

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

**Virtual Meeting  
5705 STAGE ROAD  
BARTLETT, TN 38134**

**April 23, 2020  
5:00 PM**

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
  - A. Official Business of the Day
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
  - A. February 27, 2020 Business Meeting Minutes
  - B. March 10, 2020 Special Called Meeting Minutes
- VI. REPORTS
  - A. Chairman's Report
  - B. Superintendent's Report
  - C. General Counsel's Report
  - D. Tennessee Legislative Network (TLN) Representative Report
  - E. Financial Report
- VII. UNFINISHED BOARD BUSINESS
  - A. Policy 5013.3 Sick Leave REVISED SECOND READING
  - B. Policy 5014.1 Family and Medical Leave REVISED SECOND READING
- VIII. BOARD ACTION ITEMS
  - A. New Board Business
    - 1. Resolution 7 -7 Resolution to Suspend Board Policies
    - 2. Policy 3002 - Emergency Closings REVISED Recommend One Reading
    - 3. Policy 5036: Telework NEW Recommend One Reading
    - 4. Proposed 2020-2021 BCS Elementary, Middle and High School Fees
    - 5. BCS Local Adoption of Textbooks
    - 6. Extension of the Sodexo Contract
    - 7. Recommendation for Cafeteria Point of Sale Software RFP #FY20010
    - 8. Clock replacement at Altruria Elementary, Appling Middle and Ellendale Elementary
    - 9. Resolution 7-6 Budget Amendment - Planned Use of Fund Balance and Education Capital Projects Fund
    - 10. FY21 Bartlett City Schools Operating Budget
- IX. ADJOURNMENT

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

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

**FEBRUARY 27, 2020  
7:00 PM**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Board Member Bryan Woodruff said a prayer. The Elementary Honor Choir sang the National Anthem and everyone recited the Pledge of Allegiance. Superintendent Stephens thanked the Choir and their teachers for performing in the lobby prior to the Board Meeting and starting our meeting.

Ashley Spriggs- Altruria ES (out sick today)  
Kerry Radcliffe- Altruria ES  
Christine Hughes- Bartlett ES  
Ashley Finch- Bon Lin ES  
Rachel Cooper- Bon Lin ES  
Taylor Rundell- Ellendale ES  
Anthony Richardson- Oak ES  
Rebekah Sargent- Oak ES  
Amber Roland- Rivercrest ES

**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**

The following students were recognized and presented a certificate:

**Girls BHS Bowling Team**

Seniors: Rebekah LaBuda; Kylee Landreth; Jordan Mundt; Kortnee Smith; Chase Rock  
Juniors: Janna LaBuda and Diamand Brandon  
Sophomores: Karissa Adkinson and Jessica Evans  
Freshman: Riley Ciancioso

- The girls team won both district and region championships
- Four individual state competition qualifiers
- The girls finished state runner-up in the team competition
- Senior Jordan Mundt won individuals state championship
- Athletic scholarships have been awarded to Rebekah LaBuda, Jordan Mundt and Kylee Landreth

### **Boys BHS Bowling Team**

Seniors: Dominic Williams; Carter Fant and Heath Herbison

Juniors: Luke Yaun; Carter Rayborn and Shawn Goekler

Sophomores: Danny Liddle and Jack Hicks

- Boys finished second in district to rival Collierville and went on to defeat Collierville for the region championship
- Boys team won the state championship in their first finals appearance over rival Hardin County
- Danny Liddle bowled his first 300 game in the state finals matchup against Hardin County

Congratulations to Dr. Kevin Gideon! Dr. Gideon has been named the West Tennessee Secondary Assistant Principal of the Year. Nominated for his work as assistant principal at Bartlett High School, Dr. Gideon was recognized by the Tennessee Association of Secondary School Principals (TNASSP) as the overall winner state-wide. We are proud to have such an amazing leader at Bartlett City Schools!

### **PUBLIC COMMENT**

No public comments.

