

Bartlett City Board of Education Business Meeting

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

**August 25, 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
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. July 28, 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. Behavior Services of the Mid-South Contract
 - 2. MedMasa, LLC Agreement for Nursing Services
 - 3. Approval of the 2022-2023 Disciplinary Hearing Authority (DHA) Members
 - 4. Fourth Renewal of the Clinical Affiliation Agreement with UTHSC for OT/PT Services
 - 5. Memorandum of Understanding (MOU) between Southwest Tennessee Community College and Bartlett City Board of Education
 - 6. Policy 6038: Discipline Procedures REVISED FIRST READING
 - 7. Policy 6050: Safe Relocation of Students REVISED FIRST READING
 - 8. 2022-2023 SAVE Act Assurances
 - 9. Approval of School Support Organizations (SSO)
 - 10. 5-Year Capital Improvement Plan
- XI. ADJOURNMENT

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

**AUDITORIUM
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BARTLETT, TN 38134**

**July 28, 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
Mr. David Cook
Mrs. Shirley Jackson
Mr. Brad Ratliff
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

No Special Presentations.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

June 23, 2022 Business Meeting Minutes

The June 23, 2022 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

REPORTS

Chairman's Report

Chairman Woodruff updated the Board that he attended the July Board of Mayor and Alderman meeting. He thanked them and the City for their ongoing partnership and specifically for allocating the additional coverage of 6 Elementary School Resource Officers. Specifically, I wanted to thank City Administrator Mark Brown and Chief Jeff Cox for their active role in making that a reality. They recognized the need and made it happen. The partnership with the City of Bartlett for the last decade has been fantastic and it is appreciated.

Superintendent's Report

Superintendent Stephens provided the following updates:

- Teachers returned to schools yesterday. Lots of smiling faces.
- We had a great district learning day and Capturing Kids Hearts training today and will continue tomorrow. I spent most of my day at those locations.
- B Ready day is next Tuesday, August 2nd and we are starting school year nine.
- The BHS Academy construction is progressing and will be down to the wire, but they assure me it will be ready to start school.
- Staffing has gone well, and we are ready.
- I am looking forward to seeing everyone next Friday at System Wide Address at Bartlett High School in the Auditorium. We will honor Mayor McDonald for his work with BCS and there will be some special guests.
- Dr. Lee-Ann Kight, Chief Academic Officer, presented the spring testing/ accountability results. We are proud of the work of our teachers and students - we outperformed the state average in all tested subjects. There is work to do but we are heading in the right direction.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

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

UNFINISHED BOARD BUSINESS

Policy 4006 Library Materials Selection REVISED SECOND READING

The Second Reading of Revised Policy 4006 Library Materials Selection passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

BOARD ACTION ITEMS

Consent Agenda

- 1. Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education**
- 2. Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers**
- 3. Agreement for Special Education Services with the State Special Schools (SSS) including Tennessee School for the Blind and Tennessee School for the Deaf**
- 4. BCS Coordinated School Health District Application**
- 5. Bid FY22014 - Fresh Produce**
- 6. Bid FY22015 - Ice Cream Novelty Products**
- 7. Bid FY22016 - Milk Dairy Products**

The Consent Agenda passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

New Board Business

Approval of School Support Organizations (SSO) 2022-2023

The following School Support Organizations (SSO) 2022-2023 passed with a motion by Mrs. Shirley Jackson and a second by Mr. David Cook.

BHS Theatre and Forensics
Bartlett Elementary PTO

Elmore Park Middle PTO
Bon Lin Middle PTO

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

Addendum to the BCS Middle School Fees for 2022-2023

Addendum to the BCS Middle School Fees for 2022-2023 to add a fee of \$150 for soccer passed with a motion by Mr. David Cook and a second by Mr. Brad Ratliff.

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

Motion to suspend the rules and allow policy to be approved on First Reading passed with a motion by Mr. David Cook and a second by Mr. Brad Ratliff.

