

Bartlett City Board of Education Business Meeting

AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134

June 23, 2022
7:00 PM

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
 - A. Official Business of the Day
- IV. SPECIAL PRESENTATIONS
 - A. 2021-2022 Superintendent Evaluation
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. May 26, 2022 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. Advance Therapy Services, LLC Contract
 - 5. Professional Audiological Services, Inc. Contract
 - 6. Therapy Travelers – Teacher of Visually Impaired
 - 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. Bartlett City Schools Attendance Plan for Truancy
 - 11. Policy 4006 Library Materials Selection REVISED FIRST READING
 - 12. ~~Policy 4031 Instructional Materials REVISED FIRST READING~~
Pulled from Agenda.
 - 13. Uncollectable Cafeteria Charges
 - 14. Resolution 9 - 8 Budget Amendment

XI. ADJOURNMENT

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

**AUDITORIUM
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**May 26, 2022
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:

Ms. Erin Berry
Mrs. Shirley Jackson
Mr. Brad Ratliff (arrived at 7:07 p.m.)
Mr. Bryan Woodruff

Absent:
Mr. David Cook

SPECIAL PRESENTATIONS

No Special Presentations.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Chairman Woodruff requested that Resolution 9-7 1 Governmental Procurement Alliance Program be added to the agenda. Ms. Erin Berry made the motion to approve adding Resolution 9-7 1 Governmental Procurement Alliance Program. Ms. Shirley Jackson seconded the motion. Ms. Erin Berry made the motion to approve the amended agenda. Ms. Shirley Jackson seconded the motion. With all ayes, the amended agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

April 28, 2022 Business Meeting Minutes

The approval of the April 28, 2022 Business Meeting Minutes passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

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

REPORTS

Chairman's Report

Chairman Woodruff noted that the Bartlett High School Graduation Ceremony held at Bellevue Baptist on May 9th was handled very well and everyone involved did a fantastic job. It took about 90 minutes to get through all the students. It was the first in-person graduation ceremony in a few years. Thank you to the staff and teachers for your hard work throughout the past year. I also attended the Elmore Park Middle School 8th grade graduation held at New Hope. It was also very well done. We appreciate the partnership with New Hope and Bellevue Baptist.

Superintendent's Report

Dr. David Stephens provided the Board the following updates:

- The recent tragedy at Robb Elementary in Uvalde, Texas is just unbelievable, and words cannot express how we feel for the families and the kids. We are reviewing procedures to keep kids safe. Gary Rikard and I have had conversations with Bartlett Chief of Police and Mayor McDonald. We are committed to getting an officer in every elementary school by August 2022.
- Yesterday we had our monthly principal's meeting. We discussed school safety, reviewed procedures and emphasized keeping doors closed at the schools.
- Superintendent Stephens noted for the record that Board Member Ratliff arrived (7:07 p.m.)
- Summer Learning camps are going strong.
- Our four-day work week begins for Principals and Central Office employees.
- The Board members are invited to our Central Office annual picnic on Thursday, June 2nd at Freeman Park.
- Dr. Stephens presented a PowerPoint regarding upcoming key legislative changes.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The April 2021-22 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

No Unfinished Board Business Items.

BOARD ACTION ITEMS

New Board Business

Resolution 9-7 1 Governmental Procurement Alliance Program

Resolution 9-7 1 Governmental Procurement Alliance Program passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

Interlocal Agreement for Planning Services (ILA)

Interlocal Agreement for Planning Services (ILA) passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

FY2022 Consolidated Application for IDEA/ESEA Funding for 2022-2023

The FY2022 Consolidated Application for IDEA/ESEA Funding for 2022-2023 passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

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

2022-2023 BCS Differentiated Pay Plan

The 2022-2023 BCS Differentiated Pay Plan passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

2022-2023 BCS Teacher Pay Scales

The 2022-2023 BCS Teacher Pay Scales passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

Contract for Capturing Kids' Hearts

The Contract for Capturing Kids' Hearts passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

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

Bid #FY22013 Fence Project at W.J. Freeman Park

Bid #FY22013 Fence Project at W.J. Freeman Park was awarded to Barnes & Brower, Inc. in the amount of \$36,434 passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

Resolution 9-6 Budget Amendment

Resolution 9-6 Budget Amendment passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

2021-2022 Superintendent Evaluation Instrument

The 2021-2022 Superintendent Evaluation Instrument passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

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

ADJOURNMENT

The meeting adjourned at 7:55 p.m.