### **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**

January 23, 2020 Business Meeting Minutes

The approval of the January 23, 2020 Business Meeting Minutes passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry. With all ayes, the Minutes were approved.

### **REPORTS**

Chairman's Report

Chairman Cook provided the following updates:

Jan. 24: Toured the High School with Congressman Kustoff, Superintendent Stephens, Mayor McDonald, Mark Brown, Alderman Parsons, Alderman Simmons, Alderman Young, Shirley Jackson, Portia Tate, Erin Berry and several district and high school staff.

Feb. 3: Attended the Bartlett Education Foundation Grant Showcase Reception at

the Central Office. The creativity of our teachers is amazing! Many thanks to the BEF for funding the grants.

Feb. 6: Had lunch at the High School to see the new cafeteria and try the food. Visited with lots of teachers and staff to get their opinions on the food and the cafeteria. Their feedback was overwhelmingly positive!

Feb. 22: Attended the Dragon Spin Indoor Winter Guard and Percussion Competition where our guard girls and one boy finished third.

Feb. 25: Attended the BCS Band Pre-Festival Concert, featuring all 3 middle school bands and both high school bands.

### Superintendent's Report

Superintendent Stephens provided the following updates:

- Thank you to Ken Demetriou and Jeff Waller for adjusting the counter height for the Board Members in our auditorium.
- Attended the TOSS Legislative Conference in Nashville - met in small groups with state school board members (first time) discussed the teacher shortage.
- The State of TN 3rd grade reading assessment showed Bartlett City Schools was ranked 8th in the State.
- Next year's budget is in progress.
- Cafeteria at HS had a very nice opening. The Auditorium is scheduled for fire inspection next week.
- I was a recent speaker at Bartlett Rotary Club and Leadership Bartlett.
- We are working with Lean Frog on our compensation study.
- Attended Superintendent's Study Council last week in Jackson.
- Announcement that Ken Demetriou, Director of Operations and Principal John McDonald are retiring at the end of June 2020.
- Spring break coming up March 16-20th.
- Strategic Plan/Portrait of a Graduation - Led by Battelle for Kids. About 60 people attended including parents, BCS staff, community leaders, chamber of commerce, and city employees. What do we want a graduate to look like after graduating from Bartlett?

Board Member Portia Tate attended the Portrait of a Graduate session yesterday and shared her thoughts. What do we want our BCS graduate to look like? What is expected of a graduate? What can BCS do to help? We want graduates to visualize their future. To become the good, positive citizen that we want in our community.

### General Counsel's Report

No report.

### Tennessee Legislative Network (TLN) Representative Report

Board Member Shirley Jackson reported that she recently spoke with the NE Shelby Republican group. She provided an update on schools and the BHS renovation. Representatives from Lakeland, Arlington and Bartlett attended.

## Financial Report

The January 2019-20 Financial Reports were accepted by the Board. It is a non-voting item.

## **UNFINISHED BOARD BUSINESS**

No unfinished Board Business.

## **BOARD ACTION ITEMS**

### **New Board Business**

#### **HVAC Rooftop Units Bid #FY20009 RFP # 20008 Bon Lin Elementary**

The HVAC Rooftop Units Bid #FY20009 RFP # 20008 Bon Lin Elementary awarded to M & A Supply in the amount of \$230,223.75 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

#### **Door Hardware Bid #FY20012 Altruria Elementary, Bartlett Elementary, Ellendale Elementary, and Oak Elementary**

The Door Hardware Bid #FY20012 Altruria Elementary, Bartlett Elementary, Ellendale Elementary, and Oak Elementary awarded to Delta Door and Hardware in the amount of \$281,270.00 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

#### **Policy 5013.3 Sick Leave REVISED FIRST READING**

The First Reading of Revised Policy 5013.3 Sick Leave 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

#### **Policy 5014.1 Family and Medical Leave REVISED FIRST READING**

The First Reading of Revised Policy 5014.1 Family and Medical Leave 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, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

#### **Bartlett City Board of Education Meeting Schedule 2020-2021**

The Bartlett City Board of Education Meeting Schedule 2020-2021 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

**Resolution 7-5 Budget Amendment - Planned Use of Fund Balance and Education Capital Projects Fund**

Resolution 7-5 Budget Amendment - Planned Use of Fund Balance and Education Capital Projects Fund 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

**ADJOURNMENT**

The meeting adjourned at 7:40 p.m.

