

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING AGENDA

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

**October 23, 2025
6:00 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 25, 2025 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. FIRST READING REVISED POLICY: 3018: Transportation
 - 2. Re-roof Project at Bartlett Elementary School
 - 3. LEA Compliance Report 2025
 - 4. Tennessee Investment in Student Achievement (TISA) Report 2025
 - 5. Student Affiliation Agreement (AA) with University of Southern Mississippi
 - 6. Guaranteed Maximum Price (GMP) for the Bartlett High School Practice Facility and Construction Manager Agreement
 - 7. Resolution 13-3 Budget Amendment
 - 8. SSO Bon Lin Middle School Band
- XI. ADJOURNMENT

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

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

**September 25, 2025
6:00 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 6:00 p.m. The following Board Members were present:

Ms. Erin Berry
Mr. David Cook
Mrs. Shirley Jackson
Dr. Brad Ratliff
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

No special presentations.

PUBLIC COMMENT

No public comment.

APPROVAL OF AGENDA

Mrs. Shirley Jackson made the motion to approve the agenda. Mr. Brad Ratliff seconded the motion. With all ayes, the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

August 28, 2025 Business Meeting Minutes

August 28, 2025, Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson. With all ayes, the Meeting Minutes were approved.

REPORTS

Chairman's Report

Chairman Cook updated the Board that he met on September 9th regarding the BHS Practice Facility and on September 15th for an OPEB meeting.

Superintendent's Report

Superintendent Dr. David Stephens provided the following updates:

- I attended the TDOE/TOSS Conference last week.
- BCS hosted a drone workshop led by TVA and WozED. Students are now working toward earning their drone pilot licenses, funded by a TVA grant. Several area school districts participated, many of which are just beginning to explore drone programs.
- Yesterday, we hosted an AI Convening focused on integrating artificial intelligence in schools. School AI presented strategies for classroom integration with appropriate guardrails for students. Presentations were also given by Lakeland, Germantown, and Bartlett. Attendees included Desoto County Schools, area private schools, MSCS, Tipton County, and Hardeman County.
- We held our monthly principal meeting on Tuesday. It was a productive session that included professional learning and district updates.
- I attended the TSBA Fall District Meeting hosted by Arlington Community Schools. Also in attend were Board Member Shirley Jackson, Ms. Horn and Ms. Shoopman.
- Reminder: Fall Break is scheduled for October 13-18.

General Counsel's Report

No report tonight.

Tennessee Legislative Network (TLN) Representative Report

No report tonight.

Financial Report

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

UNFINISHED BOARD BUSINESS

SECOND READING REVISED POLICY 1036: Student Board Representative

The Second Reading of Revised Policy 1036: Student Board Representative passed with a motion by Mr. Bryan Woodruff and a second by Dr. Brad Ratliff.

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

BOARD ACTION ITEMS

New Board Business

Affiliation Agreement (AA) with Baptist School of Nursing

The Affiliation Agreement (AA) with Baptist School of Nursing 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, Dr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

2026-2027 Bartlett City Schools Instructional Calendar

The 2026-2027 Bartlett City Schools Instructional Calendar 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, Dr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

ADJOURNMENT

The meeting adjourned at 6:10 p.m.

David M. Cook II, Chairman

Dr. David A. Stephens, Superintendent

POLICY 3018: Student Transportation Management

Generally

School buses shall be maintained and operated in accordance with state law and in accordance with the specifications developed by the Department of Education and approved by the Department of Safety.¹ Transportation shall be provided for all Bartlett elementary school residents who live more than 1 ½ miles ofby the nearest accessible route from the school to which they are assigned. Transportation shall be provided for all Bartlett resident middle and high school students who live more than two (2) miles of the nearest accessible route from the school to which they are assigned. Routes shall be determined from the resident's home property line to the property line of the school to which the student is assigned. Students shall not be in transit to and from school more than one and one-half (1 1/2) hours each way. Transportation shall not be provided for resident students attending a non-assigned school or for non-resident students. All accidents, regardless of the damage involved, must be reported to the Transportation Supervisor, including incidents in which any part of the bus contacts any other object or vehicle. The Superintendent shall develop procedures to ensure compliance with the statutory and regulatory requirements for the District's student transportation program.

Transportation Supervisor

The Superintendent shall appoint a Transportation Supervisor who shall be responsible for the monitoring and oversight of transportation services for the District. Upon being appointed, the Transportation Supervisor shall complete a student transportation management training program developed jointly by the Tennessee Department of Safety and Tennessee Department of Education. Each year thereafter, the Transportation Supervisor shall complete a minimum of four (4) hours of annual student transportation management training approved by those departments; provided, the annual training shall not be required in the same year the management training program is completed. The annual training and management training program must include procedures concerning persons improperly on school busses.² The Transportation Supervisor shall ensure that all transportation records are collected and maintained in accordance with state law and State Board rules and regulations.

