

Bartlett City Board of Education Business Meeting

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

**September 26, 2024
5:00 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. August 22, 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
 - A. SECOND READING REVISED POLICY 5020: Vacations and Holidays
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. 2024 Tenure Recommendations
 - 2. FIRST READING REVISED POLICY 2015: Purchasing
 - 3. FIRST READING REVISED POLICY 4014: Grading System
 - 4. Memorandum of Agreement (MOA) Dual Credit Agreement with Southwest Tennessee Community College
 - 5. Clinical Experiences Affiliation Agreement (AA) Between University of Tennessee at Martin and the Bartlett City Board of Education
 - 6. 2025-2026 Bartlett City Schools Instructional Calendar
 - 7. Resolution 12-3 Budget Amendment
 - 8. Resolution 12-4 Tenure Charges
- XI. ADJOURNMENT

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING MINUTES

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134
August 22, 2024
7:00 PM**

INVOCATION AND PLEDGE OF ALLEGIANCE

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. Brad Ratliff
Bryan Woodruff

SPECIAL PRESENTATIONS

Recognitions for August 22, 2014

The Bartlett Unified track and field team are State Champions for the third year in a row. Unified Sports joins students with and without intellectual disabilities on the same team. The goal is to promote training together and playing together is a quick path to friendship and understanding. The following students were recognized and presented with a certificate.

STUDENTS:

Keorey Allen
Kaniya Anthony
Morgan Chalmers
Jayden Davis
Madison Evans
Elijah Langer
Alana Mickens
Cornelius Moore
Courtney Moore
Michael Otis
Andria Williams

National Champions

The Nike National is a track and field competition where students from the entire nation compete. These four students won the 4 x 200 Relay, breaking the school record and the 4 x 100 Relay, also breaking the school record on their way to becoming All-American and National Champions. The following students and Coaches were recognized and presented with a certificate.

STUDENTS:

Asia Bolden
Dior Carney
Jasmine McClelland
Peyton Miller

COACHES:

Darrion Allen
Pamela Haley
Mirrakohl Johnson
Marvin Stewart
Jaja Nebo

Coach Nebo

TSSAA recognized JaJa Nebo for his numerous contributions to student-athletes in Tennessee. He was selected as a TSSAA Distinguished Service Award winner for the 2023-24 academic year.

Pamela Haley, Track and Field Booster President and students presented the Coach of the Year Award to Coach Nebo.

Jill Pierce, TETA Executive Director, presented the 2024 Dr. Howard Sisco Chief Technology Officer (CTO) Award to Joey Mitchell, Technology Director. As part of the award, Mr. Mitchell will be able to attend the Consortium for School Networking Conference (paid) and will be entered in the National CTO award competition.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Board Member Woodruff made the motion to amend the agenda and pull Item #3 Memorandum of Agreement (MOA) Dual Credit Agreement with Southwest Tennessee Community College. Board Member Berry seconded the motion. Approval of the amended agenda passed with a motion by Bryan Woodruff 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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

July 25, 2024 Business Meeting Minutes

The July 25, 2024 Business Meeting Minutes passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry. With all ayes, the minutes were approved.

REPORTS

Chairman's Report

Chairman Cook stated that the school year appears to be off to a great start. He is sorry that he missed the first day of school and the system wide address.

Superintendent's Report

Superintendent Stephens provided the following updates:

We have had a great start to the new school year. We have 8698 students currently enrolled, and this is 97% of projected enrollment.

I would like to thank everyone for attending the annual system wide address. From the feedback I received, Dr. Whittaker was a hit.

Thanks to board members Erin Berry, Shirley Jackson and Brad Ratliff for touring schools on the first day of schools on August 8th.

I attended the SWSSC meeting today and met with the new Dean of the U of M College of Education. He is looking forward to building a strong relationship with the municipal districts.

I would like to introduce our two new principals: Mr. Shannon Abraham at Bartlett High School and Ms. Susan Lawson at Oak Elementary School. They have hit the ground running, and we are excited about the impact they will have on our schools.

I hope to see everyone tomorrow night at our 1st home football game against MUS.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

TLN Representative Brad Ratliff stated that the Municipal Districts are discussing pre-school funding by the State of Tennessee.