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**David M. Cook II, Chairperson**

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

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

**Conference Room  
5705 Stage Road  
Bartlett, TN 38134**

**March 10, 2020  
5:30 PM**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Jason Sykes 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  
Mrs. Shirley Jackson  
Mrs. Portia Tate

The following Board Members were absent:

Ms. Erin Berry  
Mr. Bryan Woodruff

**ANNOUNCEMENT OF MEETING PURPOSE**

Chairman Cook announced that the purpose of this Special Called Meeting is to revise the Grading Policy.

**PUBLIC COMMENT**

No public comments.

**APPROVAL OF AGENDA**

Ms. Shirley Jackson made the motion to approve the agenda. Ms. Portia Tate seconded the motion. With all ayes, the agenda was approved.

**BOARD ACTION ITEMS**

**New Board Business**

**Revision of Policy 4014: Grading System**

Chairman Cook recommended to the Board that Agenda Item 1 be passed on one reading. The motion to Suspend the Rules to allow one reading on Agenda Item 1 passed with a motion by Ms. Shirley Jackson and a second by Ms. Portia Tate.

The approval of the revision of Policy 4014: Grading System on one reading passed with a motion by Mrs. Shirley Jackson and a second by Mrs. Portia Tate.

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

**ADJOURNMENT**

The meeting adjourned at 5:40 p.m.

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**David M. Cook II, Chairman**

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

### 5013.3 Sick Leave

~~Professional personnel shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days.<sup>1</sup> Support personnel shall earn one (1) day of sick leave for each month employed.~~

Sick leave shall be defined as: illness of a ~~certified~~ employee from natural causes or accident, quarantine, ~~or~~ illness, or death of a member of the immediate family of a ~~teacher~~ professional employee, including the ~~certified~~ employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup>

Only full-time BCS employees may earn sick leave. Professional personnel shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days.<sup>1</sup> Support personnel shall earn one (1) day of sick leave for each month employed.

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Superintendent and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement or falsified documentation presented in support of a sick leave request shall be grounds for dismissal.

Bartlett City Schools reserves the right to request a ~~A physician's~~ certificate ~~from the physician~~ on forms furnished by the Board ~~may be required~~ in support of any claim for sick leave pay.<sup>3</sup> Should an employee be sick beyond the limit of his/her sick leave accumulation, ~~t~~ The supervising P ~~rincipal shall notify the Human Resources office at once if an employee is sick beyond the limit of his/her sick leave accumulation.~~

Upon initial employment, a professional employee may transfer accumulated sick leave from another Tennessee school district if the employee left the previous district in good standing. Upon reemployment of a former BCS employee, a professional employee may be granted previously accumulated sick leave so long as such employee was not terminated for cause as defined in T.C.A. §49-5-501. The grant of previously accumulated, unused sick leave shall be made only upon application of the employee and only upon written verification notarized by the Superintendent of the district in which the sick leave was held. The grant of previously accumulated, unused sick leave days shall be available to any teacher meeting the conditions set forth in T.C.A. 49-5-710.