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

POLICY 4010: Awarding of Credits REVISED FIRST READING

Revised Policy 4010: Awarding of Credits passed on First Reading with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

POLICY 4014: Grading System REVISED FIRST READING

Revised POLICY 4014: Grading System passed on First Reading with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

POLICY 4028: Isolation or Restraint of Students Receiving IDEA Special Education Services REVISED FIRST READING

Revised POLICY 4028: Isolation or Restraint of Students Receiving IDEA Special Education Services passed on First Reading with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

ADJOURNMENT

The meeting adjourned at 7:35 p.m.

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent

The following individuals are recommended as members of the Disciplinary Hearing Authority (DHA) for the 2022-2023 school year.

Dr. Korrie White (Chief Student Services Officer)

James Aldinger (Chief of Human Resources)

Dr. Kevin Gideon (Human Resources Supervisor)

Dr. Momodou Keita (Student Services Supervisor)

Mark Stephens (Student Services Supervisor)

POLICY 6038: Discipline Procedures

The Board delegates to the Superintendent the responsibility of developing student codes of conduct appropriate for each school. Codes of conduct for students in Pre-Kindergarten or Kindergarten shall utilize alternative disciplinary practices, and exclusionary discipline shall only be used as a measure of last resort. The following categories of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties and apply to both in-person and remote learning activities.¹

STUDENT CONDUCT – Student Code of Conduct

(Offenses and Penalties by Category)

A student shall not engage in conduct which causes the disruption or interference with school operations while on school property, in school vehicles or buses, or at school-sponsored events, whether on or off campus. Employees are authorized to take reasonable measures to establish appropriate school behavior and have the authority to control the conduct of students while under the care and supervision of the District.²

Infractions of Bartlett City Schools' codes of discipline listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all inclusive and apply to conduct occurring both in-person and through remote learning activities.

Any Principal, principal-teacher, or assistant principal (herein Principal) may suspend/expel any student from attendance at school, specific classes, virtual classes, remote learning opportunities, school bus transportation, or any on or off campus school-related activity without issuing such student in-school suspension, for good and sufficient reasons including, but not limited to, the infractions listed below. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

REMOVAL OF STUDENT³

If a student repeatedly or substantially interferes with the learning environment, the teacher may submit a written request along with the required documentation to the Principal or his/her designee to remove the student from the teacher's classroom. The student will be given notice of the rationale for the request as well as the opportunity to offer an explanation.

The Principal or his/her designee will investigate the request and make a decision regarding the student's placement. The Principal will then notify the teacher as to his/her decision.

If a teacher abuses or overuses the student removal process, the Principal or his/her designee shall address the abuse or overuse with the teacher and may require the teacher to complete

¹ T.C.A. §49-6-4012 - 4015

² T.C.A. §49-6-2804

³ T.C.A. §49-6-2804

additional professional development to improve the teacher's classroom management skills.

Appeal Process

If the teacher's request for removal is denied, s/he may file an appeal with the Superintendent or his/her designee. S/he will review the teacher's request for removal as well as the Principal or Principal designee's decision and make a determination as to the student's placement.

Category A – State Zero Tolerance Offenses

1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;
3. Unauthorized possession of a firearm on school property or at a school sponsored activity.

Penalty for Category A Offenses

Expulsion/Suspension for 180

Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent.

Category B

1. Possession of a knife or any potentially lethal weapon, taser, or explosive on school property or at a school-sponsored activity;
2. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. Gang activities-Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and/or intimidating;
5. Use, possession, sale, distribution, and/or being under the influence of any edible, vape, or other product containing THC or THC like substance, including Delta 8 products.
- 5-6. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization.
- 6-7. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity.
- 7-8. Assault upon any student, teacher, principal, administrator, school resource officer, or any other school employee.
- 8-9. Continuous and/or severe Category C Offenses

Penalty for Category B Offenses

Out of-School Suspension or Expulsion (11-180 day)

When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.

Category C

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
2. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;
3. Smoking and or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event;
4. Gang activities-any gang related activity not specified in Category B;
5. One (1) or more students initiating a physical attack or an individual student on school property or at a school-sponsored activity;
6. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;
7. Stealing or misappropriation of school or personal property (regardless of intent to return);
8. Immoral or disreputable conduct;
9. Continuous and/or severe Category D Offenses

Penalty for Category C Offenses

In-School Suspension, Out-of School Suspension, or applicable suspension from remote learning activities.