Financial Report

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

UNFINISHED BOARD BUSINESS

No unfinished business.

BOARD ACTION ITEMS

New Board Business

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

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 awarded to Douglas Equipment in the amount of \$69,750.23 passed with a motion by Bryan Woodruff 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

Approval of the 2024-2025 Disciplinary Hearing Authority (DHA) Members

Approval of the 2024-2025 Disciplinary Hearing Authority (DHA) Members passed with a motion by Bryan Woodruff 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

~~Memorandum of Agreement (MOA) Dual Credit Agreement with Southwest Tennessee Community College~~

Item X.A.2. pulled from agenda.

2024-2025 SAVE Act Assurances

2024-2025 SAVE Act Assurances passed with a motion by Bryan Woodruff 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

FIRST READING REVISED POLICY 5020: Vacations and Holidays

The First Reading of Revised POLICY 5020: Vacations and Holidays passed with a motion by Bryan Woodruff 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

Recission of Policy 5013.2 Personal and Professional Leave

Recission of Policy 5013.2 Personal and Professional Leave passed with a motion by Ms. Erin Berry and a second by Bryan Woodruff.

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

Resolution 12-2 Budget Amendment

Resolution 12-2 Budget Amendment passed with a motion by Bryan Woodruff 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) 2024-2025

Approval of School Support Organizations (SSO) 2024-2025 Bartlett High Cross Country Boys , Bartlett High Basketball Boys, Bartlett High Wrestling, Bartlett High Girls Wrestling 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

ADJOURNMENT

The meeting adjourned at 7:35 p.m.

David M. Cook II, Chairman

Dr. David A. Stephens, Superintendent

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 ~~n~~ 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 s

- 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 ~~e~~mployees 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)

TENURE RECOMMENDATIONS

SEPTEMBER 26, 2024

Megan Fertig	Elmore Park Middle School
Cheryl Gipson	Bartlett High School
Joshua Leathers	Bartlett Elementary School
Melissa Marshall	Bartlett High Ninth Grade Academy
Bailey McAllister	Elmore Park Middle School
Patrick McDermott	Bon Lin Middle School
Abbey Myrick	Appling Middle School

POLICY 2015: Purchasing

Purchasing Authority

Bartlett City Schools will purchase competitively without prejudice and seek maximum educational value for every dollar expended. The Superintendent shall serve as purchasing agent for District-wide purchasing,¹ and Principals shall serve as purchasing agents for individual schools. The acquisition of services, equipment, and supplies shall be centralized in the Purchasing Department with the approval of the Superintendent. All purchases of supplies, furniture, fixtures, and material of every kind that are subject to competitive bid requirements shall be approved by the Superintendent.

Routine purchases including supplies, furniture, fixtures, materials, equipment, and salaries required for the operation of the school system shall be anticipated and provided for in the budget and shall be authorized by the Board each fiscal year. The Superintendent or his/her designee through the Purchasing Department shall make all routine purchases without further Board authorization. However, no purchase shall exceed the function's budgeted authorization without Board approval.

Purchases which are not routine and which may or may not be specifically identified by line item in the budget shall require Board approval on an item-by-item basis. Such special purchases include, but are not limited to, all capital expenditures such as vehicles, buildings, major equipment, long-term use equipment, major contracts, and supplies of an unusual quantity or nature.

The Superintendent and his/her designee shall be authorized to acquire federal surplus property through the Tennessee General Services Department and to enter into agreements, certifications, and covenants of compliance concerning the use of federal surplus property.

The Superintendent is further empowered to waive normal purchasing requirements and to authorize procurement in the event of an operational emergency as defined below. However, if the emergency purchase is of such significant magnitude as to impact the integrity of the budget, then whenever possible the Chairman shall call a special or emergency meeting of the Board to deal with the matter. A report of the circumstances of any emergency purchase shall be presented to the Board and entered into the minutes of the next Board of Education meeting.

The Board recognizes that online purchasing may provide savings opportunities that serve the best interest of the District, but caution should be used to ensure that procurement procedures are followed. Online purchasing shall be permitted consistent with the purchasing procedures described herein.