Any employee may use s ~~Sick leave and annual leave~~ for maternity or paternity purposes for a period not to exceed the employee's accumulated leave or twelve (12) weeks, whichever is less. To be eligible to use sick leave in connection with the

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<sup>1</sup>T.C.A. §49-5-710

birth or adoption of a child, the employee must submit a written request accompanied by a statement from the employee's physician verifying the pregnancy or from the agency handling the child's placement with the employee. ~~Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.~~<sup>4</sup> ~~SK1~~ may be taken during the period of physical disability only. A certified employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents requesting sick leave are teachers, then both employees are limited to a combined total of sick and annual leave not to exceed twelve (12) weeks only one parent may request leave. ~~Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.~~<sup>4</sup>

Advance use of sick leave shall be charged to sick leave accumulated in the same school year. Upon termination of employment of the professional employee before days are earned or at the end of the school year, there shall be deducted from the employee's final salary an amount based on the employee's daily rate of pay sufficient to cover the excess sick leave days used, and if the final salary is insufficient for this purpose, then the employee shall be liable for reimbursement of any amount in excess of the employee's final check.

Upon termination, all unused accumulated sick leave shall be terminated. Upon retirement, unused accumulated sick leave may be used as retirement credit to the extent such is permitted by the Tennessee Consolidated Retirement System.

## **POLICY 5014.1: Family and Medical Leave**

### **PURPOSE**

To entitle eligible employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition.

### **ELIGIBILITY**

Anyone who has been employed for at least twelve (12) months and has at least 1,250 hours of service with Bartlett City Schools (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility<sup>1</sup>) during the previous twelve month period.<sup>2</sup>

### **GENERAL PRINCIPALS**

Any eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. The birth and care of a child;
2. The placement of a child for adoption or foster care;
3. The employee's serious health condition that makes the employee unable to perform the essential functions of his or her job position;
4. The care of a child, spouse, or parent who has a serious health condition; and
5. Any qualifying exigencies arising out of the fact that the employee's child, spouse, or parent is on active duty or has been notified of an impending call or order to active duty.

Requests for leave and granting of leave shall conform to applicable federal and state law. A physician's statement may be required when determining the leave period, and for foreseeable leave, the employee shall adhere to District notice requirements and provide the Superintendent with at least thirty (30) days written notice before the beginning of the anticipated leave.

An employee may use accrued sick or annual leave for unpaid family and medical leave. Paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

### **MATERNITY/PATERNITY LEAVE**

FMLA leave for maternity purposes shall run concurrently with leave provided under the Tennessee Maternity Act. In accordance with state law, any eligible employee requesting leave due to adoption, pregnancy, childbirth, and nursing an infant shall be granted up to four (4) months leave.<sup>3</sup>

Any employee on maternity/paternity leave shall be permitted to use accumulated sick and annual leave for a period not to exceed the employee's accumulated leave or twelve (12)

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<sup>1</sup> *Hinson v. Tecumseh Products Co.* 234 F.3d 1268, 6<sup>th</sup> Cir. (2000).

<sup>2</sup> Family and Medical Leave Act 1993

<sup>3</sup> T.C.A. §49-5-702; T.C.A. §4-21-408

weeks, whichever is less.<sup>4</sup> To be eligible to use sick and/or annual leave in connection with the birth, placement, or adoption of a child, the employee must submit a written request accompanied by a statement from the employee's physician verifying the pregnancy or the agency handling the child's placement with the employee.

Spouses who are both eligible Bartlett City Schools employees are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.

## **MILITARY LEAVE**

**Qualifying Exigencies.** Eligible employees are entitled up to twelve (12) workweeks of leave because of any qualifying exigency arising out of the fact that the employee's child, spouse, or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces. Qualifying exigencies may include:

1. Issues arising from a covered service member's short notice deployment (i.e., less days of notice) for a period of seven (7) days from the date of notification;
2. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered service member;
3. Making or updating financial and legal arrangements to address a covered service member's absence;
4. Attending counseling provided by someone other than a health care provider for oneself, the covered service member, or the child of the covered service member, the need for which arises from the active duty or call to active duty status of the covered service member;
5. Taking up to fifteen (15) days of leave to spend time with a covered service member who is on short-term temporary, rest and recuperation leave during deployment;
6. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered service member's active duty status, and addressing issues arising from the death of a covered service member; or
7. Any other event that the employee and employer agree is a qualifying exigency.

