

Bartlett City Board of Education Business Meeting Agenda

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

**July 27, 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. June 15, 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. Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers
 - 2. Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education
 - 3. First 8, Memphis LLC Voluntary Pre-K Application
 - 4. Affiliation Agreement with Arkansas State University
 - 5. Affiliation Agreement with Utah State University
 - 6. Behavior Services of the Mid-South Service Agreement
 - 7. Bid #FY230007 Fresh Bread Products
 - 8. Bid #FY231008 for Nutrition Non-Food Items
 - 9. Bid #FY23014 Food Products
 - 10. Proposed School Lunch Fees
 - 11. **FIRST READING REVISED Policy 1009: Public Participation at Board Meetings**
 - 12. **FIRST READING REVISED POLICY 1023: Use of Multimedia and Copyrighted Materials**
 - 13. **FIRST READING REVISED POLICY 4032: Online Courses² Alternative Credit Options**

14. FIRST READING REVISED POLICY 5028: Vacations and Holidays
15. Resolution 11-2 Budget Amendment
16. Approval of School Support Organizations (SSO) 2023-2024

XI. ADJOURNMENT

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

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

**JUNE 15, 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. Bryan Woodruff

Absent:
Mr. Brad Ratliff

SPECIAL PRESENTATIONS

Nick Averwater, Amro Music Stores, Inc. presented the 2023 National Association of Music Merchants (NAMM) Best Communities for Music Education Award. Only six hundred were awarded in the United States and only ten were awarded in the state of Tennessee. This is the sixth year in a row BCS has received this honor.

Larry Young MBA, Bartlett High School SODEXO General Manager, presented a Healthy High School Challenge (HHSC) Video Award check for participating in the contest and winning the video challenge. The \$2000 check is to be divided between HS Cheer, Band, Volleyball and the student activities funds.

2022-2023 Superintendent Evaluation

Kari Shoopman, General Counsel, reviewed the 2022-2023 Performance Evaluation for Dr. David A. Stephens, Superintendent of Bartlett City Schools.

| | |
|-------------------------------------|---|
| Superintendent of Schools | |
| Overall Evaluation Score | |
| Section I Qualitative: | |
| Appendix A-Administrator Survey | <u>4.84</u> X <u>15</u> % = <u>.73</u> |
| Appendix B-Board Observational Data | <u>4.95</u> X <u>85</u> % = <u>4.21</u> |
| OVERALL EVALUATION SCORE: | <u>4.94</u> |

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Erin Berry 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

May 25, 2023 Business Meeting Minutes

The May 25, 2023 Business Meeting Minutes 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: Absent, Bryan Woodruff: Aye

REPORTS

Chairman's Report

Chairman Woodruff updated the Board members as follows:

- On June 5th I was invited to participate on the Advisory Board for Fogelman College of Business and the University of Memphis. I was included with a number of people invited from the business community. There was a great open discussion about what students need and how we can capture students graduating high school. The advisory committee requested ideas and feedback. A lot of time was spent discussing how they can advance and expand dual enrollment.
- On Tuesday, I attended the Shelby County Commission meeting. Dr. Stephens did a fantastic job putting together a presentation that identified the practical issues, safety issues, the diversity of the student body and how diverse needs are addressed.
- TSBA Boardmanship transcripts are ready to be reviewed and each Board Member was provided a hard copy.

Superintendent's Report

Superintendent Stephens provided the following updates to the Board members:

- Summer Learning Camps update: 277 students are enrolled. 104 are 3rd graders. Of the 104 3rd graders, 71 are attending due to scoring below expectations on the TCAP.
- Camps are going well along with our Extended School Year for our SPED students.
- I attended the work force development meeting last week with Mayor Parsons, TCAT, Bartlett Chamber and industry partners.
- I presented yesterday to the Shelby County Commission. Chairman Woodruff and Chief Financial Officer Winter attended the presentation.
- The team is working to prepare for the upcoming school year and things are going well.
- We will recognize Juneteenth as a holiday next Monday. Next holiday will be 4th of July.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The May 2022-23 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

REVISED SECOND READING Policy 6044: Homeless Students

The second reading of Revised Policy 6044: Homeless Students 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: Absent, Bryan Woodruff: Aye

REVISED SECOND READING Policy 6045: Migrant Students

The second reading of Revised Policy 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: Absent, Bryan Woodruff: Aye

BOARD ACTION ITEMS

New Board Business

Election of Chairman

Mr. Bryan Woodruff was elected by roll call vote to serve as the Board Chairman beginning July 1, 2023 for a one-year term ending June 30, 2024.

Election of Vice-Chairman

Ms. Shirley Jackson was elected by roll call vote to serve as the Vice-Chairman beginning July 1, 2023 for a one-year term ending June 30, 2024.

Election of Tennessee Legislative Network Representative (TLN)

Mr. Brad Ratliff was elected by roll call vote to serve as the Tennessee Legislative Network Representative (TLN) beginning July 1, 2023 for a one-year term ending June 30, 2024.

