

## **Bartlett City Board of Education Business Meeting**

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

**March 23, 2023  
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. February 23, 2023 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. Abatement at Ellendale Elementary School
    - 2. Furniture at Ellendale Elementary School
    - 3. Replace floor tile at Ellendale Elementary School BID #FY23010
    - 4. Milling & Paving Project at Bon Lin Elementary, Bon Lin Middle and Rivercrest Elementary BID #FY23007
    - 5. Drainage at Bartlett Elementary BID #FY23011
    - 6. RTU's at BHS Farley Gym BID #FY23009
    - 7. Farley Gym Reroof Project at Bartlett High School BID #FY23012
    - 8. Policy 6050: Safe Relocation of Student REVISED FIRST READING
    - 9. Policy 6054: Suicide Prevention REVISED FIRST READING
    - 10. Rescind Policy 4001: Educational Accreditation Agencies
    - 11. Resolution 10-5 Budget Amendment
    - 12. Capturing Kid's Hearts
- XI. ADJOURNMENT

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

**AUDITORIUM  
5705 STAGE ROAD  
BARTLETT, TN 38134  
FEBRUARY 23, 2023  
7:00 PM**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Board Member Brad Ratliff said a prayer. The Board and audience recited the Pledge of Allegiance.

**CALL TO ORDER & ROLL CALL**

**Official Business of the Day**

In the absence of Chairman Bryan Woodruff, Vice-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  
Mr. Brad Ratliff

Absent: Mr. Bryan Woodruff

**SPECIAL PRESENTATIONS**

Elmore Park Middle School Basketball team won the State Championship.

The team finished with an undefeated record of 34-0. Their season opened with a Tip Off classic championship. During Christmas, they won the Memphis Athletic Ministries tournament that consisted of a 52-team field. After completing the regular season undefeated, they went on to become Regional, Sectional, and ultimately State Champions. Coaches and team were recognized and presented a certificate.

Head Coach- **Chris Chiozza**  
Assistant Coach- **Alex Manuel**  
Assistant Coach- **Eric Waddell**

**Nick Anderson  
Khylan Craft  
Cooper Driver  
Cason Gilmore  
Braydon Jonakin  
Jon Kneeland  
Matthew Manuel  
Donavin Okoth  
Jensen Powers  
Pierce Washington  
Donovan Webster  
Braylon Williams**

### **PUBLIC COMMENT**

*Jenny Conrad-Rendon  
4852 Germantown Road, Arlington  
RE: Bon Lin Elementary not allowing outside therapist to come into the school  
to work with my daughter*

### **APPROVAL OF AGENDA**

Board Member Erin Berry made the motion to approve the agenda. Board Member Shirley Jackson seconded the motion. With all ayes, the agenda was approved.

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

#### **January 26, 2023 Business Meeting Minutes**

The January 26, 2023 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

### **REPORTS**

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

Chairman Cook thanked the Board for attending the Budget Retreat on February 3, 2023. Thank you to Superintendent Stephens and Directors for all the input.

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

Superintendent Dr. David Stephens provided the following updates:

Thank you for attending our budget retreat. The staff are working hard on the budget and the process is moving along.

I recently attended the Bartlett Chamber Board of Directors meeting and the Chambers General Meeting. It was good to hear Mayor Parsons' vision for Bartlett.

I had a meeting with representatives from Ford and City of Bartlett Leadership.

Last Thursday and Friday, Chairman Woodruff and I attended the TSBA Legislative and Learning Conference in Franklin. Good to get an update on some of the over 200 education bills that have been filled. 3rd grade retention is center focus and a hearing will take place in committee in early March to review the 18 bills that have been filled in the House to see what the committee recommends. Handouts of TOSS Legislative Committee Notes from February 17, 2023 were given to the Board.

March 2<sup>nd</sup> is Read Across America Day, and I will be at two schools reading and I hope to see some of you there.

Spring Break is March 13<sup>th</sup> -17<sup>th</sup>.

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

No report.

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

No report.

### **Financial Report**

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

### **UNFINISHED BOARD BUSINESS**

No Unfinished Board Business.

### **BOARD ACTION ITEMS**

#### **New Board Business**

#### **BCS Affiliation Agreement with Priority Nutrition Care LLC**

BCS Affiliation Agreement with Priority Nutrition Care LLC passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

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

#### **Bid #FY23005 Remove and Replace RTU at Oak Elementary**

Bid #FY23005 Remove and Replace RTU at Oak Elementary awarded to Damon Marcus in the amount of \$39,948.00 passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

#### **Bid #FY23006 Electric Vehicle Trainer**

Bid #FY23006 Electric Vehicle Trainer awarded to Reletech in the amount of \$36,500.00 passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

**Resolution 10-4 Budget Amendment**

Resolution 10-4 Budget Amendment passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

**Bartlett City Board of Education Meeting Schedule 2023-2024**

Bartlett City Board of Education Meeting Schedule 2023-2024 passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

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

**ADJOURNMENT**

The meeting adjourned at 7:25 p.m.

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Bryan Woodruff, Chairman

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Dr. David A. Stephens,  
Superintendent

<b>Bartlett City Board of Education</b>		<b>6050</b>
Descriptor Term: <b>SAFE RELOCATION OF STUDENTS</b>	Descriptor Code: <b>Student Services</b>	Issue Date: <b>08/28/2014</b>
	Rescinds:	Revised: <b>08/25/2022</b>

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 relocation is necessary for  
4 the student’s safety or the safety of others.<sup>1</sup> Such employees include, but are not limited  
5 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 BCS employee. Reasonable or justifiable force  
8 may be used to physically relocate or intervene in a conflict if a student is unwilling to  
9 cooperate.<sup>2</sup> 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, then the student shall be allowed to remain in place until local law enforcement or  
14 school resource officers can be summoned to relocate the student or to take the student  
15 into custody until such a time as a parent or guardian can retrieve the student.