**Military Caregiver Leave<sup>5</sup>.** An eligible employee who is a spouse, child, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness shall be granted up to a total of twenty-six (26) workweeks of unpaid leave during a "single 12-month period" to care

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<sup>4</sup> T.C.A. §8-50-802(4)(a)

<sup>5</sup> 29 C.F.R. §825.127

for the covered service member or covered veteran. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy. The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8, 2013. The "single 12-month period" for leave to care for a covered service member or covered veteran with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member.

For covered service members, a serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. For covered veterans, a serious injury or illness is defined as:

1. A continuation of a serious injury or illness that was incurred or aggravated in the line of duty while on active duty that rendered the veteran unable to perform the duties of the veteran's office, grade, rank, or rating;
2. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50 percent or higher, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave;
3. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
4. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

### **INTERMITTENT LEAVE<sup>6</sup>**

Employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, for the care of a newborn, or for the placement of a child for foster care or adoption. When an instructional employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the District may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the District for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

### **RESTRICTIONS**

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<sup>6</sup> 29 C.F.R. §825.601

## **Notice Requirements.**

For foreseeable leave, the employee shall provide the Superintendent with at least thirty (30) days written notice before the beginning of the anticipated leave.

Once it has been established that the leave requested qualifies for FMLA, the Superintendent or his/her designee shall notify the employee within ~~threetwo~~ (32) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave or worker's compensation) shall run concurrently with FMLA leave.<sup>7</sup> The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.<sup>8</sup>

## **Certification Requirements.**

The Superintendent may require that a request for leave be supported by certification issued by a healthcare provider with the following information:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
4. A statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.

If there is any reason to doubt the validity of the certification provided, the Superintendent may require, at the expense of the District, an opinion of a second health care provider.

## **Period Near the End of an Academic Term (Professional employees).**

If leave is taken more than five (5) weeks prior to the end of the term, the Superintendent may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

If the leave is taken five (5) weeks prior to the end of the term, the Superintendent may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

## **REQUIREMENTS OF THE BOARD**

1. The employee shall be restored to the same or equivalent position of employment with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.

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<sup>7</sup> 29 C.F.R. §825.207

<sup>8</sup> OP Tenn. Atty Gen 94-006 (Jan. 13, 1994); *Plant v. Morton International, Inc.* 212 F.3d 929, 6<sup>th</sup> Cir. (2000).

3. The Board may recover the premium paid while employee is on FMLA leave under the following conditions:
  - A. The employee fails to return from leave after the period of leave has expired.
  - B. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

<b>Bartlett City Board of Education</b>		<b>3002</b>
Descriptor Term: <b>EMERGENCY CLOSINGS</b>	Descriptor Code: <b>Support Services</b>	Issue Date: <b>01/09/14</b>
	Rescinds:	Revised:

1 The Superintendent is authorized to close the schools, delay opening, or dismiss schools early in  
2 the event of hazardous weather, a public health emergency, or other emergencies which threaten  
3 the health or safety of students, personnel, or school property.<sup>1</sup> Schools may not properly be  
4 closed merely to avoid inconvenience. Therefore, if conditions affect only a single school, only  
5 that school shall be closed.

6 As soon as the decision to close schools is made, the Superintendent will notify the public  
7 media and request that an announcement be made.

8 If school is closed or is dismissed early, the Superintendent or designee shall determine if all  
9 scheduled student activities shall be postponed or cancelled.

10 In the event of an emergency school closure, the Superintendent is authorized to continue to  
11 pay employees who are not able to physically report for duty as a result of such emergency.  
12 These employees shall receive regular wages, and such payments shall not exceed the  
13 budgeted wages for each employee absent specific Board approval.

14 During an emergency school closure, the Superintendent may designate certain employees  
15 as essential. Such employees shall work as directed by the Superintendent, whether that is  
16 by physical appearance or teleworking. Essential employees must use approved leave to be  
17 excused from work duties absent permission from the Superintendent or his/her designee.

