

**BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING**

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

**January 23, 2020  
7:00 PM**

{{Name: Agenda Item Name}}{{AgendaItemEnd}}

- 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, 2019 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. 2020-2021 Budget Development Calendar
    - 2. Flooring Installation for Libraries at Bartlett Elementary, Oak Elementary and Rivercrest Elementary
    - 3. Policy 2015 - Purchasing Authority REVISED FIRST READING
    - 4. Rescind the following policies:
      - Policy 2009: Purchasing Procedures
      - Policy 2016: Bids and Quotations
      - Policy 2017: Requisitions
      - Policy 2019: Payment Procedures
    - 5. Interlocal Agreement (ILA) Extension for Purchasing Services
    - 6. Resolution 7-3 Education Capital Fund Budget Amendment
    - 7. Resolution 7-4 To Increase the Bartlett City Schools Purchasing Threshold for Required Public Advertisement and Competitive Bidding
- XI. ADJOURNMENT

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

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

**November 21, 2019  
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:

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

**SPECIAL PRESENTATIONS**

Cameron Hubbard at Bartlett HS has been selected for the National Association for Music Education (NAfME) All-National Honor Choir. Cameron will perform with students from across the country this November at the NAfME National Conference in Orlando, FL.

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In 2019, Bartlett's Cross Country team under the leadership of Coach Gardner:

- Won the Tennessee Classic, Frank Horton Invitational, and the Madison Cross Country Festival.
- They set a new school record for the Team 3200m with the top five runners averaging 9:46 (9 minutes and 46 seconds).
- They won the Regional Meet for the 4<sup>th</sup> year in a row. Bartlett runners were 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> against all Memphis Area runners.
- They were State AAA Runner-Up with the fastest team time ever by a Memphis Area team (16:48).
- Landen McNair set the State Meet Bartlett School Record with a time of 16:14.

Each of the following students were recognized and presented a certificate.

Landen McNair  
Robert Dawson  
Rylee Hertter  
Travis Jones  
Elliot Garst

Elijah Matthews  
Mathias Guthrie  
Andrew Burke  
Chance Kirby

**Dr. Korrie White**, Director of Student Services, Department of Exceptional Children, and Safety & Security was recognized as a State Finalist for Supervisor of the Year.

**Amanda Tutor**, Art Teacher was recognized as the West TN Grand Division Winner for Teacher of the Year.

### **PUBLIC COMMENT**

*Ben Kemker  
7785 Terry Franklin, Bartlett  
RE: JROTC back into Bartlett High*

### **APPROVAL OF AGENDA**

Mr. Bryan Woodruff 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**

#### **October 24, 2019 Business Meeting Minutes**

The approval of the October 24, 2019 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff. With all ayes, the Minutes were approved.

### **REPORTS**

#### **Chairman's Report**

Chairman Cook provided the Board with these updates:

- Oct. 28: Toured the high school construction project with architect, contractor, Jeff Waller, Jason Sykes, Ken Demetriou, Mark Brown, Alderman Parsons, Alderman Young, Mayor McDonald, Mrs. Berry, Mrs. Tate, Mrs. Jackson, and Dr. Stephens.
- Nov. 14: Had lunch at Oak Elementary with children's book author Aaron Reynolds, Assistant Principal Miller, Principal Beach, Dr. Kight, and several members of the Oak Elementary PTO.
- Nov. 17: Participated in the ribbon cutting ceremony at the new softball & baseball hitting facility with Alderman Simmons, Alderman Young, Mayor McDonald, Mrs. Jackson, and Dr. Stephens.

#### **Superintendent's Report**

Superintendent Stephens provided the Board with the following updates:

- Human Resources held a Classified Career Fair on November 20th with about 200 people attending. Positions open for substitutes, cafeteria workers, tutors, etc.
- The Teaching and Learning department recently hosted Woz ED, which was founded by Steve Wozniak, The presentation introduced modules for coding, artificial intelligence, programming, cybersecurity, autonomous vehicles, and drones. These modules help expose students to different parts of technology at a young age.
- The Bartlett Ninth Grade Academy was named an Apple Distinguished School for 2018-2019.