Purchase of zSpace for Appling Middle, Bon Lin Middle and Elmore Park Middle

Purchase of zSpace in the amount of \$71,615.04 from Central Technologies for Appling Middle, Bon Lin Middle and Elmore Park Middle 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: Absent, Bryan Woodruff: Aye

Bid#FY23016 CTE Pathway for Mechatronics Instructions

Bid#FY23016 CTE Pathway for Mechatronics Instructions awarded to Reletech in the amount of \$376,941.00 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: Absent, Bryan Woodruff: Aye

Dual Credit Agreement with Southwest Tennessee Community College

The Dual Credit Agreement with Southwest Tennessee Community College 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: Absent, Bryan Woodruff: Aye

Therapy Travelers/Epic – Teacher of Visually Impaired

Therapy Travelers/Epic - Teacher of Visually Impaired 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: Absent, Bryan Woodruff: Aye

Advance Therapy Services Contract

Advance Therapy Services Contract 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: Absent, Bryan Woodruff: Aye

Professional Audiological Services, Inc. Contract

Professional Audiological Services, Inc. Contract 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: Absent, Bryan Woodruff: Aye

Bartlett City Schools Attendance Plan for Truancy

The Bartlett City Schools Attendance Plan for Truancy 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: Absent, Bryan Woodruff: Aye

Interlocal Agreement for Planning Services (ILA)

The Interlocal Agreement (ILA) for Planning Services 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: Absent, Bryan Woodruff: Aye

Uncollectible Cafeteria Charges

The Uncollectible Cafeteria Charges 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: Absent, Bryan Woodruff: Aye

Memorandum Of Understanding Between The City of Bartlett and City of Bartlett, TN Police Department and Bartlett City Schools

The Memorandum Of Understanding Between The City of Bartlett and City of Bartlett, TN Police Department and Bartlett City Schools 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: Absent, Bryan Woodruff: Aye

ADJOURNMENT

The meeting adjourned at 7:38 p.m.

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent



FY2023-24
School Nutrition Program Meal Prices

Elem/Middle

Breakfast - \$1.75

Lunch - \$3.00

High

Breakfast - \$1.75

Lunch - \$3.25

Adult

Breakfast – Ala Carte

Lunch - \$5.00



MEMORANDUM

DATE: July 19, 2023

TO: Bartlett City Board of Education
David A. Stephens, Superintendent

FROM: Teresa K. Winter

RE: Request to Increase School Meal Prices

School meal prices have not increased in at least four years, but we have seen significant increases in the price of food and other supplies including the cost of labor over the past two to three years. To help offset these increases, I respectfully submit the attached proposal for school meal prices for your approval to be effective August 1, 2023.

Amy Tucker, School Nutrition Supervisor, contacted Arlington, Collierville, Lakeland and Millington and these districts are also requesting the same increase to their meal prices for FY24. If the respective Boards approve the increases, all five districts will have the same price per meal. The student meal prices are an increase of \$0.25 per meal over our last school year's prices. The Adult lunch is an increase of \$0.50.

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| Bartlett City Board of Education | | 1009 |
| Descriptor Term: PUBLIC PARTICIPATION AT BOARD MEETINGS | Descriptor Code: Board Operations | Issue Date: 12/02/2013 |
| | Rescinds: | Revised: 5/28/2015 |

1 Tennessee law makes ~~no~~-specific provisions for the participation of the public at school
2 board meetings. Public comment is not permitted at Board Work Sessions. Members of
3 the public desiring to address the Board may do so at Regular Business and Special
4 Called Meetings. Only those members of the public who submit "Public Comment
5 Cards/Forms" to the Board Chairman prior to the commencement of Business Meetings
6 or Special Called Meetings shall be permitted to address the Board. Public comments
7 shall be taken in the order in which the "Public Comment Cards/Forms" are received.

8 Not more than thirty (30) minutes of each Regular Business and Special Called Meeting
9 shall be devoted to public comment as provided on the agenda. Public comments shall
10 be limited to up to three (3) minutes per "Public Comment Card/Form", and no recognized
11 speaker may yield his/her time to another speaker. At the discretion of the Chairman,
12 limitations may be placed on the following: 1) a speaker's time to comment; 2) the number
13 of speakers commenting on the same topic; and/or 3) the number of speakers
14 representing the same group or organization. Public comments at Special Called
15 Meetings shall be limited in scope to the purpose of the meeting.

16 Speakers will be introduced by the Chairman of the Board at the appropriate time during
17 the agenda. Speakers must state their name, home address, organization he/she is
18 representing, if any, and subject of the presentation before they are permitted to proceed.
19 Speakers may offer objective comments about school operations and programs that
20 concern them. Speakers are asked to refrain from using names of personnel or names of
21 persons connected with the District, particularly when lodging a complaint. Speakers will
22 not be permitted to engage in gossip, make defamatory comments, or use abusive or
23 vulgar language. The Chairman shall have the authority to terminate the remarks of any
24 individual who is disruptive or does not adhere to Board rules.

