>Bartlett City Board of Education</b>		<b>5028</b>
Descriptor Term: <b>VACATIONS, HOLIDAYS, AND PERSONAL/PROFESSIONAL LEAVE</b>	Descriptor Code: <b>PERSONNEL</b>	Issue Date: <b>5/22/2014</b>
	Rescinds:	Revised: <b>09/26/2024 06/25/2026</b>

1 Vacation days will be granted to regular, full-time employees subject to the following provisions:

2 A. General Provisions

- 3 1. Temporary and part-time employees are not eligible for vacation.  
4 2. Eligible full-time employees will begin to accrue vacation once the new employee  
5 completes one (1) month of continuous service.  
6 3. Full-time twelve (12) month employees may use earned vacation days at the  
7 employee's discretion subject to state and federal law and Bartlett City Schools policy.  
8 4. Full-time employees working less than twelve (12) months may not use vacation at the  
9 employee's discretion. Rather, vacation days may be used as they are built into or  
10 distributed throughout the employee's work calendar.  
11 5. A full-time twelve (12) month employee who leaves the employment of Bartlett City  
12 Schools shall be paid for any unused earned vacation leave, provided the employee  
13 has completed six (6) months of service. Vacation days built into or distributed  
14 throughout employee schedules are not eligible for payment upon separation of  
15 employment.

16 B. Vacation for Twelve (12) Month Employees

- 17 1. Any full-time twelve (12) month employee employed by Bartlett City Schools will be  
18 granted vacation days based on the following schedule:

19	<b>Length of Service Vacation Accrued</b>	<b>Semi-Monthly Basis</b>
20	One (1) month and one day, but less than one (1) year .....	.42
21	One (1) year, but less than five (5) years .....	.42
22	<i>(Maximum of 10 days per year)</i>	
23	Five (5) years, but less than ten (10) years.....	.50
24	<i>(Maximum of 12 days per year)</i>	
25	Ten (10) years, but less than fifteen (15) years.....	.63
26	<i>(Maximum of 15 days per year)</i>	
27	Fifteen years or more .....	.84
28	<i>(Maximum of 20 days per year)</i>	

- 1           2. Vacation is accrued semi-monthly, and accrual rates are based on the employee's  
2           length of service. The effective date of vacation accrual based on length of service  
3           shall be the anniversary of the employee's date of hire.
- 4           3. Employees may accrue up to a maximum of twenty-five (25) days of vacation leave.  
5           Any vacation days accrued in excess of twenty-five (25) shall be converted to sick  
6           leave days upon accruing the 26th day.
- 7           4. Vacation leave is accrued while an employee is in paid status but does not accrue while  
8           an employee is in an unpaid status.
- 9           5. To the greatest extent possible, full-time twelve (12) month employees shall receive  
10          prior approval from the employee's immediate supervisor before taking vacation.  
11          Employees should strive to avoid interruptions to business operations when  
12          scheduling vacation leave.

13          C. Vacation for Full-time classified employees working less than twelve (12) months

- 14          1. Ten (10) paid holidays are built into the employee's work calendar so as to reduce the  
15          number of unpaid days throughout the school year.
- 16          2. Vacation days built into the work calendar are not paid out upon separation of  
17          employment.

18          D. Vacation for Full-time certified employees working less than twelve (12) months

- 19          1. Certified employees working less than twelve (12) months shall earn 1 vacation day  
20          for every twenty (20) days worked, and those days are distributed throughout the  
21          employee's work calendar.
- 22          2. Vacation days distributed throughout the employee's work calendar are not paid out  
23          upon separation of employment.

24          **Holidays**

25          A. Twelve (12) Month Employees

- 26          1. Designated Bartlett City Schools holidays that fall within a twelve (12) month  
27          employee's vacation leave shall not be counted as vacation days. Full-time, twelve  
28          (12) month employees will be paid for a minimum of fourteen (14) paid holidays that  
29          will be determined annually, reflected on the payroll calendar, and paid during the  
30          corresponding payroll period.
- 31          2. Holidays are not paid to employees who are in unpaid status.

32          B. Full-time Classified Employees working less than twelve (12) months

- 33          1. Ten (10) paid holidays will be determined annually, reflected on the payroll calendar,  
34          and paid during the corresponding payroll period.
- 35          2. An employee must be in paid status the day before and the day after a paid holiday in  
36          order to receive holiday pay.

37          **Personal/Professional Leave**

- 38          A. Temporary and part-time employees are not eligible for personal/professional leave.

- 1 B. Personal leave is intended to be used for personal/professional reasons and shall be  
2 taken and charged in at least one-half (1/2) day increments.
- 3 C. Full-time classified employees receive one (1) day per year to be used for personal  
4 business in addition to earned sick leave. One (1) unused day at the end of the school  
5 year may be converted to sick days.  
6
- 7 D. Full-time certified employees shall receive, four (4) personal/professional days per year  
8 at the rate of one (2) days for each half-year employed. These personal/professional  
9 days are earned in addition to earned sick leave. ~~Three (3) unused days at the end of~~  
10 ~~the school year may be converted to sick days.~~<sup>1</sup>
- 11 E. All full-time employees who have reached the last step on the BCS salary schedule ~~will~~  
12 ~~shall receive, in the year following final step advancement, receive~~ one (1) additional  
13 ~~personal/professional~~ day per year ~~to be used for personal business~~ in addition to the  
14 personal day(s) earned under Paragraphs C and D. A maximum of ~~four~~<sup>three</sup> (43) unused  
15 ~~personal and professional~~ days ~~for personal business~~ may be converted to sick days.-
- 16 F. Personal/professional days may be advanced. Upon separation of employment before  
17 the personal/professional leave days are earned, there shall be deducted from the final  
18 paycheck of the employee an amount sufficient to cover the excess  
19 personal/professional days used based on that employee's daily rate of pay.
- 20 G. Subject to the following conditions, personal leave may be taken at the discretion of the  
21 employee:
- 22 1. Personal/professional day requests must be submitted to the school Principal, for  
23 school-based staff, or to the Superintendent/designee, for Central Office based staff.
  - 24 2. Except in an emergency, employees shall give their immediate supervisor at least  
25 one (1) day's written notice of intent to take leave;
  - 26 3. The approval of the school Principal shall be required:<sup>2</sup>
    - 27 a. If more than ten percent (10%) of the teachers in any given school request its  
28 use on the same day;
    - 29 b. If requested during any prior established student examination period;
    - 30 c. If requested on the day immediately preceding or following a holiday or  
31 vacation period;
    - 32 d. If requested for days scheduled for professional development or in-service  
33 training, according to a school calendar adopted by the Bartlett City Board of  
34 Education prior to the commencement of the school year; or
    - 35 e. If requested for days scheduled for parent-teacher conferences, according to  
36 a school calendar adopted by the Bartlett City Board of Education prior to the  
37 commencement of the school year.

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<sup>1</sup> T.C.A. §49-5-711; TRR/MS 0520-01-02-.04(3)

<sup>2</sup> T.C.A. §49-5-711(c)(1)