- Michael Winter, Fleming and Associates and Sam Ginn, Flintco Construction provided an update for the Board regarding construction at the Bartlett High School.

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

No report.

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

No report.

### **Financial Report**

The October 2019-20 Financial Report was accepted by the Board. It is a non-voting item.

### **UNFINISHED BOARD BUSINESS**

No unfinished business items.

### **BOARD ACTION ITEMS**

#### **New Board Business**

#### **Textbook Selection Committee**

The Textbook Selection Committee 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, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

#### **School Support Organizations for Approval**

The approval of the School Support Organizations listed below 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, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

- Bartlett High Track and Field
- Bartlett Panthers Boys Lacrosse
- Bartlett Trap Team Booster Club

### **ADJOURNMENT**

The meeting adjourned at 7:40 p.m.

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**David M. Cook II, Chairman**

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**Dr. David A. Stephens, Superintendent**

## 2020-21 BUDGET DEVELOPMENT CALENDAR

### DRAFT

<b>Friday, January 17, 2020</b>	<b>BUDGET DEVELOPMENT:</b> The budget spreadsheets will be emailed to the Directors with the 2019-20 Actual Expenditures and the 2019-20 Budget.
<b>Friday, February 15, 2019</b>	<b>BUDGET REQUESTS COMPLETED</b> Directors and Principals will have 1/17/20 - 2/14/20 to complete the budget spreadsheets detailing the personnel in their departments, and the budget amounts necessary for the 2020-21 fiscal year.
<b>Mon., Feb. 17 - Fri., Feb. 28, 2020</b>	<b>PROPOSED BUDGETS PROCESSING:</b> Once the budget requests are submitted, CFO will process these and put in a format to facilitate the review process that will take place during the 2nd week of March
<b>Week of March 16, 2020</b>	<b>2020-21 BUDGET REQUESTS STAFF REVIEW</b> Superintendent will meet with Directors and Principals to discuss budget requests.
<b>Week of March 23, 2020</b>	<b>2020-21 BUDGET REQUESTS STAFF REVIEW</b> Superintendent will meet with Directors and Principals to discuss budget requests.
<b>Monday, April 6, 2020</b>	<b>STAFF REVIEW OF COMPOSITE BUDGET</b> During Superintendent Staff Meeting.
<b>TBD</b>	<b>PRESENTATION TO PRINCIPALS</b>
<b>Monday, April 13, 2020</b>	<b>STAFF REVIEW OF COMPOSITE BUDGET</b> During Superintendent Staff Meeting.
<b>Thursday, April 16, 2020</b>	<b>BOARD REVIEW OF F/Y 2020-21 BUDGET</b> Board Work Session.
<b>Thursday, April 23, 2020</b>	<b>BOARD APPROVAL OF F/Y 2020-21 BUDGET</b> Board Meeting
<b>Monday, April 27, 2020</b>	<b>Submittal Date to City</b>

## **POLICY 2015: Purchasing**

### **Purchasing Authority**

Bartlett City Schools will purchase competitively without prejudice and seek maximum educational value for every dollar expended. The Superintendent shall serve as purchasing agent for District-wide purchasing,<sup>1</sup> and Principals shall serve as purchasing agents for individual schools. The acquisition of services, equipment, and supplies shall be centralized in the Purchasing Department with the approval of the Superintendent. All purchases of supplies, furniture, fixtures, and material of every kind that are subject to competitive bid requirements shall be approved by the Superintendent.

Routine purchases including supplies, furniture, fixtures, materials, equipment, and salaries required for the operation of the school system shall be anticipated and provided for in the budget and shall be authorized by the Board each fiscal year. The Superintendent or his/her designee through the Purchasing Department shall make all routine purchases without further Board authorization. However, no purchase shall exceed the function's budgeted authorization without Board approval.

Purchases which are not routine and which may or may not be specifically identified by line item in the budget shall require Board approval on an item-by-item basis. Such special purchases include, but are not limited to, all capital expenditures such as vehicles, buildings, major equipment, long-term use equipment, major contracts, and supplies of an unusual quantity or nature.

The Superintendent and his/her designee shall be authorized to acquire federal surplus property through the Tennessee General Services Department and to enter into agreements, certifications, and covenants of compliance concerning the use of federal surplus property.