Competitive Bid Requirements

All purchases of supplies, furniture, fixtures, materials, equipment, and services in excess of Twenty-Five Thousand Dollars (\$25,000) shall be made based on competitive bids and must be approved by the Superintendent.²

¹ T.C.A. §49-2-206(3); T.C.A. §6-36-115

² T.C.A. §49-2-203(a)(3); T.C.A. §12-3-1212; T.C.A. §12-3-1204(b)

Bids shall be solicited by advertisement through a comprehensive list of vendors or through a newspaper of general circulation in Shelby County. A comprehensive list of vendors may be used, provided that vendors on the list are given notice to bid, and provided further, that the Purchasing Department shall annually solicit for prospective vendors in a newspaper of general circulation in Shelby County and by publication on a news and information website in accordance with state law³ and update the comprehensive vendor list accordingly. If a comprehensive vendor list is not used, then an advertisement shall be circulated by newspaper as indicated above.

All purchases of supplies, furniture, fixtures, materials, equipment, and services totaling Twenty-Five Thousand Dollars (\$25,000) or less shall be made in the open market without public advertisement. However, whenever possible, such purchases totaling between Two Thousand, Five Hundred Dollars (\$2,500) and Twenty-Five Thousand Dollars (\$25,000) shall be based on at least three (3) competitive quotations or justification as to why three (3) quotations were not obtained.⁴ ~~Notwithstanding the foregoing,~~ individual school purchases totaling between One Thousand Five Hundred Dollars (\$1,0500) and Twenty-Five Thousand Dollars (\$25,000) shall also be based on at least three (3) competitive quotations ~~pursuant to the Tennessee Internal School Uniform Accounting Policy Manual.~~

Separating or splitting an order to avoid the use of competitive bidding or other procurement requirements is strictly prohibited. Employees found in violation of this provision may be subject to discipline, up to and including dismissal.

Exceptions to Competitive Bidding

The following are exceptions to the competitive bidding requirement:⁵

1. Professional Services Contracts. Professional services are defined as services provided by an individual or group with specialized training or expertise and shall be awarded on the basis of recognized competence and integrity.⁶ Professional services include, but are not limited to, financial advisory services, educational consulting services, legal services, construction management services that are provided for a fee and that involve preconstruction and construction administration and management services, insurance services, auditing services, engineering services, professional development services, and energy-related services that include both engineering services and equipment, and have as their purpose the reduction of energy costs in public schools.
2. Liability Insurance purchased through a plan authorized and approved by any organization of governmental entities representing cities and counties.
3. Purchases of goods or contracts for services from sole source and single source providers. Sole source providers are defined as suppliers of goods and services exempt from competitive bidding requirements due to the absence of another supplier capable of providing the product or performing the service. Single source provider is defined as one of a number of suppliers of goods and services which, for an acceptable reason, is

³ T.C.A. §1-3-120(f)

⁴ T.C.A. §49-2-203(a)(3)(A)-(B); T.C.A. §49-2-206(b)(2);
T.C.A. §12-3-1212; Public Acts of 2024, Chapter No. 513

⁵ T.C.A. §49-2-203(a)(3)(A)-(B); T.C.A. §49-2-206(b)(2);
T.C.A. §12-3-1212; Public Acts of 2024, Chapter No. 513

⁶ T.C.A. §12-3-1209; T.C.A. §12-4-107; T.C.A. §29-20-407

uniquely qualified to meet the District's procurement goals due to specific qualifications or attributes. Such qualifications or attributes include, but are not limited to, availability of product, compatibility with existing District products, standardization of the product with existing District products, and grant or contract requirements.

4. Cooperative Purchasing. Cooperative purchasing is defined as purchases of supplies, equipment, and services under a competitive bid issued by any municipality, county, utility district, the State of Tennessee, or other local governmental unit of the State.
5. Emergency Purchases. Emergency purchases are defined as purchases of any parts, supplies, or services in the event of an operational emergency. Operational emergencies include major disruptions to educational activities or unforeseen dangers to life, health, safety, or property that create an immediate purchasing need that cannot be met through normal purchasing methods. A report of the circumstances of any emergency purchase shall be presented to the Board and entered into the minutes of the next Board of Education meeting.
6. Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market without public advertisement or competitive bidding. Whenever possible, however, at least three (3) documented quotes shall be obtained.⁷

All purchases in this category exceeding One Hundred Thousand Dollars (\$100,000) must be approved by the Board.