When appropriate, notification will be made to law enforcement authorities.

Category D

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;

6. Possession of mace or disabling sprays;
7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instance messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;
8. Sexual, racial, ethnic, or religious harassment/discrimination;
9. Bullying, intimidation, and harassment
10. Refusal to produce an object identified by metal detectors;
11. Inciting, advising or counseling of others to engage in any acts in Categories A, B, or C
12. Continuous and/or severe Category E Offenses

Penalty for Category D Offenses

Parent-Principal Conference, Before/After School Detention/Saturday School, In-School Suspension, Out-of School Suspension, or applicable suspension from remote learning activities.

Category E

1. Habitual and/or excessive tardiness;
2. Class cutting;
3. Intentional disturbance of class, cafeteria or school activities;
4. Leaving school grounds without permission;
5. Being in an unauthorized area with permission;
6. Tampering with grades or report cards;
7. Possession of lighters or matches;
8. Unauthorized use of beepers, cellular phones or other electronic communication devices during school hours.
9. Inciting, advising or counseling others to engage in any acts in Category D;
10. Dress code violation, including wearing, while on school grounds during the regular school day or while participating in remote learning activities, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

Penalty for Category E Offenses

Parent-Principal Conference, Before/After School Detention/Saturday School, In-School Suspension, or applicable suspension from remote learning activities

ADDITIONAL GUIDELINES

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.⁴
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in department or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:

⁴ T.C.A. §49-6-3007(h)

- a. Pay any activity fee;
- b. Pay a library or other school fine; or
- c. Make restitution for lost or damaged school property.

Bartlett City Board of Education		6050
Descriptor Term: SAFE RELOCATION OF STUDENTS	Descriptor Code: Student Services	Issue Date: 08/28/2014
	Rescinds:	Revised:

1 Employees who are directly responsible for a student’s education or who otherwise
2 interact with students within the scope of their assigned duties may relocate a student
3 from the student’s present location to another location when ~~such~~-relocation is necessary
4 for the student’s safety or the safety of others.¹ Such employees include, but are not
5 limited to, administrators, teachers, school support staff, and cafeteria workers.

6 -Such employees may also intervene in a physical altercation between two (2) or more
7 students or between a student and a ~~BCSn-LEA~~ employee. Reasonable or justifiable
8 force may be used to physically relocate or intervene in a conflict if a student is unwilling
9 to cooperate.² If relocation is necessary, the process will comply with all state and federal
10 laws, including but not limited to the Individuals with Disabilities Education Act (20 U.S.C.
11 §1400 et seq.) and Section 504 of the Rehabilitation Act (29 U.S.C. §794).

12 If an employee is unable to resolve the matter with the use of reasonable or justifiable
13 force ~~as required~~, then the student shall be allowed to remain in place until ~~such a time~~
14 ~~as~~-local law enforcement ~~officers~~-or school resource officers can be summoned to
15 relocate the student or to take the student into custody until such a time as a parent or
16 guardian can retrieve the student.

17 In the event that physical relocation becomes necessary, the teacher shall immediately
18 file with the Principal a brief report ~~of the incident~~detailing the situation that required
19 relocation of the student with the building principal. If the student's behavior constitutes
20 a violation of the Bartlett City School's zero tolerance policy, then the report shall be
21 placed in the student's permanent record. Otherwise, the report shall be kept in the
22 student's discipline record, and shall not become a part of that student's permanent
23 record. The ~~P~~principal or his/her designee shall notify the teacher involved of the actions
24 taken to address the behavior of the relocated student.

25 The Superintendent shall create procedures to implement this policy consistent with
26 state law. Each ~~building P~~principal shall fully support the employees' authority to relocate
27 a student under this policy and ensure appropriate fully-implementation and reporting-the
28 policy and procedures of the District.

¹ T.C.A. §49-6-~~4108~~2802

² T.C.A. §39-11-603; T.C.A. §39-11-609 through 614, T.C.A. §39-11-621, 622