The Superintendent is further empowered to waive normal purchasing requirements and to authorize procurement in the event of an operational emergency as defined below. However, if the emergency purchase is of such significant magnitude as to impact the integrity of the budget, then whenever possible the Chairman shall call a special or emergency meeting of the Board to deal with the matter. A report of the circumstances of any emergency purchase shall be presented to the Board and entered into the minutes of the next Board of Education meeting.

The Board recognizes that online purchasing may provide savings opportunities that serve the best interest of the District, but caution should be used to ensure that procurement procedures are followed. Online purchasing shall be permitted consistent with the purchasing procedures described herein.

### **Competitive Bid Requirements**

All purchases of supplies, furniture, fixtures, materials, equipment, and services in excess of Twenty-Five Thousand Dollars (\$25,000) shall be made based on competitive bids and must be approved by the Superintendent.

Bids shall be solicited by advertisement through a comprehensive list of vendors or through a newspaper of general circulation in Shelby County. A comprehensive list of vendors may be used, provided that vendors on the list are given notice to bid, and provided further, that the

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<sup>1</sup> T.C.A. §49-2-206(3); T.C.A. §6-36-115

Purchasing Department shall annually solicit for prospective vendors in a newspaper of general circulation in Shelby County and update the comprehensive vendor list accordingly. If a comprehensive vendor list is not used, then an advertisement shall be circulated by newspaper as indicated above.

All purchases of supplies, furniture, fixtures, materials, equipment, and services totaling Twenty-Five Thousand Dollars (\$25,000) or less shall be made in the open market without public advertisement. However, whenever possible, such purchases totaling between Two Thousand, Five Hundred Dollars (\$2,500) and Twenty-Five Thousand Dollars (\$25,000) shall be based on at least three (3) competitive quotations or justification as to why three (3) quotations were not obtained. Notwithstanding the foregoing, individual school purchases totaling between Five Hundred Dollars (\$500) and Twenty-Five Thousand Dollars (\$25,000) shall be based on at least three (3) competitive quotations pursuant to the Tennessee Internal School Uniform Accounting Policy Manual.

Separating or splitting an order to avoid the use of competitive bidding or other procurement requirements is strictly prohibited. Employees found in violation of this provision may be subject to discipline, up to and including dismissal.

#### **Exceptions to Competitive Bidding**

The following are exceptions to the competitive bidding requirement:

1. Professional Services Contracts. Professional services are defined as services provided by an individual or group with specialized training or expertise. Professional services include, but are not limited to, financial advisory services, educational consulting services, legal services, construction management services that are provided for a fee and that involve preconstruction and construction administration and management services, insurance services, auditing services, engineering services, professional development services, and energy-related services that include both engineering services and equipment, and have as their purpose the reduction of energy costs in public schools.
2. Liability Insurance purchased through a plan authorized and approved by any organization of governmental entities representing cities and counties.
3. Purchases of goods or contracts for services from sole source and single source providers. Sole source providers are defined as suppliers of goods and services exempt from competitive bidding requirements due to the absence of another supplier capable of providing the product or performing the service. Single source provider is defined as one of a number of suppliers of goods and services which, for an acceptable reason, is uniquely qualified to meet the District's procurement goals due to specific qualifications or attributes. Such qualifications or attributes include, but are not limited to, availability of product, compatibility with existing District products, standardization of the product with existing District products, and grant or contract requirements.
4. Cooperative Purchasing. Cooperative purchasing is defined as purchases of supplies, equipment, and services under a competitive bid issued by any municipality, county, utility district, the State of Tennessee, or other local governmental unit of the State.
5. Emergency Purchases. Emergency purchases are defined as purchases of any parts, supplies, or services in the event of an operational emergency. Operational emergencies include major disruptions to educational activities or unforeseen dangers to life, health, safety, or property that create an immediate purchasing need that cannot be met through normal purchasing methods. A report of the circumstances of any emergency purchase shall be presented to the Board and entered into the minutes of the next Board of Education meeting.

All purchases in this category exceeding One Hundred Thousand Dollars (\$100,000) must be approved by the Board.