Purchasing Procedures

All requisitions shall be approved by the Principal for school purchases or the appropriate Department head for Central Office purchases and submitted to the Superintendent on forms provided by the Purchasing Department. Requisitions shall include the following:

1. Department making request
2. Items requested
3. Reason for request
4. Line item expense code
5. Assurance of funds availability
6. Three (3) bids or justification as to why three (3) bids were not obtained; and
7. Authorized signature of Department head (or approved budget manager)

All District purchases shall be made by purchase order or formal contract, and no purchase shall be made nor payment approved unless covered by an approved purchase order. The Superintendent shall approve all District purchase orders for payment.

Principals may approve purchase orders of up to Twenty-Five Thousand Dollars (\$25,000) for supplies, equipment, or services when such expenditures do not exceed the school budget and will be completed in the current fiscal year. Notwithstanding the foregoing, the Superintendent shall approve the following school purchases:

1. A single piece of equipment costing more than Five Thousand Dollars (\$ 5,000.00);
2. One that is to be attached to or one that requires alteration of the building; or
3. One that will become a permanent fixture.

Online purchasing shall be permitted with the following requirements:

⁷ T.C.A. §12-3-12(a)

1. Prior authorization must be obtained from the Superintendent before setting up new online accounts, and schools shall maintain a list of all accounts.
2. Online purchases must be for school purposes and made in accordance with established policies and procedures. School employees are prohibited from making personal purchases even with the intent of reimbursing the school system. School employees are prohibited from using a school's tax exempt status for personal purchases of any kind.⁸
3. The availability of money for the fund/account in question should be determined through the requisition process before purchase orders are approved.
4. All purchase orders must be properly filled out and approved prior to a purchase.
5. Necessary price quotes should be obtained where possible and/or practical and retained with other purchase documentation.

Disclaimers and Restrictions

Purchases made by unauthorized individuals or made in an unauthorized manner shall become the personal responsibility of the persons making the purchase agreement. Employees authorizing or contracting for such purchases may be subject to discipline, up to and including dismissal. The Board shall not, under any circumstances, be responsible for payment for any services, equipment, fixtures, materials, or supplies, purchased by unauthorized individuals or in an unprescribed manner.

Private contacts between all District officers, employees, and suppliers shall be minimized upon the accepted premises that contact other than discussion in an open public forum compromises the District in its responsibility to deal openly and fairly with all persons. If engaged, such contacts should be made equally available to all suppliers. Further, consistent with Policy 5024: Ethics, all BCS employees shall avoid any conflict of interest or appearance of impropriety between their personal interest, financial or otherwise, and the interests of the District. In cases of uncertainty, an employee should request a ruling from the Superintendent.

⁸ T.C.A. §49-2-608(1)

Bartlett City Board of Education		4014
Descriptor Term: GRADING SYSTEM	Descriptor Code: Instructional Services	Issue Date: 07/24/2014
	Rescinds:	<u>Current Revision:</u> <u>Revised:</u> 04/28/2016; 06/23/2016; 06/22/2017; 03/10/2020 11/19/2020 07/28/2022

1 The Bartlett City Schools grading system will follow all applicable statutes, rules, and regulations of
2 the State Board of Education. The grading system shall be uniform district-wide¹, except to the
3 extent that BCS operates ungraded and/or unstructured classes in grades K-3 in accordance with
4 state rules and regulations.² Conduct grades are based on behavior and shall not be deducted from
5 scholastic grades. Student conduct grades shall reflect “E” for excellent, “G” for good, “S” for
6 satisfactory, “N” for needs improvement”, or “U” for unsatisfactory and shall be reported at each
7 grading period.

