

Bartlett City Board of Education Business Meeting Agenda

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

**August 22, 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. July 25, 2024 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. Bid #FY25001 Purchase, Deliver and Install Commercial Nutrition Equipment at Rivercrest Elementary School, Appling Middle School, Oak Elementary, Bartlett High Ninth Grade Academy, Ellendale Elementary and Bartlett Elementary
 - 2. Approval of the 2024-2025 Disciplinary Hearing Authority (DHA) Members
 - 3. Memorandum of Agreement (MOA) Dual Credit Agreement with Southwest Tennessee Community College
 - 4. 2024-2025 SAVE Act Assurances
 - 5. FIRST READING REVISED POLICY 5020: Vacations and Holidays
 - 6. Recission of Policy 5013.2 Personal and Professional Leave
 - 7. Resolution 12-2 Budget Amendment
 - 8. Approval of School Support Organizations (SSO) 2024-2025
- XI. ADJOURNMENT

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

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

**July 25, 2024
7:00 PM**

INVOCATION

Board Member 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 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. Bryan Woodruff
Absent - Mr. Brad Ratliff

SPECIAL PRESENTATIONS

Chairman Cook thanked former Chairman Woodruff for his years of service as Chairman of the Bartlett City Schools Board. He was gifted an engraved crystal gavel from the Board Members noting his service dates as Chairman from 2021 through 2024.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

June 27, 2024 Business Meeting Minutes

The June 27, 2024 Business Meeting Minutes passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

REPORTS

Chairman's Report

Chairman Cook noted the following items in his report:

- July 2: Interviewed by Michael Waddell from the Daily Memphian
- July 17: Recorded a short speech for the System Wide Address
- July 18: Met with CFO Winter to make necessary changes as the new Chairman
- July 22: Turned in petition and completed the process at the Election Commission to run for re-election
- July 24: Completed online documentation for Regions Bank as the new Chairman

Superintendent's Report

Superintendent noted the following items in his report:

- It has been a busy week preparing for the start of school in August.
- We met with new teachers Monday and Tuesday.
- Administrator in-service was yesterday.
- Today and tomorrow Capturing Kids Hearts training at Central Office.
- Teachers report on Tuesday and our system wide address will be next Wednesday at BHS starting at 9:00 a.m.
- B Ready Day is Thursday, August 1, and the first day of school is Thursday, August 8.
- We are fully staffed with all teaching positions, and we will be ready for the first day of year 11.
- Dr. Chris Maley was introduced as the new Chief Academic Officer

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

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

UNFINISHED BOARD BUSINESS

No Unfinished Board Business.

BOARD ACTION ITEMS

Consent Agenda

FIRST READING REVISED Policy 3020: Emergency Preparedness Plan

FIRST READING REVISED Policy 3022: Security

FIRST READING REVISED Policy 4006: Library Materials

FIRST READING REVISED Policy 4009: Promotion and Retention

FIRST READING REVISED Policy 4014: Grading System

FIRST READING REVISED Policy 4019: Family Life Curriculum

FIRST READING REVISED Policy 5014.3: Physical Assault Leave

FIRST READING REVISED Policy 6016: School Admissions

FIRST READING REVISED Policy 6017: Admissions of Suspended or Expelled Students

FIRST READING REVISED Policy 6026: Zero Tolerance Offenses

FIRST READING REVISED Policy 6046: Child Abuse and Neglect

FIRST READING REVISED Policy 6051: Visitors to the Schools

FIRST READING NEW Policy 6057: Visitors Code of Conduct

Suspension of the rules to allow policies to be approved on One Reading passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

The Consent Agenda passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

New Board Business

Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education

The Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

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

Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers

The Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Agreement for Special Education Services with the State Special Schools (SSS) including Tennessee School for the Blind and Tennessee School for the Deaf

The Agreement for Special Education Services with the State Special Schools (SSS) including Tennessee School for the Blind and Tennessee School for the Deaf passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

ACES-TN Contract

The ACES-TN Contract passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Stellar Therapy Services, LLC Contract

The Stellar Therapy Services, LLC Contract passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

Purchase and Installation of 3 Multi-Zone Units for Bartlett High School A Building

The Purchase and Installation of 3 Multi-Zone Units for Bartlett High School A Building passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

5-Year BCS Capital Improvement Plan

The 5-Year BCS Capital Improvement Plan passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

Resolution 12-1 Budget Amendment

Resolution 12-1 Budget Amendment passed with a motion by Mrs. Shirley Jackson and a second by Mr. Bryan Woodruff.