### **Purchasing Procedures**

All requisitions shall be approved by the Principal for school purchases or the appropriate Department head for Central Office purchases and submitted to the Superintendent on forms provided by the Purchasing Department. Requisitions shall include the following:

1. Department making request
2. Items requested
3. Reason for request
4. Line item expense code
5. Assurance of funds availability
6. Three (3) bids or justification as to why three (3) bids were not obtained; and
7. Authorized signature of Department head (or approved budget manager)

All District purchases shall be made by purchase order or formal contract, and no purchase shall be made nor payment approved unless covered by an approved purchase order. The Superintendent shall approve all District purchase orders for payment.

Principals may approve purchase orders of up to Twenty-Five Thousand Dollars (\$25,000) for supplies, equipment, or services when such expenditures do not exceed the school budget and will be completed in the current fiscal year. Notwithstanding the foregoing, the Superintendent shall approve the following school purchases:

1. A single piece of equipment costing more than Five Thousand Dollars (\$ 5,000.00);
2. One that is to be attached to or one that requires alteration of the building; or
3. One that will become a permanent fixture.

Online purchasing shall be permitted with the following requirements:

1. Prior authorization must be obtained from the Superintendent before setting up new online accounts, and schools shall maintain a list of all accounts.
2. Online purchases must be for school purposes and made in accordance with established policies and procedures. School employees are prohibited from making personal purchases even with the intent of reimbursing the school system. School employees are prohibited from using a school's tax exempt status for personal purchases of any kind.<sup>2</sup>
3. The availability of money for the fund/account in question should be determined through the requisition process before purchase orders are approved.
4. All purchase orders must be properly filled out and approved prior to a purchase.
5. Necessary price quotes should be obtained where possible and/or practical and retained with other purchase documentation.

### **Disclaimers and Restrictions**

Purchases made by unauthorized individuals or made in an unauthorized manner shall become the personal responsibility of the persons making the purchase agreement. Employees authorizing or contracting for such purchases may be subject to discipline, up to and including dismissal. The Board shall not, under any circumstances, be responsible for payment for any services, equipment, fixtures, materials, or supplies, purchased by unauthorized individuals or in an unprescribed manner.

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<sup>2</sup> T.C.A. §49-2-608(1)

Private contacts between all District officers, employees, and suppliers shall be minimized upon the accepted premises that contact other than discussion in an open public forum compromises the District in its responsibility to deal openly and fairly with all persons. If engaged, such contacts should be made equally available to all suppliers. Further, consistent with Policy 5024: Ethics, all BCS employees shall avoid any conflict of interest or appearance of impropriety between their personal interest, financial or otherwise, and the interests of the District. In cases of uncertainty, an employee should request a ruling from the Superintendent.

<b>Bartlett City Board of Education</b>		<b>2009</b>
Descriptor Term: <b>PURCHASING PROCEDURES</b>	Descriptor Code: <b>Fiscal Management</b>	Issue Date: <b>01/09/2014</b>
	Rescinds:	Revised:

- 1 The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and
- 2 services for use in the educational program and for the various auxiliary services represent a
- 3 significant expenditure in the school budget. These items must be procured efficiently and
- 4 economically. The measure of efficient, economical purchasing is the degree to which the right
- 5 items are provided in the right quantity to the right place at the right time and at the right price.
  
- 6 The function of the purchasing office is to serve the educational program by providing the
- 7 necessary supplies, equipment, and services. The Board of Education declares its intention to
- 8 purchase competitively without prejudice and to seek maximum educational value for every
- 9 dollar expended. The acquisition of services, equipment, and supplies is centralized in the
- 10 Purchasing Department, which functions under the Executive Committee of the Board of
- 11 Education.