8 **REPORT CARDS**

9 The report card form, content, and procedure shall be approved by the Board prior to
10 implementation. Report cards shall include the information necessary to communicate student
11 progress to parents, and they shall provide academic progress and attendance information on a
12 regular basis. Report cards are distributed at the end of each nine-week grading period. At the
13 midpoint of the nine weeks, parents will be notified of students’ progress through an interim report.
14 When a student’s behavior or academic performance falls below acceptable levels, the teacher
15 must notify the parent through interim reports or student report cards. All elementary report cards
16 shall contain sufficient space for teacher and parent comments.

17 Kindergarten Report Cards

18 Kindergarten grade level standards shall be as prescribed by the State of Tennessee. Students are
19 evaluated based on their progress toward meeting benchmarks for each standard. Progress shall
20 be indicated by “M” for “Mastery and “X” for “Non-Mastery” for each skill. Letter grades are used to
21 express basic grading for non-core content areas like art, music, and physical education. Letter
22 grades include “E” for excellent, “G” for good, “S” for satisfactory, “N” for needs improvement or “U”
23 for unsatisfactory.

¹ T.C.A. §49-1-302(a)(17)

² T.C.A. §49-1-302(g)

1 **GRADING SCALE GRADES ONE (1) THROUGH TWELVE (12)**

2 The grading system for core content areas is expressed by the letters “A”, “B”, “C”, “D”, and “F”
3 according to the numerical values listed on the grading scale below. First (1st) and second (2nd)
4 grade science and social studies will be expressed by the letter grades “S” or “N”.

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

5 State Standardized Assessments

6 For students in grades 3-12, scores on state standardized assessments shall comprise the
7 minimum percentage of the students’ final grades as permitted by law.³

8 All state standardized raw assessment data shall be calculated by using the target grade
9 methodology as prescribed by the State Department of Education.

10 High School Grading

11 Students who meet only the minimum requirements should be given minimum passing grades. No
12 student may fail for the semester or year if the only failing grade is that of the semester examination.

13 Students who successfully complete a high school course will earn high school credit. Credits will
14 be awarded in .5 increments upon successful completion of a semester. A student will receive one
15 full credit in the course if he/she receives a passing yearly grade in the course.

16 For courses which have no state mandated end of course (“EOC”) exam, each semester grade is
17 fifty percent (50%) of the final grade. For courses which include a state EOC exam, each semester
18 grade is forty-five percent (45%) of the final grade, and the EOC exam accounts for ten percent
19 (10%). For the 2017-2018 school year and beyond, each semester grade is forty-two-seven point
20 five percent (47.5%) of the final grade, and the EOC exam accounts for fifteen-five percent (15%).

21 Students enrolled in a high school course having an eighty-seven (87) or higher course average
22 who have five (5) or fewer excused absences (distance learning days do not count as an absence)
23 may be exempted from the district semester exams. Any unexcused absence disqualifies the
24 student from all exam exemptions. Students in grades 9-12 may be exempted for both fall and
25 spring semester exams.

26 Weighted Grades

27 For Advanced Placement (A.P.) and dual enrollment courses, teachers will add five (5) points to
28 each quarter and semester exam grade. For dual credit, and national industry certification courses,
29 teachers will add four (4) points to each quarter and semester exam grade. For Honors courses,
30 including middle school courses taught at the Honors level, teachers will add three (3) points to
31 each quarter and semester exam grade. Points shall not be added to the final grade.

³ T.C.A. §49-1-617

1 Calculation for High School Course GPA

2	Grade	Value	Regular	Honors	Dual Credit	A.P./Dual Enrollment
3	A	90-100	4	4.5	4.75	5
4	B	80-89	3	3.5	3.75	4
5	C	70-79	2	2.5	2.75	3
6	D	60-69	1	1.5	1.75	2
7	F	Below 60	0	0	0	0

8 This weighted grading scale shall be used for all official purposes including report cards, GPA, class
9 rank, honor roll, etc. except the Lottery / Hope Scholarship as described below.