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

Approval of School Support Organizations (SSO) 2024-2025

Altruria Elementary PTO	Bartlett High Theatre and Forensics
Appling Middle Band	Bartlett High Track and Field
Appling Middle PTO	Bartlett High Touchdown Club
Bartlett Elementary PTO	Bartlett High Volleyball
Bartlett High Boys Lacrosse	Bon Lin Elementary PTO
Bartlett High Girls Lacrosse	Bon Lin Middle Band
Bartlett High Bowlers	Bon Lin Middle PTSA/PTO
Bartlett High Band Boosters	Ellendale PTO
Bartlett High Boys Soccer	Elmore Park PTO
Bartlett High Girls Soccer	Elmore Park Middle Band Boosters
Bartlett High Golf Booster Club	Oak Elementary PTO
Bartlett High Home Run	Rivercrest PTO
Bartlett High Softball Booster Club	

Approval of School Support Organizations (SSO) 2024-2025 passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

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

ADJOURNMENT

The meeting adjourned at 7:30 p.m.

David M. Cook II, Chairperson

Dr. David A. Stephens, Superintendent

The following individuals are recommended as members of the Disciplinary Hearing Authority (DHA) for the 2024-2025 school year.

Dr. Korrie White (Chief Student Services Officer)

James Aldinger (Chief of Human Resources)

Dr. Kevin Gideon (Human Resources Supervisor)

Dr. Momodou Keita (Student Services Supervisor)

Mark Stephens (Student Services Supervisor)

Bartlett City Board of Education		5028
Descriptor Term: VACATIONS, AND HOLIDAYS, AND PERSONAL/PROFESSIONAL LEAVE	Descriptor Code: PERSONNEL	Issue Date: 5/22/2014
	Rescinds:	Revised: 11/13/2014 08/24/2023 04/25/2024

1 Vacation days ~~s and Holidays~~ will be granted to regular, full-time employees subject to the
2 following provisions:

3 **A. General Provisions**

- 4 1. Temporary and part-time employees are not eligible for vacation.
5 ~~2. Eligible full-time employees Vacation leave will begin to accrue vacation once the new~~
6 ~~employees completes onesix (16) months of continuous service.~~
7 ~~3. Full-time twelve (12) month employees may use earned vacation days at the~~
8 ~~employee's discretion subject to state and federal law and Bartlett City Schools policy.~~
9 ~~2-4. Full-time employees working less than twelve (12) months may not use vacation~~
10 ~~at the employee's discretion. Rather, vacation days may be used as they are built into~~
11 ~~or distributed throughout the employee's work calendar.~~
12 ~~3-5. A full-time twelve (12) month employee who resigns or terminates from leaves the~~
13 ~~employment of Bartlett City Schools shall be paid for any unused earned vacation~~
14 ~~leave, provided the employee has completed six (6) months of service. Vacation days~~
15 ~~built into or distributed throughout employee schedules are not eligible for payment~~
16 ~~upon separation of employment.~~
17 ~~4. Full-time classified employees will receive one (1) day per year to be used for personal~~
18 ~~business in addition to earned sick leave. One (1) unused day may be converted to~~
19 ~~sick days.~~
20 ~~5. Full-time certified employees will receive two (2) days per year in addition to earned~~
21 ~~sick leave to be used for personal business. Two (2) unused days may be converted~~
22 ~~to sick days.~~

23 ~~B. All full-time employees who have reached the last step on the BCS salary schedule will~~
24 ~~receive one (1) additional day per year to be used for personal business in addition to the~~
25 ~~personal day(s) earned under Paragraphs 4 and 5. A maximum of three (3) unused days~~
26 ~~for personal business may be converted to sick days.~~

27 ~~C-B. Vacation for -Twelve (12) Month Employees~~
28

- 29 1. Any full-time twelve (12) month employee ~~who is~~ employed by Bartlett City Schools
30 will be granted vacation days based on the following schedule:
31