RESCINDED

<b>Bartlett City Board of Education</b>		<b>2016</b>
Descriptor Term: <b>BIDS AND QUOTATIONS</b>	Descriptor Code: <b>Fiscal Management</b>	Issue Date: <b>02/27/2014</b>
	Rescinds:	Revised: <b>06/25/2015;08/24/2017</b>

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty five  
2 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive  
3 bids. These bids shall be solicited by advertisement in a newspaper of general circulation within  
4 the District. However, the newspaper advertisement may be waived by the purchasing agent in  
5 an emergency. Where appropriate, the purchasing agent may satisfy advertising and bid  
6 requirements by use of a comprehensive list of vendors; provided, that the vendors on the list are  
7 given notice to bid; and provided further, that the purchasing agent shall advertise at least annually  
8 for prospective vendors in a newspaper of general circulation and shall update the list of vendors  
9 following the advertisement.<sup>1</sup>

10 All purchases of twenty five thousand dollars (\$25,000) or less, including those of individual  
11 schools, may be made in the open market without newspaper notice, but shall, whenever  
12 possible, be based on at least three (3) competitive bids in accordance with applicable state law.<sup>2</sup>

13 The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any  
14 or all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced  
15 by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the  
16 scheduled time for the opening of bids. Any bid received after the time and date specified shall  
17 not be considered.

18 The bidder to whom the award is made may be required to enter into a written contract.

19 The practice of splitting an order or dividing items to be purchased in order to avoid the use of  
20 bidding or other purchasing procedures is strictly prohibited.

21 **Exceptions to Competitive Bidding**

22 The following are exceptions to the competitive bidding requirement:

- 23
- 24 1. Contracts for legal services, educational consultants, and similar services by professional  
25 persons or groups of high ethical standards;<sup>3</sup>
  - 26 2. Liability Insurance purchased through a plan authorized and approved by any organization  
27 of governmental entities representing cities and counties;<sup>4</sup>

<sup>1</sup> T.C.A. §49-2-203(a)(3); T.C.A. §49-2-203(a)(3)(A)(B); T.C.A. §49-2-206

<sup>2</sup> T.C.A. §49-2-203(b)

<sup>3</sup> T.C.A. §12-4-106

<sup>4</sup> T.C.A. §29-20-407

- 1 3. Purchases of goods or contracts for services from sole source and single source  
2 providers. A sole source provider shall be a supplier of goods and services exempt from  
3 the bid process based on the unavailability of any supplier capable of performing the  
4 function of the sole source product or service. A single source provider shall be a single  
5 supplier of goods and services among others in a competitive marketplace which for a  
6 justifiable reason has predominant qualifications and unique attributes only possessed by  
7 that source. Factors considered shall include availability of the product or service,  
8 compatibility of the product or service with existing District products, programs, or  
9 resources, standardization of the product or service with existing District products,  
10 programs, or resources, and grant or contract requirements; or
- 11 4. Purchases of supplies, equipment, and services under the same terms of a competitive  
12 bid issued by any Tennessee local education agency (LEA) or other local governmental  
13 unit.<sup>5</sup>

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<sup>5</sup> T.C.A. §12-3-1201

<b>Bartlett City Board of Education</b>		<b>2017</b>
Descriptor Term: <b>REQUISITIONS</b>	Descriptor Code: <b>Fiscal Management</b>	Issue Date: <b>02/27/2014</b>
	Rescinds:	Revised:

- 1 The Superintendent shall designate personnel to be responsible for making requisitions.
- 2 In accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*, all
- 3 purchases with school activity funds should be initiated with a pre-numbered or computer
- 4 generated purchase order. Purchases other than with school activity funds shall be initiated with
- 5 requisition.
- 6 All approved requisitions will be submitted to the purchasing agent (Superintendent or principal)
- 7 on forms provided by the purchasing agent.
- 8 The number of each purchase order shall be recorded on the requisition.
- 9 After processing, the original copy of the requisition will be filed in the appropriate purchasing
- 10 office.

RESCINDED

<b>Bartlett City Board of Education</b>		<b>2019</b>
Descriptor Term: <b>PAYMENT PROCEDURES</b>	Descriptor Code: <b>Fiscal Management</b>	Issue Date: <b>2/27/2014</b>
	Rescinds:	Revised: <b>4/24/2014</b>

1 **Central Office**

2 The Superintendent shall approve all claims for payment prior to their submission to the Board.<sup>1</sup>

3 **Individual Schools**

4 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided  
5 payments are completed by June 30 of the current school year.

RESCIND

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<sup>1</sup> T.C.A. §49-2-206(b)(3)