10 Tennessee Uniform Grading Scale for Lottery/HOPE Scholarship

11 Students applying for lottery scholarships and other Tennessee Student Assistance Corporation
12 funds must be evaluated using the Tennessee State Uniform Grading Scale. The scale is as follows:

- 13 A.....90-100
- 14 B.....80-89
- 15 C.....70-79
- 16 D.....60-69
- 17 F.....Below 60

18 Each school year, prior to scheduling courses for the next school year, all middle schools, and
19 Bartlett High School shall conduct a lottery scholarship day for students and their parents.⁴ Each
20 school counselor will provide incoming freshmen with information on college core courses required
21 for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,
22 etc.) that must be met in order to receive a scholarship.

⁴ T.C.A. §49-4-932(f)



2025-2026 Instructional Calendar

Before School Begins

July 29, 2025	Administrative Day
July 30, 2025	Inservice Day
July 31, 2025	Administrative Day
August 1, 4 & 5, 2025	Inservice Days
August 6, 2025	Administrative Day

First Semester					85 Days
Date	Day	Event	Students	Teachers	
August 7	Thursday	1 st Day for Students 1 st Day 1 st Quarter	In	In	
September 1	Monday	Labor Day	Out	Out	
September 25	Thursday	Parent Conferences (4-7 PM)	In	In (Full Day + ½ Conference)	
October 10	Friday	End of 1 st Quarter	In	In	
October 13-17	Monday-Friday	Fall Break	Out	Out	
October 20	Monday	1 st Day 2 nd Quarter	In	In	
November 11	Tuesday	Veterans Day	Out	Out	
November 24-25	Monday-Tuesday	Inservice Flex Days	Out	FLEX	
November 26-28	Wednesday-Friday	Thanksgiving Break	Out	Out	
December 19	Friday	End of 2 nd Quarter	In (1/2 Day)	In (1/2 Day)	
December 22-23	Monday-Tuesday	Winter Break Inservice FLEX Days	Out	FLEX	
December 24-January 2	Wednesday-Friday	Winter Break	Out	Out	
Second Semester					90 Days
Date	Day	Event	Students	Teachers	
January 5	Monday	Employee Inservice	Out	In	
January 6	Tuesday	Students Return 1 st Day 3 rd Quarter	In	In	
January 19	Monday	MLK Jr. Day	Out	Out	
February 12	Thursday	Parent Conferences (4-7 PM)	In	In (Full Day + ½ Conference)	
February 13	Friday	Professional Development (No Students)	Out	In	
February 16	Monday	President's Day	Out	Out	
March 13	Friday	End of 3 rd Quarter	In	In	
March 16-20	Monday-Friday	Spring Break	Out	Out	
March 23	Monday	1 st Day 4 th Quarter	In	In	
April 3	Friday	Good Friday	Out	Out	
May 22	Friday	End of 4 th Quarter	In (1/2 Day)	In (1/2 Day)	

<p>175 Instructional Days</p> <p>Q1 – 46 Days</p> <p>Q2 = 39 Days (S1 = 85 Days)</p> <p>Q3 = 46 Days</p> <p>Q4 = 44 Days (S2 = 90 Days)</p> <p>Total = 175 Days</p>	<p><u>Inservice</u></p> <p>July 30 (1)</p> <p>August 1 (1)</p> <p>August 4 (1)</p> <p>August 5 (1)</p> <p>January 5 (1)</p> <p>5 Days</p>	<p><u>P.D. Stockpile</u></p> <p>November 24 (1)-FLEX</p> <p>November 25 (1)-FLEX</p> <p>December 22 (1)-FLEX</p> <p>December 23 (1)-FLEX</p> <p>February 16 (1)-FLEX</p> <p>5 Days</p>	<p><u>Admin.</u></p> <p>July 29 (1)</p> <p>July 31 (1)</p> <p>August 6 (1)</p> <p>Fall Admin. (0.5)</p> <p>Spring Admin. (0.5)</p> <p>4 Days</p>	<p><u>P/T Conferences</u></p> <p>September 25 (0.5)</p> <p>February 12 (0.5)</p> <p>1 Day</p>	<p><u>Paid Teacher Vacation</u></p> <p>October 13-17 (5)</p> <p>March 16-20 (5)</p> <p>10 Days</p>
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*Proposed September 26, 2024
Waiting TDoE Approval*