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

24 The Superintendent shall create procedures to implement this policy consistent with  
25 state law. Each Principal shall fully support the employees' authority to relocate a student  
26 under this policy and ensure appropriate implementation and reporting.

27 [This policy shall be in effect on school property as well as at official school functions](#)  
28 [taking place away from school property including, but not limited to, sporting events and](#)  
29 [approved field trips.](#)

<sup>1</sup> T.C.A. §49-6-2802

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

<b>Bartlett City Board of Education</b>		<b>6054</b>
Descriptor Term: <b>STUDENT SUICIDE PREVENTION</b>	Descriptor Code: <b>Student Services</b>	Issue Date: <b>08/25/2016</b>
	Rescinds:	Revised:

1 The Board is committed to protecting the health and well-being of all students and understands  
2 that physical, behavioral, and emotional health are integral components of student achievement.  
3 Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of  
4 help. Such students will be provided information regarding The National Suicide Prevention  
5 Lifeline – 1-800-273-8255 (TALK)

6 **PREVENTION<sup>1</sup>**

7 The Superintendent shall designate a district suicide prevention coordinator responsible for  
8 planning, coordinating, and monitoring the implementation of this policy. Each school Principal  
9 shall designate a school suicide prevention coordinator to act as a point of contact in each school  
10 for suicide prevention and policy implementation issues. All District employees shall attend either  
11 the annual in-service training in suicide prevention or participate in other equivalent training  
12 approved by the Superintendent. The training shall include, but not be limited to, identification of  
13 risk factors, warning signs, intervention and response procedures, referrals, and postvention.

14 **INTERVENTION<sup>1</sup>**

15 Any employee who has reason to believe that a student is at imminent risk of suicide shall report  
16 such belief to the principal or school counselor. Belief that a student is at imminent risk of suicide  
17 shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence  
18 of self-harm, or a student self-refers.

19 Upon notification, the principal or counselor shall ensure the student is placed under adult  
20 supervision. Emergency medical services shall be contacted immediately if an in-school suicide  
21 attempt occurs. The principal or his/her designee shall contact the Superintendent or the  
22 Chief Director of Student Services as soon as practicable.

23 The principal or counselor shall ensure documentation of the following:

- 24 1. The time, date, and circumstances which resulted in the student coming to the officials of  
25 school officials;
- 26 2. A timeline of the specific actions taken by school officials;
- 27 3. The parent/guardian contacted, including attempts at contacting the parent/guardian; and  
28 4. Time and date of release of the student to an authorized parent/guardian.

29 Prior to contacting the student’s parent/guardian, the Superintendent or his/her designee shall  
30 determine if there could be further risk of harm resulting from parent/guardian notification. If  
31 parent/guardian notification could result in further risk of harm or endanger the health or well-

<sup>1</sup> Public Acts of 2016, Chapter No. 623

1 being of the student, then local law enforcement and the Department of Children's Services shall  
2 be contacted.<sup>2</sup>

3 If appropriate, the Superintendent or his/her designee shall contact the student's parent/guardian  
4 and provide the following information:

- 5 1. Inform the parent/guardian that there is reason to believe the student is at risk for suicide;
- 6 2. Inform the parent/guardian if emergency services were contacted;
- 7 3. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health  
8 counseling for the student; and
- 9 4. Provide the names of community mental health counseling resources if appropriate;

10 The Superintendent or his/her designee will seek parental permission to communicate with  
11 outside mental health care providers regarding a student. If the student is under the age of 18  
12 and the parent/guardian refuses to seek appropriate assistance, the Superintendent or designee  
13 shall contact the Department of Children's Services.<sup>2</sup>

14 The Superintendent or his/her designee shall document the contact with the parent/guardian by  
15 recording:

- 16 1. The time and date of the contact;
- 17 2. The individual contacted;
- 18 3. The parent/guardian's response; and
- 19 4. Anticipated follow-up.

20 The Superintendent or his/her designee shall ensure the student is under adult supervision until  
21 a parent/guardian or other authorized individual accepts responsibility for the student's safety.

22 Prior to a student returning to school, the Superintendent or his/her designee and/or the principal  
23 shall meet with the student's parent/guardian, and student if appropriate. The parent/guardian  
24 shall provide documentation from a mental health care provider stating that the student has  
25 received care and is no longer a danger to themselves or others.

## 26 **POSTVENTION<sup>1</sup>**

27 Immediately following a student suicide death, Student Services personnel and counseling staff  
28 shall work with teachers to identify the students most likely to be impacted by the death in order  
29 to provide additional assistance and counseling if needed. Additionally, staff and faculty will  
30 immediately review suicide warning signs and reporting requirements. The Superintendent or  
31 his/her designee shall be responsible for all media inquiries.

32 At a minimum, the postvention plan shall document and address the following:

- 33 1. Verification of death;
- 34 2. Preparation of school and/or District response, including support services;
- 35 3. Informing faculty and staff of student death;
- 36 4. Informing students that a death has occurred; and

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<sup>2</sup> T.C.A. §37-1-403

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5. Providing information on resources available to students, faculty, and staff.

<b>Bartlett City Board of Education</b>		<b>4001</b>
Descriptor Term: <b>EDUCATIONAL ACCREDITATION AGENCIES</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>06/23/2014</b>
	Rescind: <b>03-23-2023</b>	Revised:

- 1 It shall be the policy of the Board to seek the highest status of membership for its schools
- 2 in the AdvancED, cooperating in the Association's evaluations and recommendations for
- 3 the school system.

RESCIND as of 3-23-2023