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<sup>1</sup> T.C.A. §49-6-3004(e)(1); TRR/MS 0520-1-3-.02(1)(b)

## **Policy 5036 – Telework During Emergencies**

Teleworking is a work arrangement where designated employees are permitted to perform work duties and responsibilities through technology that permits work at an alternate location from their normal work site.

The Superintendent may require an employee to telework if the duties and responsibilities of the position are required during times of emergency. An employee's participation in telework assignments will be determined by the length and duration of the emergency and will be both initiated and ended at the discretion of the employee's supervisor and/or the Superintendent.

### **Work Environment**

Employees approved for telework shall maintain a dedicated and safe work environment. An employee who teleworks shall keep remote work and information confidential, in accordance with district policies, procedures, and privacy laws. Further, an employee who teleworks shall not allow anyone other than BCS employees to utilize district-owned materials or equipment consistent with BCBE Policy 3003 – Authorized Use of School-Owned Materials.

**M E M O R A N D U M**

**DATE:** April 23, 2020

**TO:** Bartlett City Board of Education

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

**RE:** 2020-2021 Elementary School Fee Request

We request approval of a \$25.00 Elementary Student Fee for the 2020-21 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.

Staff recommends approval.

**BARTLETT CITY SCHOOLS**  
**High School Fees**  
**2020-2021**  
**Proposed changes in RED**

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	Provides
AP Fees	\$95.00	AP exam fee
PSAT	\$20.00	Test fee

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

Activity	Amount	Provides
Dual Enrollment Fees	<b>0</b> \$85.00	<b>Remove fees</b> Fee charged per dual enrollment class (max 2 classes)
ACT Prep Class Books	\$25.00	ACT Prep workbook
Physical Education	\$20.00	PE uniform
<b>Related Arts</b>		
Marching Band	\$600.00	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Non-Marching Band	\$250.00	<i>Smart Music Assessment</i> software for each student's computer; copyrighted music
Winter Percussion Team Season November - February	\$250.00	This will provide pay for instructors and purchase winter competition music
Winter Color Guard Team Season November - February	\$250.00	This will provide pay for instructors and purchase winter competition music
Chorus	\$75.00	Uniform; <i>Smart Music Assessment</i> software
Competition Choir	\$200.00	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Orchestra	\$250.00	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other

		competition supplies; membership fees, and other required competition expenses
Guitar Fees	\$35.00	Copyrighted sheet music, supplies, method book(s), entry fees
Art I	\$20.00	Art Supplies (pens, Paper, Watercolors, etc)
Art II & III	\$30.00	Watercolor, clay, glazes, paint
Art IV	\$40.00	Watercolor, clay, glazes, paint
<b>Foreign Languages</b>		
Spanish	\$15.00	class supplies, materials, and national exam
French	\$15.00	class supplies, materials, and national exam
Latin	\$15.00	class supplies, materials, and national exam
German	\$15.00	class supplies, materials, and national exam
<b>Science Department</b>		
Health Science	\$30.00	Supplies related to nursing
Health Science	\$30.00	Supplies related to health science
Forensics Fees	\$75.00 \$60.00	Class Materials
<b>Career and Technical Course (includes computer/business)</b>		
Accounting I	\$30.00	Class Materials
Accounting II	\$30.00	Class Materials
Cable and Networking	\$25.00	Classroom supplies
Information Technology	\$25.00	Classroom supplies
Personal Finance/Computers	\$20.00	Computer supplies for class projects
Film and TV	\$20.00	Cords, computer supplies, paper
Marketing	\$25.00	Supplies for class projects
Culinary Arts I	\$50.00	Classroom supplies
Culinary Arts II	\$100.00	Classroom supplies
Culinary Arts III	\$100.00	Classroom supplies
Home Ec./Culinary	\$25.00	Food for cooking lab
Home Ec./Lifestyle, Nutrition	\$25.00	Life-like baby doll project, food for nutrition classes
Home Ec./Early Childhood Education	\$30.00	Paid by parent - Preschool participant fee
Auto Shop	\$30.00	Supplies (hand soap, towels, oils, cleaners)
Manufacturing	\$30.00	Metals, materials, gases, safety equipment
Cosmetology (1 <sup>st</sup> year)	\$285.00	Cosmetology kits
Cosmetology (2 <sup>nd</sup> year students)	\$30.00	Shampoo, polish remover, cotton, misc. supplies
Cosmetology (2 <sup>nd</sup> & 3 <sup>rd</sup> year students)	\$85.00	2 <sup>nd</sup> & 3 <sup>rd</sup> Year Students - mannequins
Cosmetology (3 <sup>rd</sup> year students)	\$25.00	Shampoo, polish remover, cotton, misc. supplies

