

Bartlett City Board of Education Business Meeting Agenda

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

**October 26, 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. September 28, 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. SECOND READING REVISED POLICY 5035: Certificated Employees Sick Leave Bank
 - B. SECOND READING NEW POLICY 6056: Student Equal Access (Limited Public Forum)
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. ESSER 3.0 Spending Plan
 - 2. Public School Security Grant (formerly Safe Schools Grant)
 - 3. LEA Compliance Report 2023
 - 4. Tennessee Investment in Student Achievement (TISA) Report
 - 5. Bid# FY24004: First Floor Renovations Project – Central Office
 - 6. Central Office Furniture Project
 - 7. Bid# FY24005: Bartlett High School Auditorium Video Distribution
 - 8. Resolution 11-5 Budget Amendment
 - 9. Bartlett City Schools 2023-2024 Emergency Operations Plan Annual Approval
- XI. ADJOURNMENT

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

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

**September 28, 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

No Special Presentations.

PUBLIC COMMENT

No Public Comments.

APPROVAL OF AGENDA

Ms. 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

August 24, 2023 Business Meeting Minutes

The August 24, 2023 Business Meeting Minutes 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

REPORTS

Chairman's Report

Chairman Bryan Woodruff thanked Board members for attending the TSBA Fall District Meeting in Millington. Fall Break begins October 9th. It is the time for many different events offered in the District. I have been to theatre things and my son is

performing at a strings concert tonight. I know Board members have been busy with football games, basketball games, etc. It is fun to explore things from a student's perspective. It is amazing the diversity we have here and the opportunities available for our students.

Superintendent's Report

Dr. David Stephens provided the following updates to the Board:

- I have been holding Bridge Conferences with principals this week, reviewing school data and discussing the principal's evaluation process. Great conversation and teamwork to address individual needs at our schools.
- We held principal and assistant principal meetings over the past week. It is good to have open dialogue with our school leaders to ensure that students are receiving the best opportunities available. I am using the leadership guide book The Way of the Shepherd. I have extra copies if any Board Member would like one.
- I have had conversations with TOSS board and the Commissioner of Education regarding school letter grades. We do not have the formula for how letter grades will be determined. We did have a conference call with Chairman of the State Board and State Board staff to inform them what we shared with Commissioner Reynolds.
- Fall break will be coming up the week of October 9th.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

TLN Representative Brad Ratliff informed the Board that he met with Senator Brett Taylor last month. Bartlett has two state Senators, Brett Taylor and Paul Rose.

Financial Report

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

UNFINISHED BOARD BUSINESS

SECOND READING NEW POLICY 4036: Transcript Alterations

The Second Reading of New Policy 4036: Transcript Alterations 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

SECOND READING NEW POLICY 4037: Class Size Ratios

The Second Reading of New Policy 4037: Class Size Ratios 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: Aye

BOARD ACTION ITEMS

New Board Business

FIRST READING NEW POLICY 6056: Student Equal Access (Limited Public Forum)

The First Reading of New Policy 6056: Student Equal Access (Limited Public Forum) 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 Sick Leave Bank Guidelines

Revised Sick Leave Bank Guidelines 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

FIRST READING REVISED POLICY 5035 Certificated Employees Sick Leave Bank

The First Reading of Revised Policy 5035 Certificated Employees Sick Leave Bank 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: Aye

Window Glazing Project

National Glazing Solutions LLC (NGS) 3M Glazing project in the amount of \$288,254.00 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

Bid#FY24002 Renovation of Teacher Work Area at Ellendale Elementary School

Bid#FY24002 Renovation of Teacher Work Area at Ellendale Elementary School awarded to Wagner General Contractor in the amount of \$136,732.00 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

Bid#FY24003 Food Well Serving Counters at Rivercrest Elementary School

Bid#FY24003 Food Well Serving Counters at Rivercrest Elementary School awarded to Pueblo Hotel Supply in the amount of \$28,735.00 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

I Ready Contract

I Ready Contract renewal for Assessment and Intervention Programs in the amount of \$284,716.02 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

2024-2025 Bartlett City Schools Instructional Calendar

The 2024-2025 Bartlett City Schools Instructional Calendar 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 11-4 Budget Amendment

Resolution 11 - 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: Aye

Approval of School Support Organizations (SSO) 23-24

Approval of School Support Organization (SSO) 23-24 Elmore Park Middle School Band 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

ADJOURNMENT

The meeting adjourned at 7:30 p.m.

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent

Bartlett City Board of Education		5035
Descriptor Term: CERTIFICATED EMPLOYEES SICK LEAVE BANK	Descriptor Code: Personnel	Issue Date: 05/28/2015
	Rescinds:	Revised:

1 The Bartlett City Board of Education operates a Sick Leave Bank for certificated
2 employees as authorized by and prescribed by in accordance with state law.¹ The purpose
3 of the Sick Leave Bank is to provide sick leave to teachers who have suffered an
4 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave
5 is exhausted.

6 To form a Sick Leave Bank, a minimum of twenty (20) teachers from the District shall
7 petition the Board for permission to establish a Sick Leave Bank. Upon approval, sick
8 leave bank trustees shall be appointed and shall operate as the governing body of the
9 sick leave bank and shall enact rules and regulations consistent with state law.² Teachers
10 wishing to participate shall initially give threewe (32) days of sick leave. These days are
11 to be deducted from the teacher's personal accumulation and donated to the Sick Leave
12 Bank. All donations are nonrefundable and nontransferable.³

13 At any time the number of days in the Sick Leave Bank is less than twenty (20), or one
14 (1) per teacher if there are more than twenty (20) members, or at any time deemed
15 advisable, the Trustees shall assess each member one (1) or more days of accumulated
16 sick leave. If a teacher has no accumulated sick leave at the time of assessment, the first
17 earned days shall be donated as they are accrued by the teacher.

