

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

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

**June 15, 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
  - A. 2022-2023 Superintendent's Evaluation
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
  - A. May 25, 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
  - A. REVISED SECOND READING Policy 6044: Homeless Students
  - B. REVISED SECOND READING Policy 6045: Migrant Students
- 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. Purchase of zSpace for Appling Middle, Bon Lin Middle and Elmore Park Middle
    - 5. Bid#FY23016 CTE Pathway for Mechatronics Instructions
    - 6. Dual Credit Agreement with Southwest Tennessee Community College
    - 7. Therapy Travelers – Teacher of Visually Impaired
    - 8. Advance Therapy Services Contract
    - 9. Professional Audiological Services, Inc. Contract
    - 10. Bartlett City Schools Attendance Plan for Truancy
    - 11. Interlocal Agreement for Planning Services (ILA)
    - 12. Uncollectible Cafeteria Charges
    - 13. Memorandum Of Understanding Between The City of Bartlett and City of Bartlett, TN Police Department and Bartlett City Schools

## XI. ADJOURNMENT

# BARTLETT CITY BOARD OF EDUCATION

## BUSINESS MEETING MINUTES

AUDITORIUM  
5705 STAGE ROAD  
BARTLETT, TN 38134

May 25, 2023

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**

Every BCS school was recognized as Gold Level for exemplary structures and implementation of their schools of Response to Intervention-Behavior were members for each school. The following Principals and RTI2-B Team were recognized and presented with a plaque.

#### **Altruria ES**

Marva Johnson-Principal  
Taylor Tartera-Team Leader  
Lauren Haney-Internal Coach

#### **Appling MS**

Keshia McMickens - Principal  
Thomas Lukas - Team Leader  
Abbey Myrick - Internal Coach

#### **Bon Lin MS**

Cody Duncan - Principal  
Rachel Mogy – Team Leader/Internal Coach

#### **Ellendale ES**

Michelle Bardos - Principal  
Pam Allen - Team Leader  
Dr. Sherrie Johnson - Internal Coach

**Bartlett Academy**

Katie McCain - Principal/Team Leader  
Trey Hamilton- Internal Coach

**Elmore Park MS**

Dr. Ethan Randall - Principal  
Tabitha Boddie - Team Leader  
Sarah Inman - Internal Coach

**Oak ES**

Stephanie Beach - Principal  
Camila Alexander - Team Leader  
Katrina Bradshaw - Internal Coach

**Rivercrest ES**

Sharonda Rose - Principal  
Brennan Harrison – T. Leader/Internal  
Coach

**Bartlett ES**

Page Watson - Principal  
Christine Hughes - Team Leader  
Trudi Royston - Internal Coach

**Bartlett HS**

Tim Jones - Principal  
Kacee Real - Team Leader  
Jenna Harper - Internal Coach

**Bon Lin ES**

Thomas McClellan - Principal/Team Leader  
Amanda Lemonds - Internal Coach

Tonight, we are honoring **Page Watson** who is retiring from Bartlett City Schools having served over 46 years as an educator, with the past 24 years as the principal at Bartlett Elementary. Mrs. Watson has led her school to numerous successes, including being named a Reward School for multiple years and earning an Arts360 Grant from the TN Arts Commission. Page was also named the SCEA Distinguished Administrator Award and was our BCS Principal of the Year in 2019-2020. We thank Mrs. Watson for her many years of dedication and service to the students and families at Bartlett Elementary and allowing them to be SIMPLY the BEST. Congratulations!

She will move into a support role for our elementary schools this coming school year. She was presented with a plaque and a customized wooden cutting board.

**PUBLIC COMMENT**

No public comments.

**APPROVAL OF AGENDA**

Mr. David Cook 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**

**April 27, 2023 Business Meeting Minutes**

The April 27, 2023 Business Meeting Minutes passed with a motion by Mrs. Shirley Jackson and a second by Mr. David Cook.

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

## **REPORTS**

### **Chairman's Report**

Chairman Woodruff stated there were scheduling conflicts with Board Members regarding their attendance at the June Board Meeting. The June Board Meeting will be held on June 15th at 7:00 p.m. It has been a fantastic school year. Thank you to the teachers and administration. I hope everyone has a great summer. You deserve it!