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent



Attendance Plan for Truancy

I. Unexcused absence

- a. An unexcused absence is an absence that does not meet the standard as defined in BCS Policy# 6047.
- b. **Five (5) unexcused check-ins will equal one (1) unexcused absence.** An unexcused check-in will result when a student checks in twenty (20) minutes or more after the beginning of the school day without an adequate excuse.

II. Progressive Truancy Intervention Plan

a. Three (3) unexcused absences

- The school will send a letter to the parent.
- Use the parent letter provided by the district (Truancy Parent Letter – 3 Unexcused Absences).

b. Tier I

- This includes schoolwide prevention-oriented supports.
 1. Providing parents and students information and guidance on the value of student attendance, including regular attendance reminders.
 2. Providing incentives/recognition for good attendance.
 3. Providing parents with regular notification of their student's attendance.
 4. Providing information on bus transportation and aftercare programs.
 5. Providing information regarding school clubs, programs, and/or sports.
 6. Providing information regarding school resources for those that need additional support, such as counseling, tutoring, and/or school nurse support.

c. Tier II

- This is triggered at five (5) unexcused absences.
- The attendance supervisor will serve written notice that the student's attendance at school is required by law.
 1. E-mail the letter to the parent.
 2. Copy the principal and/or school truancy designee on the e-mail.

Note: Further written notice will be triggered at ten (10) and fifteen(15) unexcused absences.
- **Interventions at the school level:**
 1. Conference in-person with the parent/guardian and the student.
 2. Attendance contract:
 - a. Individualized assessment (See Item #3 below.)
 - b. Specific attendance expectations
 - c. Penalties for additional unexcused absences
 - d. Time period for the contract (Recommend a minimum of 30 days and a maximum of 90 days.)
 - e. Date of first regularly scheduled follow-up meetings. (Recommend first meeting within two weeks of the conference.)
 - f. Signatures of the parent/guardian, student, and school designee.

3. Individualized assessment for reasons of absenteeism:
 - a. What is the cause of the problem?
 - b. How may the school/district assist with attendance?

Note: All conferences will be entered into PowerSchool.

d. Tier III Support

- This is triggered after the parent-school conference and the parent's non-compliance with the attendance contract.
- The school will complete a referral and forward it to Student Services for evaluation.
- If necessary, the Attendance Supervisor and/or District Social Worker will meet with the student and/or the student's family to develop interventions to address the family/student's individual needs.

e. Referral to Juvenile Court

- If the intervention plan fails to address the attendance issue, the district will report the student and parent/guardian to Juvenile Court.
- The parent will receive written notice about the referral to Juvenile Court.
- The referral to Juvenile Court must include a letter from the school that certifies the following:
 1. The school has applied the district's truancy intervention plan.
 2. The truancy interventions have failed to address the student's attendance.

III. Truancy Contact Log

The school must exhaust all measures to contact the parent/guardian in order to schedule a conference. If all attempts have been made and the parent has not responded, then the school will complete the referral form and forward it with the truancy contact log and other supporting documentation to Student Services.

IV. Truancies

In PowerSchool, a log entry will be entered each time you contact or meet with the family or DCS about the student's truancy. (You may find this on the left-hand side under Academics.)

V. Attendance Contract Review

Student Services will request and review the attendance contract on any student who accrues 15+ unexcused absences to assess the situation and provide any necessary feedback and/or support.

VI. Parent/Guardian Refuses to Meet

The school will attempt to schedule a conference with the parent/guardian. If the parent/guardian refuses to meet, then reference TN House Bill No. 206 which requires "... a conference with the student and the parent, guardian, or other person having control of the student." The school will document the parent/guardian's refusal to meet and proceed to Tier III.

VII. BASE Students

If a student who is in BASE becomes truant, then the BASE school will be responsible for the implementation of the truancy plan for that student.

VIII. Suspension

Neither in-school suspension nor out-of-school suspension may be used as part of the attendance contract.

Revised 6-7-22

Policy 4006: Library Materials Selection and Adoption

The “Library Collections” for each Bartlett City school have been developed over a period of years, prior to the adoption of this Policy. After the passage of this Policy, the evolution of the BCS school “Library Collections” shall be based upon the following processes set forth in this Policy. Materials for school libraries shall be recommended for purchase by the professional personnel of the school libraries. Consultation must take place with the faculty, administration, students, and central administration.