25 The Board will take all public comments under advisement, but the Board does not
26 respond during public comment.

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| Bartlett City Board of Education | | 1023 |
| Descriptor Term: USE OF MULTIMEDIA <u>AND COPYRIGHTED MATERIALS</u> | Descriptor Code: Board Operations | Issue Date: 02/27/2014 |
| | Rescinds: | Revised: |

1 All multimedia used in the classroom must either be provided by the ~~school~~Chief Academic
2 Officer, his/her designee, or have prior approval of the school principal.

3 Movies, songs, or other multimedia may be rented or purchased for use in the classroom for
4 education purposes only. No movie, song, or other multimedia will be used for entertainment
5 purposes.

6 When using multimedia in the classroom, all employees shall adhere to the provisions of the
7 United States Code, applicable Board policy, and Board procedures regarding the copying and/or
8 use of copyrighted materials.¹

9 To define the fair and reasonable use of copyrighted work for educational purposes without the
10 permission of the copyright owner and reduce the risk of copyright infringement, the following
11 guidelines are in effect:

12 1. In the case of computer software, the ethical and practical problems caused by computer
13 software piracy shall be taught in all computer courses;

14 2. The Superintendent shall establish specific procedures regarding the copying,
15 distribution, and use of copyrighted materials for instructional purposes;¹ and

16 3. Each school Principal shall establish practices which will enforce this Policy at the school
17 level.
18

¹ 17 U.S.C. §§ 106, 107, 110

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| Bartlett City Board of Education | | 5028 |
| Descriptor Term: VACATIONS AND HOLIDAYS | Descriptor Code: PERSONNEL | Issue Date: 5/22/2014 |
| | Rescinds: | Revised: 11/13/2014, 7/23/2015 |

1 Vacations and Holidays will be granted to regular, full time employees subject to the following
2 provisions:

3 A. General Provisions

- 4 1. Temporary and part-time employees are not eligible for vacation.
5 2. Vacation leave will begin to accrue once new employees complete six (6) months of
6 continuous service.
7 3. An employee who resigns or terminates from Bartlett City Schools shall be paid for
8 any unused earned vacation leave, provided the employee has completed six (6)
9 months of service.
10 4. Full-time classified employees will receive one (1) day per year to be used for personal
11 business in addition to earned sick leave. There are no provisions for this day to carry
12 over the next fiscal year.
13 5. Full-time certified employees will receive two (2) days per year in addition to earned
14 sick leave to be used for personal business. Two (2) unused days may be converted
15 to sick.
16 6. All full-time employees who have reached the last step on the BCS salary schedule
17 will receive one (1) additional day per year to be used for personal business in addition
18 to the personal day(s) earned under Paragraphs 4 and 5. There are no provisions for
19 this day to convert to sick or carry over the next fiscal year.

20 B. Twelve (12) Month Employees

- 21 1. Any full-time twelve (12) month employee who is employed by Bartlett City Schools
22 will be granted vacation based on the following schedule:

| Length of Service Vacation Accrued | Semi-Monthly Basis |
|--|---------------------------|
| Six (6) months and one day, but less than one (1) year | .42 |
| One (1) year, but less than five (5) years | .42 |
| <i>(Maximum of 10 days per year)</i> | |
| Five (5) years, but less than ten (10) years..... | .50 |
| <i>(Maximum of 12 days per year)</i> | |
| Ten (10) years, but less than fifteen (15) years..... | .63 |
| <i>(Maximum of 15 days per year)</i> | |
| Fifteen years or more | .84 |
| <i>(Maximum of 20 days per year)</i> | |

- 33 2. Vacation is accrued semi-monthly, and the accumulated amount of vacation appears
34 on the employee's paychecks. All eligible employees may accrue up to a maximum
35 of twenty-five (25) vacation days.

- 1 3. Vacation leave is accrued while an employee is in paid status, but does not accrue
- 2 while an employee is in an unpaid status.
- 3 4. Holidays are not paid to employees who are in an unpaid status.
- 4 5. Designated Bartlett City Schools holidays that fall within the vacation schedule are not
- 5 to be counted as vacation days. Full time, twelve-month employees will be paid for a
- 6 minimum of thirteen-fourteen (14~~3~~) paid holidays that will be determined annually and
- 7 reflected on the payroll calendar and paid during the corresponding payroll period.
- 8 6. Vacation schedules that shall be approved by the employee's immediate supervisor
- 9 should be planned in such a way that the operational procedures are not interrupted.

- 10 C. Full time classified employees working less than twelve (12) months
- 11 1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the
- 12 payroll calendar and paid during the corresponding payroll period. Ten (10) vacation
- 13 days are built into the employee's work calendar, so as to reduce number of unpaid
- 14 days throughout the school year. These days are not paid out if the employee resigns
- 15 and are not for the employee's use.
- 16 2. The employee must work the day before and after a paid holiday in order to be paid
- 17 for the holiday
- 18 3. The employee uses such paid leave time as he/she is entitled to based upon
- 19 employment status to cover the day before and after a paid holiday.

- 20 D. Full time certified employees working less than twelve (12) months
- 21 1. Employees shall earn 1 vacation day for every 20 days worked and those days are
- 22 distributed throughout the employee's work calendar. These days are not paid out if
- 23 the employee resigns and are not for the employee's use.