### **Superintendent's Report**

Superintendent Stephens provided the updates below:

- End of school was last Friday, and I would like to thank all our principals and teachers for making the year a great success.
- Boys soccer team made it to the semi-Finals. They lost to the number one ranked team in the nation.
- I have provided you with a copy of the TOSS Legislative update with new laws that have been passed.
- On Tuesday, Mrs. Jackson and I attended the Mayor and Alderman meeting and our budget passed on 3<sup>rd</sup> reading along with the City's budget. There's a budget amendment tonight to increase the teacher raise to 3%.
- Third Grade retention: We have had 109 students retest this week and this moved our pass rate to 52.2%. Our raw score data of 48.65% pass rate, places BCS at 26 out of 142 districts on proficiency rating.
- Summer learning camps will start next week.
- We started our summer extended hours for schools and the central office will be closed on Fridays as in previous years.
- Our end-of-year picnic will be held next Thursday, June 1<sup>st</sup> at 11:30 at the Keith McDonald pavilion. All Board Members are invited to attend.

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

No report.

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

TLN Representative Brad Ratliff stated that he recently attended the School Law module through TSBA. He stated how happy and grateful he is that BCS has Kari Shoopman as our attorney. Thank you for the job that you do here. TSBA covered many laws in the seminar.

## **Financial Report**

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

## **UNFINISHED BOARD BUSINESS**

### **REVISED SECOND READING Policy 1019: Tobacco Free Schools**

The Second Reading of Revised Policy 1019: Tobacco Free Schools passed with a motion by Mr. David Cook 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: Aye

### **REVISED SECOND READING Policy 3021 Safety**

The Second Reading of revised Policy 3021 Safety 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, Bryan Woodruff: Aye

### **REVISED SECOND READING Policy 4016: Maintaining Test Security**

The Second Reading of Revised Policy 4016: Maintaining Test Security passed with a motion by Mr. Brad Ratliff 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: Aye

### **NEW SECOND READING Policy 4035: Testing Programs**

The Second Reading of NEW Policy 4035: Testing Programs 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, Bryan Woodruff: Aye

## **BOARD ACTION ITEMS**

### **New Board Business**

#### **FY2023 Consolidated Application for IDEA/ESEA Funding for 2023-2024**

FY2023 Consolidated Application for IDEA/ESEA Funding for 2023-2024 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, Bryan Woodruff: Aye

### **2023-2024 BCS Differentiated Pay Plan**

2023-2024 BCS Differentiated Pay Plan 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, Bryan Woodruff: Aye

### **2023-2024 BCS Teacher Pay Scales**

2023-2024 BCS Teacher Pay Scales 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, Bryan Woodruff: Aye

### **Carrier of Student Insurance**

Carrier of Student Insurance awarded to K & K 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, Bryan Woodruff: Aye

### **Affiliation Agreements (AA):**

**Capella TN School, Bethel University, Vanderbilt University, ASU Student Teaching, Western Governor's University, University of Memphis, Union University, Middle Tennessee State University, Harding University, Christian Brothers University, Freed Hardeman**

The following Affiliation Agreements: Capella TN School, Bethel University, Vanderbilt University, ASU Student Teaching, Western Governor's University, University of Memphis, Union University, Middle Tennessee State University, Harding University, Christian Brothers University, Freed Hardeman passed with a motion by Mr. David Cook 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: Aye

### **Memorandum of Understanding (MOU) Between Southern College of Optometry (MobilEYES Clinic) and Bartlett City Board of Education**

Memorandum of Understanding (MOU) Between Southern College of Optometry (MobilEYES Clinic) and Bartlett City Board of Education 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: Aye

**RFP #FY23013 Supplemental Curriculum Lesson Materials for Summer Learning Camp**

RFP #FY23013 Supplemental Curriculum Lesson Materials for Summer Learning Camp awarded to Teacher Created Materials 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, Bryan Woodruff: Aye