All materials selected shall support state and national standards of school library service. Gifts to the library may be accepted only with the understanding that the disposition of such gifts becomes the prerogative of the Bartlett City Board of Education.

DEFINITIONS¹

“Library Collections” refers to all materials made available to students by the school but does not include materials made available to students as part of a course of curriculum.

“Materials” refers to books, periodicals, newspapers, manuscripts, films, prints, documents, microfilm, discs, cassettes, videotapes, applications, and subscription content in any form.

DEVELOPMENT OF THE LIBRARY COLLECTIONS²

1. The Principal for each BCS school shall select four classroom teachers at the commencement of each school year to serve on a Library Collection Committee, along with their respective School Librarian. The Library Collection Committee shall review all new materials that will be made available to students other than those materials made available as part of a course curriculum. The BCS Instructional Supervisors shall be consulted by the Library Collection Committee when the Committee is considering new materials that are in the form of subscription content or applications.
- 1.
2. The Library Collection Committee shall recommend to the School Principal the approval of all new materials that will be made available to students other than those materials made available to students as part of a course curriculum.
- 2.
3. The criterion used by the Library Collection Committee when determining whether to approve new materials shall be:
 - a) Whether the materials are appropriate for the age and maturity levels of the students who have access to those materials; and
 - b) Whether the materials are suitable for and consistent with the educational mission of the school.

¹ T.C.A. §49-6-3802

² T.C.A. §49-6-3803

4. Based upon the Committee’s recommendation, the School Principal shall either approve or deny the Committee’s recommendation.
5. The Library Collection Committee shall review the Library Collection annually to determine whether there are any materials that:
 - a) May not be appropriate for the age and maturity levels of the students who have access to the materials; and/or
 - b) May not be suitable for and consistent with the educational mission of the school.
6. If the Committee determines that any of the materials in the school’s Library Collection are not appropriate for the age and maturity levels of the students who have access to the materials and/or may not be suitable for and consistent with the educational mission of the school, the Committee shall recommend to the School Principal:
 - a) That the material be removed from the school’s Library Collection; or
 - b) That the material be removed from access to students based upon students’ ages or maturity levels.
7. The School Principal shall act on the Committee’s annual review recommendations within thirty (30) days after receiving the Committee’s recommendation.

A list of materials in the school’s “Library Collection” shall be maintained on each school’s website.

FEEDBACK³

If a student, student’s parent or guardian, or school employee believes that one or more of the materials in the school’s “Library Collection” of the student’s or employee’s school is:

- a) Not appropriate for the age and maturity levels of the students who have access to the materials; and/or
- b) Not be suitable for and/or consistent with the educational mission of the school,

then the student, student’s parent or guardian, or school employee may provide feedback to the “Library Collection Committee” of their concern. The feedback must be provided on a form that will be provided on the school’s website.

The Committee shall review all feedback provided and will recommend to the School Principal the appropriate response to the feedback and action, if any, to be taken based upon the review of

³ T.C.A. §49-6-3803

the feedback. The School Principal shall provide a response to the student, student's parent or guardian, or school employee within thirty (30) calendar days of when the feedback was received by the Committee.

If the student, student's parent or guardian, or school employee is dissatisfied with the response of the School Principal, the student, student's parent or guardian, or school employee shall submit the original feedback form and the School Principal's response to the BCS Chief Academic Officer for his/her review and evaluation. The BCS Chief Academic Officer shall provide a response to the student, student's parent or guardian or school employee within thirty (30) calendar days of when the feedback was received by the BCS Chief Academic Officer.

If the student, student's parent or guardian, or school employee is dissatisfied with the response of the BCS Chief Academic Officer, the student, student's parent or guardian, or school employee shall submit the original feedback form, the School Principal's response, and the response of the BCS Chief Academic Officer to the BCS Board Chairman for consideration by the full BCS Board of Education.

The full BCS Board of Education must consider the feedback provided at its next regular Board meeting following the Board Chairperson's receipt of the feedback form with responses. If a majority of the BCS Board of Education determines that the material in question is not appropriate for the age and maturity levels of the students who have access to the materials, and/or is not suitable for, or consistent with, the educational mission of the school, then the school shall remove the material from its Library Collection.

~~In order to provide a current, highly usable collection of materials in every library, media specialists shall provide for constant and continuing renewal of the collection, not only by the addition of up-to-date materials, but by the careful elimination of those materials that are no longer usable.~~