

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

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

**January 25, 2024  
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. October 26, 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. 2024-25 Bartlett City Schools Budget Development Calendar
    - 2. Audit Firm FORVIS
    - 3. BCS Elementary School Master Plan Proposal
- XI. ADJOURNMENT

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

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

**October 26, 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**

### **National Merit Commended Students**

Jonathan Bagoyado  
Jolie Clements  
Anthony Truong

### **National Merit Scholarship Semifinalist**

Faith Fitzgerald

### **Governor's School Attendees**

#### **Middle Tennessee State University -School of Arts**

Jonathan Bagoyado - Music : Instrumental- Viola  
Skylar Bond- Music: Instrumental- Clarinet  
Casey Bridges - Visual Arts  
Aamira Hines- Dance  
Charles Johnson - Theatre Arts  
Morgan Jones- Dance  
Katie Maggipinto- Visual Arts  
Misty Ngo- Visual Arts  
Alberto Valle - Music: Instrumental- Violin

#### **University of Tennessee of Knoxville- Science & Engineering**

Peyton Harman  
Alexis Jones

## **PUBLIC COMMENT**

*Angela Edwards - 3915 Wheelers Run Cove, Bartlett TN*

*RE: Independent study program for High School credit - handout provided*

## **APPROVAL OF AGENDA**

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

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

### **September 28, 2023 Business Meeting Minutes**

The September 28, 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: Aye

## **REPORTS**

### **Chairman's Report**

Chairman Woodruff provided the following updates:

- The TSBA Convention is coming up in November. Board Member David Cook will attend, and he also serves on the OPEB Trust Committee.
- The TSBA Legislative Institute will be held in Franklin on February 12 and 13.
- The next Board Meeting will be in the 3rd week of November (the 16th).
- Tomorrow is Board Member Erin Berry's Birthday. We wish her a Happy Birthday.

### **Superintendent's Report**

Superintendent Dr. David Stephens updated the Board as follows:

- I attended a meeting on Monday with all the superintendents in Shelby County to discuss legislative issues for the upcoming session.
- I attended the SWSSC today in Germantown. We continued the discussion around education issues with the Superintendents of Southwest Tennessee.
- Tennessee Secretary of State Tre Hargett will be visiting Bartlett High School tomorrow at 9:45, and we will also have the blood drive at BHS tomorrow.
- The Financial Reality Fair is on Monday, sponsored by Leaders Credit Union. I look forward to seeing some of you there on Monday at BHS.
- Reminder that Friday, November 10th, Veterans Day will be a school day for students this year. Many great programs will be presented by several of our schools.
- So many great activities going on in our schools. The BHS marching band has won many awards, our fall play is about to start and a big football game at our stadium tomorrow.

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

No report.

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

No report.

### **Financial Report**

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

## **UNFINISHED BOARD BUSINESS**

### **SECOND READING REVISED POLICY 5035: Certificated Employees Sick Leave Bank**

The second reading of Revised Policy 5035: Certificated Employees Sick Leave Bank 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 6056: Student Equal Access (Limited Public Forum)**

The second reading of Revised 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

## **BOARD ACTION ITEMS**

### **New Board Business**

#### **ESSER 3.0 Spending Plan**

The ESSER 3.0 Spending Plan 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

#### **Public School Security Grant (formerly Safe Schools Grant)**

Public School Security Grant (formerly Safe Schools Grant) in the amount of \$362,062.19 passed with a motion by Mr. Brad Ratliff 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

#### **LEA Compliance Report 2023**

The LEA Compliance Report 2023 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

#### **Tennessee Investment in Student Achievement (TISA) Report**

Superintendent Dr. David Stephens stated that part of TISA, TCA 49-3-112 requires each school district starting in the 23-24 school year, to submit an annual accountability report to the TDOE. Completed reports will be submitted to ePlan.

The Tennessee Investment in Student Achievement (TISA) Report 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

**Bid# FY24004: First Floor Renovations Project – Central Office**

Bid# FY24004: First Floor Renovations Project - Central Office awarded to Barnes & Brower in the amount of \$932,927.00 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

**Central Office Furniture Project**

The Central Office Furniture Project awarded to Office Interiors in the amount of \$143,519.00 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

**Bid# FY24005: Bartlett High School Auditorium Video Distribution**

Bid# FY24005: Bartlett High School Auditorium Video Distribution awarded to Beacon Technologies in the amount of \$30,575.00 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

**Resolution 11-5 Budget Amendment**

Resolution 11-5 Budget Amendment passed with a motion by Mr. Brad Ratliff 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

**Bartlett City Schools 2023-2024 Emergency Operations Plan Annual Approval**

Bartlett City Schools 2023-2024 Emergency Operations Plan Annual Approval 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

**ADJOURNMENT**

The meeting adjourned at 7:40 p.m.

---

Bryan Woodruff, Chairman

---

Dr. David A. Stephens, Superintendent

# DRAFT

## 2024-25 BUDGET DEVELOPMENT CALENDAR

Friday, January 26, 2024	<b>BUDGET DEVELOPMENT</b> The budget spreadsheets will be emailed to the Chiefs with the 2023-24 Actual Expenditures and the 2032-24 Amended Budget.
Friday, February 23, 2024	<b>BUDGET REQUESTS COMPLETED</b> Chiefs and Principals will have 1/29/24 - 2/23/24 to complete the budget spreadsheets detailing the personnel in their departments and the budget amounts necessary for the 2024-25 fiscal year.
Friday, March 17, 2024	<b>PROPOSED BUDGETS PROCESSING</b> CFO will have 2/26/24 - 3/15/24 to process the submitted budget spreadsheets and put in a format to facilitate the review process that will take place during the 3rd & 4th weeks of March.
Week of March 18, 2024	<b>2024-25 BUDGET REQUESTS STAFF REVIEW</b> Superintendent will meet with Chiefs and Principals to discuss budget requests.
Week of March 25, 2024	<b>2024-25 BUDGET REQUESTS STAFF REVIEW</b> Superintendent will meet with Chiefs and Principals to discuss budget requests.
Wednesday, April 3, 2024	<b>STAFF REVIEW OF DRAFT BUDGET</b> During Superintendent Staff Meeting.
TBD	<b>PRESENTATION TO PRINCIPALS</b>
Week of April 8, 2024	<b>INDIVIDUAL MEETINGS WITH BOARD MEMBERS</b>
Week of April 15, 2024	<b>INDIVIDUAL MEETINGS WITH BOARD MEMBERS</b>
Thursday, April 25, 2024	<b>BOARD APPROVAL OF FY 2024-25 BUDGET</b> Board Meeting
Monday, April 29, 2024	<b>Submittal Date to City</b>
*Tuesday, May 14, 2024	<b>FIRST READING BY MAYOR &amp; BOARD OF ALDERMEN</b>
*Tuesday, May 28, 2024	<b>SECOND READING BY MAYOR &amp; BOARD OF ALDERMEN</b>
*Tuesday, June 11, 2024	<b>THIRD &amp; FINAL READING BY MAYOR &amp; BOARD OF ALDERMEN</b>

ALL MAYOR AND BOA MEETINGS WILL BEGIN AT 6:00 PM AT THE BARTLETT CITY HALL.

\*Dates have not been confirmed by Mayor & Board of Aldermen

*Proposed January 25, 2024*