**Par-Cou Janitorial Services Renewal**

Par-Cou Janitorial Services Renewal 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, Bryan Woodruff: Aye

**First Amendment to Cleaning Services Contract with ABM**

First Amendment to Cleaning Services Contract with ABM 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, Bryan Woodruff: Aye

**Sodexo Renewal**

Sodexo Renewal for BHS passed with a motion by Mr. David Cook 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: Aye

**REVISED FIRST READING Policy 6045: Migrant Students**

The First Reading of Revised 6045: Migrant Students 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, Bryan Woodruff: Aye

**REVISED FIRST READING Policy 6044: Homeless Students**

The First Reading of Revised Policy 6044: Homeless Students 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, Bryan Woodruff: Aye

### **Resolution 10-7 Budget Amendment**

Resolution 10-7 Budget Amendment 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, Bryan Woodruff: Aye

### **Resolution 11-1 Budget Amendment**

Resolution 11-1 Budget Amendment for fiscal year 2023-2024 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, Bryan Woodruff: Aye

### **2022-2023 Superintendent Evaluation Instrument**

The 2022-2023 Superintendent Evaluation Instrument 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, Bryan Woodruff: Aye

### **2023 Tenure Recommendations**

Dr. Lee-Ann Kight read the names of the 2023 Tenured Teachers into the record.

- |     |                      |                                   |
|-----|----------------------|-----------------------------------|
| 1.  | Lisa Black           | Bartlett Elementary               |
| 2.  | Shelli Bond          | Altruria Elementary               |
| 3.  | Ben Bowden           | Bartlett High School              |
| 4.  | Amber Cleveland      | Elmore Park Middle                |
| 5.  | Brendan Harvey       | Bartlett High School              |
| 6.  | Kristen Kellum       | Bartlett High Ninth Grade Academy |
| 7.  | Cailin Kelly         | Bartlett High School              |
| 8.  | Betsy Kinnane        | Bon Lin Elementary                |
| 9.  | Sally Lewis          | Rivercrest Elementary             |
| 10. | Cassandra Nichols    | Rivercrest Elementary             |
| 11. | Tiffany Roberson     | Bartlett High School              |
| 12. | Kristal Rolfe Fields | Bartlett Elementary               |
| 13. | Stein Schreiber      | Bartlett High School              |
| 14. | Tina Schreiber       | Bartlett High School              |
| 15. | Morgan Sollis        | Bon Lin Middle                    |
| 16. | Mary Steele          | Bartlett High School              |
| 17. | Jessica Tarar        | Central Office                    |
| 18. | Margaret Wilder      | Elmore Park Middle                |

The 2023 Tenure Recommendations 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, Bryan Woodruff: Aye

**ADJOURNMENT**

The meeting adjourned at 7:45 p.m.

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Bryan Woodruff, Chairman

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Dr. David A. Stephens, Superintendent

## POLICY 6044: Homeless Students

Homeless students shall have equal access to the same free, appropriate public education as provided to other students. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The McKinney-Vento Act (Section 725) defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; or
2. Living in motels, hotels, trailer parks, camping grounds, cars, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings due to the lack of alternative adequate accommodations; or
3. Living in emergency or transitional shelters; or
4. Abandoned in hospitals; or
5. Awaiting foster care placement ~~Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings (cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings);~~ or
6. Awaiting foster care placement;
- 6-7. Migratory children who qualify as homeless because they are living in circumstances described above; or
- 7-8. Unaccompanied youth, including youth not in the physical custody of a parent or guardian, such as runaways and youth denied housing by their families.

Homeless students have the following rights:

1. The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment (such as previous academic records, immunization records, proof of residency, or other documentation); and
2. The right to attend school in (1) his/her school of origin, (2) last school attended, (if this is requested by the parent and is feasible) or (3) the school in the school-in-the attendance area where the family or youth is currently residing, based on the parent's request or views of an unaccompanied homeless student and where feasible considering the best interests of the child; and
3. The right to receive transportation to his/her school of origin, if this is requested by the parent or BCS staff charged with assisting homeless students; and
4. The right to services comparable to those received by housed schoolmates, including but not limited to, transportation services; educational services for which the student meets eligibility criteria such as educational programs for disadvantaged students, students with disabilities, and gifted and talented students; vocational programs and

technical education; school meal programs; preschool programs; before-and-after-school care programs; and programs for students with limited English proficiency; ~~and~~

5. The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited; ~~and~~

- 5.6. ~~The right to appeal any decision related to eligibility, enrollment, or school selection.-~~

The rights of homeless students as defined above shall be posted in all schools and other places around the community.