Contracted Bus Service

The Superintendent shall contract for student transportation services annually or as otherwise authorized by the Board. School buses shall be operated in accordance with State and Federal law, and the Superintendent shall ensure that the following requirements are satisfied.³

- a) Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications set forth by the State Board of Education and National Highway Traffic Safety Administration.
- b) Each school bus shall be equipped with the phone number for reporting safety complaints on its rear bumper. Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus. This notice shall include appropriate contact information in case of an issue on the bus.⁴
- c) Each school bus driver shall obey all applicable state rules and regulations.
- d) Each contractor shall have on file in the Superintendent's office a current statement of liability and property damage insurance coverage in the amounts prescribed by State

¹ T.C.A. §49-6-2108; T.C.A. §49-6-2109; TRR/MS 0520-01-05

² T.C.A. §49-6-2116(b); T.C.A. §49-6-2008

³ T.C.A. §49-6-2109; TRR/MS 0520-1-5

⁴ T.C.A. §49-6-2008(e)

Board rules.

- e) Each school bus driver shall follow BCS policies regarding the transportation of students or the prohibition against transporting BCS students.
- f) Annually, eEach school bus driver shall pass ~~an annual~~ physical and mental examination, ~~a drug screen, and a background check~~ or shall be prohibited from transporting BCS students. The results of such annual physical and mental examination, ~~drug screen, and background check~~ shall be submitted to the Superintendent or his/her designee. The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or analogue.⁵
- g) Each school bus driver must possess the proper license with school bus and passenger endorsements in the appropriate vehicle class.
- h) Each contractor shall participate fully in the complaint process and recordkeeping requirements as outlined below.
- h)i) Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the district. The issuance of a certificate to a school bus driver shall be based on the qualifications of school bus drivers as determined by the Superintendent.⁶

Transportation Related Complaints⁷

Students, parents, teachers, staff, and community members are encouraged to report school bus safety complaints on a form that is developed by the Transportation Supervisor. The complaint form shall be available in each school's main office, the Central Office, and on the District's website. Complaints may also be reported to the telephone number displayed on the bumper of each school bus serving the District. If a complaint is received via telephone, the person designated to receive calls shall complete the complaint form and submit it to the Transportation Supervisor. Each complaint form will be time and date stamped upon receipt by the District.

The Transportation Supervisor shall ensure that the investigation of all safety related complaints is commenced within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of a complaint, a preliminary report shall be issued to the Superintendent and shall include the following information:

- a) The time and date of receipt of the complaint;
- b) A copy or summary of the complaint;
- c) The name of the ~~school~~ bus driver of the ~~school~~ bus on which the complaint arose;
- d) A list of all prior complaints or disciplinary actions, if any, taken against the driver.

Within sixty (60) school days of receipt of the complaint, the Transportation Supervisor shall ensure that a final report is submitted to the Superintendent including any findings and any action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parent(s)/guardian(s) and students in the BCS student handbook as well as on the transportation page of the BCS website.⁸

⁵ T.C.A. §49-6-2107; T.C.A. §49-6-2108(b)

⁶ T.C.A. §49-6-2107

⁷ T.C.A. §49-6-2116(d)

⁸ T.C.A. §49-6-2116

Recordkeeping⁹

The Transportation Supervisor shall ensure the following records are collected and maintained:

- a) Bus maintenance and inspection forms;
- b) Bus driver credentials, including required background checks, health records, and performance reviews;
- c) Driver training records;
- d) Accident reports; and
- e) Complaints received and any records related to the investigation of those complaints.

The Transportation Supervisor shall be responsible for ensuring that this policy is included on the District's website and in each of BCS's student handbooks.

Use of Video Cameras and Related Video Footage

Video cameras may be used to monitor student behavior on vehicles transporting students to and from school or extracurricular activities.

The District shall keep all video recording of students, if any, confidential and shall at all times comply with T.C.A. §10-7-504, the Family Educational Rights and Privacy Act (20 U.S.C. §1232(g)), and other relevant state and federal privacy laws related to video recordings.

Parents or guardians who wish to view video footage collected from school buses, if any, shall contact the BCS Transportation Supervisor with the basis of such request. Video footage shall be viewed consistent with the terms of T.C.A. §49-6-2119 and under the supervision of the BCS Transportation Supervisor.

Video footage collected from school buses, if any, shall be maintained for ten (10) calendar days.

⁹ [T.C.A. §49-6-2116\(d\)\(5\)](#)