32 **Length of Service Vacation Accrued** **Semi-Monthly Basis**

33 ~~OneSix (16)~~ months and one day, but less than one (1) year42

1 One (1) year, but less than five (5) years..... .42
2 *(Maximum of 10 days per year)*

3 Five (5) years, but less than ten (10) years..... .50
4 *(Maximum of 12 days per year)*

5 Ten (10) years, but less than fifteen (15) years..... .63
6 *(Maximum of 15 days per year)*

7 Fifteen years or more84
8 *(Maximum of 20 days per year)*

9 2. ~~-Vacation is accrued semi-monthly, and accrual rates are based on the employee's~~
10 ~~length of service. The effective date of vacation accrual based on length of service~~
11 ~~shall be the anniversary of the employee's date of hire, and the accumulated amount~~
12 ~~of vacation appears on the employee's paychecks.~~

13 3. Employees may accrue up to a maximum of twenty-five (25) days of vacation
14 ~~days~~leave. Any vacation days accrued in excess of twenty-five (25) shall be converted
15 to sick leave days upon accruing the 26th day.

16 4.3. Vacation leave is accrued while an employee is in paid status, but does not accrue
17 while an employee is in an unpaid status.

18 4. ~~Holidays are not paid to employees who are in an unpaid status.~~

19 5. To the greatest extent possible, full-time twelve (12) month employees shall receive
20 prior approval from the employee's immediate supervisor before taking vacation.
21 Employees should strive to avoid interruptions to business operations when
22 scheduling vacation leave.

23 ~~6.~~

24 C. Vacation for Full-time classified employees working less than twelve (12) months

25

26 1. ~~Schedule—Ten (10) paid holidays will be determined annually and reflected on the~~
27 ~~payroll calendar and paid during the corresponding payroll period~~are built into the
28 employee's work calendar so as to reduce the number of unpaid days throughout the
29 school year.

30 2. Vacation days built into the work calendar are not paid out upon separation of
31 employment. ~~Ten (10) vacation days are built into the employee's work calendar, so~~
32 ~~as to reduce the number of unpaid days throughout the school year. These days are~~
33 ~~not paid out if the employee resigns and are not for the employee's use.~~

34 ~~3.1. _____ The~~
35 ~~employee must work the day before and after a paid holiday in order to be paid for the~~
36 ~~holiday~~

37 ~~D.C. The employee uses such paid leave time as he/she is entitled to based upon~~
38 ~~employment status to cover the day before and after a paid holiday.~~

39 E.D. _____ Vacation for Full-time certified employees working less than twelve (12) months

40

41 1. Certified eEmployees working less than twelve (12) months shall earn 1 vacation day
42 for every twenty (20) days worked, and those days are distributed throughout the
43 employee's work calendar.

44 2. Vacation days distributed throughout the employee's work calendar are not paid out
45 upon separation of employment. ~~These days are not paid out if the employee resigns~~

1 and are not for the employee's use.

2 **Holidays**

3 A. Twelve (12) Month Employees

4
5 B-1. _____

6 Designated Bartlett City Schools holidays that fall within a twelve (12) month
7 employee's the-vacation schedule leave shall ~~not~~ ~~are not to~~ be counted as vacation
8 days. Full-time, twelve (12)-month employees will be paid for a minimum of fourteen
9 (14) paid holidays that will be determined annually, ~~and~~ reflected on the payroll
10 calendar, and paid during the corresponding payroll period.

11 2. Holidays are not paid to employees who are in unpaid status.

12
13 C-B. Full-time Classified Employees working less than twelve (12) months

14
15 1. Ten (10) paid holidays will be determined annually, reflected on the payroll calendar,
16 and paid during the corresponding payroll period.

17 ~~—An employee must be in paid status the day before and the day after a paid holiday in~~
18 ~~order to receive holiday pay. The employee must work the day before and after a paid~~
19 ~~holiday in order to be paid for the holiday~~

20 ~~—The employee uses such paid leave time as he/she is entitled to based upon~~
21 ~~employment status to cover the day before and after a paid holiday.~~

22 2.

23
24 **Personal/Professional Leave**

25 A. Temporary and part-time employees are not eligible for personal/professional leave.

26 B. Personal leave is intended to be used for personal/professional reasons and shall be
27 taken and charged in at least one-half (1/2) day increments.

28 C. Full-time classified employees receive one (1) day per year to be used for personal
29 business in addition to earned sick leave. One (1) unused day at the end of the school
30 year may be converted to sick days.