18 A ~~teacher~~ member may request an allotment of days (for the employee's personal illness
19 or on account of an illness of his/her minor child) only in the manner designated by the
20 ~~t~~Trustees. The need for these days must be verified by a statement from a doctor.⁴

21 By written notice to the ~~t~~Trustees, a teacher may withdraw from Bank participation on
22 June 30~~th~~ of any year. Membership withdrawal results in forfeiture of all days contributed.
23 A member who withdraws may re-enroll by so indicating on the approved application form
24 during the months of August, September, or October of the following year, by contributing
25 the required donation, and in any manner so designated by the trustees.

26 ~~The Sick Leave Bank shall be operated in accordance with state law.~~

¹ T.C.A. §49-5-801 *et. seq.*

² T.C.A. §49-5-804; T.C.A. §49-5-805

³ T.C.A. §49-5-807

⁴ T.C.A. §49-5-808

Bartlett City Board of Education		6056
Descriptor Term: STUDENT EQUAL ACCESS (LIMITED PUBLIC FORUM)	Descriptor Code: Student Services	Issue Date: 09/28/2023
	Rescinds:	Revised:

1 Bartlett City Schools shall not discriminate against a student’s publicly stated voluntary expression of a
2 religious viewpoint, if any. Further, BCS shall establish and maintain a limited public forum through
3 adoption of this Policy to eliminate any actual or perceived affirmative school sponsorship or attribution to
4 BCS of a student’s expression of a religious viewpoint, if any.¹

5 “Limited public forum” means public property the District provides for students as a place for expressive
6 activity. The District may impose reasonable and content-neutral time, place, and manner restrictions on
7 groups or topics of speech; provided that the restriction is necessary and narrowly tailored to serve a
8 compelling interest.²

9 **STUDENT MEETINGS**

10 Schools may allow students to form clubs or groups that meet before, during, and/or after the school day.
11 Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of
12 proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the
13 same abilities to access facilities and advertise their meetings.³

14 No student may be compelled to attend or participate in a club or group meeting under this policy.

15 A student or a group of students who wish to conduct a club or group meeting under this policy shall submit
16 a request with the Principal at least three (3) days prior to the proposed date.

17 The principal shall approve the meeting if he/she determines that:

- 18 1. The meeting is voluntary and student-initiated;
- 19 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 20 3. The meeting will not materially and substantially interfere with the orderly conduct of the school’s
21 educational activities or conflict with other previously scheduled meetings;
- 22 4. An employee of the District shall be present in a non-participatory monitoring capacity during each
23 meeting; however, no employee shall be required to attend in this capacity if the content of the
24 meeting is contrary to the beliefs of the employee; and
- 25 5. Non-school persons shall not direct, control, or regularly attend such student-initiated meetings.

¹ T.C.A. §49-6-1803

² T.C.A. §49-6-1801

³ 20 U.S.C.A. §4071; T.C.A. §49-6-1805

1 **STUDENT USE OF FACILITIES⁴**

2 The District shall not engage in viewpoint discrimination when making facilities available for student use
3 and shall adhere to applicable local, state, and federal laws, constitutions, ordinances, and regulations. The
4 Board shall further reserve the right to impose reasonable, content-neutral restrictions on the time, place,
5 and manner of use of BCS facilities. The following parameters shall apply to such restrictions:

- 6 1. Student use of facilities must not unduly disrupt the order of the school, including traffic, safety,
7 noise, occupancy, and time considerations.
 - 8 A. Unreasonable safety risks shall not be permitted.
 - 9 B. Activities may not create an unreasonable noise disruption.
 - 10 C. Activities may not allow participants to exceed the maximum occupancy of the designated
11 space.
 - 12 D. Activities may not take place at an unreasonably early or late hour as determined by the
13 Principal; and
- 14 2. Student use of facilities must not unduly disrupt discipline of the school. Disruption may include,
15 but is not limited to, expression that is obscene, defamatory, fraudulent, uses fighting words, uses
16 threats of physical harm, or expression that incites imminent lawless action; and
- 17 3. Student use of facilities must not disrupt the educational process; and
- 18 4. Student use of facilities must not infringe on the right of the school to determine educational
19 curriculum and assignments; and
- 20 5. Student use of facilities may not be used to harass other persons or coerce other persons to
21 participate in the activity; and
- 22 6. Facility location(s) must be left in the original condition at the conclusion of student usage.

23 **SCHOOL SPONSORED EVENTS⁵**

24 If the Board or a Principal authorizes an event at which a student is to speak, a limited public forum shall
25 be established for such student speaker, provided that:

- 26 1. The forum is provided in a manner that does not discriminate against a student's voluntary
27 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 28 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
- 29 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent, or
30 promotes illegal drug use; and
- 31 4. To the extent possible and practical and prior to events in which students will speak, notice shall
32 be provided orally and/or in writing that the student's speech does not reflect the endorsement,
33 sponsorship, position, or expression of the Board or its employees.

34 Notice of this policy shall be provided in student handbooks and staff handbooks.

⁴ T.C.A. §49-6-2904

⁵ T.C.A. §49-6-1803