The Title I N&D Supervisor shall serve as the BCS Liaison for Homeless Children. The Liaison will collaborate with the State Coordinator for the Education of Homeless Children and Youth and with community and school personnel responsible for the provision of education and related services to homeless children and youth. If a dispute arises over the eligibility, school selection, or school enrollment of a homeless student under this Policy, the District shall ensure the following:

1. The student is immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute;
2. The parent/guardian or unaccompanied youth is provided with a written explanation of dispute-related decisions made by the school or District, including the right to appeal any such decisions. In the case of unaccompanied youth, the BCS Liaison shall ensure the written notice is provided directly to the youth ; and
3. The BCS Liaison will carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.

Superintendent ~~shall identify district staff to assist homeless students and~~ shall develop administrative procedures to ensure that information regarding the rights existing under federal law for homeless children, youth, and their families are provided to students and parents ~~/guardians who are homeless.~~

~~Title X, Part C of the No Child Left Behind Act~~ 42 USC §§ 11431 to 11434; McKinney-Vento Education Assistance Improvements Act of 2001, Part C, §721

McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), ~~Homeless Education Act of 2001 Subtitle B~~ §§ 721-725

T.C.A. §49-50-1701 et seq.

|   |   |                                  |
|---|---|----------------------------------|
| <b>Bartlett City Board of Education</b>     |   | <b>6045</b>                      |
| Descriptor Term:<br><b>MIGRANT STUDENTS</b> | Descriptor Code:<br><b>Student Services</b> | Issue Date:<br><b>02/27/2014</b> |
|   | Rescinds:                                   | Revised:                         |

1 The Superintendent or ~~designee~~ [the Title I N&D Supervisor](#) shall identify migratory students  
2 attending Bartlett City Schools, as required by law, and develop administrative procedures for  
3 ensuring that migrant students receive services for which they are eligible.<sup>1</sup> In developing and  
4 implementing a program to address the needs of migratory students, Bartlett City Schools will:<sup>2</sup>

- 5 1. Identify migratory students and assess the educational and related health and social  
6 needs of each student [through an Individual Needs Assessment \(INA\)](#).
- 7 2. Provide a full range of services to migrant students including applicable Title I programs,  
8 special education, gifted education, vocational education, language programs, counseling  
9 programs, and other programs available to all children attending Bartlett City Schools.
- 10 3. Provide migratory children with the opportunity to meet the same statewide assessment  
11 standards that all students are expected to meet.
- 12 4. To the extent feasible, provide advocacy and outreach programs to migratory students  
13 and their families and professional development for district staff.
- 14 5. Provide parents an opportunity for meaningful participation in the program.

15 If a migrant student is identified by the district, the ~~director of schools or~~ [Title I N&D Supervisor](#)  
16 ~~designee~~ shall notify the Tennessee Department of Education<sup>3</sup> [and request assistance if needed](#)  
17 ~~and request assistance if needed~~ [in the following manner:-](#)

- 18 [1. Upload each qualifying Occupational Survey into the TN Migrant website; and](#)
- 19 [2. Notify the statewide MEP contractor.](#)

<sup>1</sup> [State Board of Education Policy 2.103](#)

<sup>2</sup> ~~20 U.S.C. § 6318; 20 U.S.C. § 6391 et seq. 20 U.S.C. § 6318; 20 U.S.C. § 6391; 20 U.S.C. § 6399~~

<sup>3</sup> ~~20 U.S.C. § 6391 et seq. 20 U.S.C. § 6318; 20 U.S.C. § 6391; 20 U.S.C. § 6399~~