31 D. Full-time certified employees receive, two (2) personal/professional days per year at the
32 rate of one (1) day for each half-year employed. These personal/professional days are
33 earned in addition to earned sick leave. Two (2) unused days at the end of the school
34 year may be converted to sick days.¹

35 E. All full-time employees who have reached the last step on the BCS salary schedule will
36 receive one (1) additional day per year to be used for personal business in addition to the
37 personal day(s) earned under Paragraphs C and D. A maximum of three (3) unused days
38 for personal business may be converted to sick days.
39
40
41
42
43

¹ T.C.A. §49-5-711; TRR/MS 0520-01-02-.04(3)

1
2 F. Personal/professional days may be advanced. Upon separation of employment before
3 the personal/professional leave days are earned, there shall be deducted from the final
4 paycheck of the employee an amount sufficient to cover the excess
5 personal/professional days used based on that employee's daily rate of pay.
6

7 G. Subject to the following conditions, personal leave may be taken at the discretion of the
8 employee:
9

10 1. Personal/professional day requests must be submitted to the school Principal, for
11 school-based staff, or to the Superintendent/designee, for Central Office based staff.
12

13 2. Except in an emergency, employees shall give their immediate supervisor at least
14 one (1) day's written notice of intent to take leave;
15

16 3. The approval of the school Principal shall be required:²
17

18 a. If more than ten percent (10%) of the teachers in any given school request its
19 use on the same day;
20

21 b. If requested during any prior established student examination period;
22

23 c. If requested on the day immediately preceding or following a holiday or
24 vacation period;
25

26 d. If requested for days scheduled for professional development or in-service
27 training, according to a school calendar adopted by the Bartlett City Board of
28 Education prior to the commencement of the school year; or
29

30 e. If requested for days scheduled for parent-teacher conferences, according to
31 a school calendar adopted by the Bartlett City Board of Education prior to the
32 commencement of the school year.
33

34 2.

² T.C.A. §49-5-711(c)(1)

Bartlett City Board of Education		5013.2
Descriptor Term: PERSONAL AND PROFESSIONAL LEAVE	Descriptor Code: Personnel	Issue Date: 04/30/2014
	Rescinds:	Revised: 11/19/2015

1 Personal and professional leave shall be granted in accordance with the laws of the State of
2 Tennessee and the rules and regulations of the State Board of Education.

3 Certified employees shall earn personal and professional leave at the rate of one day for each
4 half-year employed for a total of two (2) days per year. Any personal and professional leave
5 remaining unused at the end of a year shall be credited to sick leave.¹

6 If, at the termination of services, any employee has been absent for more days than leave has
7 been earned, an amount sufficient to cover the excess days used shall be deducted from the
8 employee's final salary payment.

9 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 10 1. Except in emergency, each employee shall give the principal at least one day's notice in
11 writing of intent to take leave;
- 12 2. The approval of the principal of the school shall be required:²
 - 13 a. If more than ten percent (10%) of the teachers in any given school request its use on
14 the same day;
 - 15 b. If requested during any prior established student examination period;
 - 16 c. If requested on the day immediately preceding or following a holiday or vacation
17 period;
 - 18 d. If requested for days scheduled for professional development or in-service training,
19 according to a school calendar adopted by the Bartlett City Board of Education prior
20 to the commencement of the school year; or
 - 21 e. If requested for days scheduled for parent-teacher conferences, according to a
22 school calendar adopted by the Bartlett City Board of Education prior to the
23 commencement of the school year.

24 Personal leave shall be taken and charged in at least one-half (1/2) day increments.

25 Professional leave is a short, temporary absence for the purpose of attending workshops and
26 other meetings relating to school business or serving on boards and commissions which meet
27 during daytime hours when appointed by the City of Bartlett Mayor, City of Bartlett Board of Mayor
28 and Aldermen, Shelby County Mayor, Shelby County Commission, or any Board approved
29 equivalent.³

¹ T.C.A. §49-5-711; TRR/MS 0520-01-02-.04(3)

² T.C.A. §49-5-711(c)(1)

³ T.C.A. §49-5-205

1 Requests shall be submitted to the principal at least five (5) days prior to the requested leave of
2 absence.

3 Pursuant to the laws of the State of Tennessee⁴ and notwithstanding any rule, Board policy, or
4 administrative procedure to the contrary, all certified employees assigned to Bartlett schools as
5 of May 23, 2014 and employed by Bartlett City Schools for the 2014-2015 school year shall retain
6 all accrued personal and professional leave.

PROPOSED RECISSION 8-22-2024

⁴ T.C.A. §49-5-203