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

<b>Activity</b>	<b>Amount</b>	<b>Provides</b>
Thespians/Drama	\$150.00	Fee per Productions
Competition Cheer/Pom/Dance	\$350.00/ month	Clothing, uniforms, coaching, tumbling fees and travel
Non-competitive Cheer/Pom/Dance	\$75.00/ month	Uniforms, coaching

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

<b>Activity</b>	<b>Amount</b>	<b>Provides</b>
Boys/Girls Basketball	\$150.00	Uniforms, practice equipment, game balls, safety equipment, officials, tournament entry fees, end of year awards
Football	\$150.00	Uniforms, practice equipment, game balls, safety equipment, officials, tournament entry fees, end of year awards
Soccer	\$150.00	Uniforms, practice equipment, game balls, safety equipment, officials, tournament entry fees, end of year awards
Baseball/Softball	\$150.00	Uniforms, practice equipment, game balls, safety equipment, officials, tournament entry fees, end of year awards
Wrestling	\$150.00	Uniforms, practice equipment, safety equipment, officials, tournament entry fees, end of year awards
Volleyball	\$150.00	Uniforms, practice equipment, game balls, safety equipment, officials, tournament entry fees, end of year awards
Track	\$100.00	Uniforms, practice equipment, event entry fees, end of year awards
Bowling	\$100.00	Uniforms, lane rentals, event entry fees, end of year awards
Tennis	\$70.00	Uniforms, practice equipment, event entry fees, end of year awards
Cross Country	\$100.00	Uniforms, practice equipment, event entry fees, end of year awards
Golf	\$200.00	Uniforms, greens fees, event entry fees, end of year awards

**BARTLETT CITY SCHOOLS**  
**Middle School Fees**  
**2020-2021**

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

Activity	Amount	Provides
Physical Education	\$25	PE uniform
Instructional materials	\$25	Workbooks, periodicals; lab supplies; supplies for specific classes such as art, music, etc.

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

Activity	Amount	Provides
Band	\$165	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Orchestra	\$90	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Chorus	\$100	Uniform; <i>Smart Music Assessment</i> software; copyrighted music

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

Activity	Amount	Provides
Chorus Honor Choir	\$150	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Chorus Pop Choir	\$150	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Drama	\$50	Costuming needs, props, lighting, scripts
Foreign Language	\$15	Exam fee; magazine subscription
Boys/Girls Basketball	\$150	Uniforms; practice equipment; game balls; safety equipment; officials; tournament entry fees; end of year awards

Football	\$150	Uniforms; practice equipment; game balls; safety equipment; officials; tournament entry fees; end of year awards
Track	\$75	Uniforms; practice equipment; event entry fees; end of year awards
Volleyball	\$150	Uniforms; practice equipment; game balls; safety equipment; officials; tournament entry fees; end of year awards
Cross Country	\$75	Uniforms; practice equipment; event entry fees; end of year awards
Non-competitive Cheer/Dance/Pom	\$300	Uniform, coaching, awards
Competitive Cheer/Dance	\$310/Month	Uniform, coaching; event entry fees, travel