

BUSINESS MEETING

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

**September 24, 2026
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. August 27, 2026 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 4014 Grading System](#)
 - B. SECOND READING REVISED POLICY: 5013.3 Sick Leave
 - C. BOARD ACTION ITEMS
 - 1. New Board Business
 - a. 2027-2028 Bartlett City Schools Instructional Calendar
 - b. Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers
 - c. Bartlett Ninth Grade Academy Repaving Back Parking Lot Bid#FY27001
 - d. Resolution 14-3 Budget Amendment
 - e. School Support Organizations for Approval
- X. ADJOURNMENT

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

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

**August 27, 2026
6:00 PM**

PLEDGE OF ALLEGIANCE & 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
Mr. Bryan Woodruff

Absent: Dr. Brad Ratliff

SPECIAL PRESENTATIONS

No Special Presentations.

PUBLIC COMMENT

No Public Comments.

APPROVAL OF AGENDA

Mr. Bryan Woodruff made the motion to approve the agenda. Ms. Erin Berry seconded the motion. With all ayes, the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

July 23, 2026 Business Meeting Minutes

The July 23, 2026 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff. With all ayes, the minutes were approved.

REPORTS

Chairman's Report

Chairman Cook reported:

- July 31st was the annual BCS System-wide Address and I gave a speech. I love how excited the staff were. A really great event. Of course, Elvis was in the building.
- On August 6th we toured schools on the first day of the new school year. We saw a lot of smiling faces.
- The next OPEB Trust conference call is scheduled in September.

Superintendent's Report

Superintendent Stephens provided the following updates:

- Thank you for allowing me to get out of my comfort zone during the System-wide Address when I did an Elvis impersonation.
- The start of the school year went well. I appreciate Chairman Cook and Mrs. Jackson for touring all 11 schools on our first day of the new school year.
- Our enrollment is 95.5% of projection, which is down 344 students, with 131 of those being Kindergarten students. Live birth numbers are down since COVID. We looked carefully at middle school applications to ensure adequate space in classrooms.
- Staffing — We have made some adjustments and our plan will be to not back-fill retirement and resignations.
- Altruria update—we have had some delays with MLGW and TDEC that is through no fault of the contractor or architect. Completion will be in the Spring of 2028, so we will move into the new school in June 2028.
- Groundbreaking and Ribbon Cutting Ceremonies will be scheduled for Altruria and the Practice Facility after the Labor Day holiday.
- I will attend the TOSS/TDOE annual conference from September 20th through 23rd.
- Tomorrow is the first home football game at Bartlett High School.
- We have launched a new program called BCS Speak Up. Students can report bullying and other incidents.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

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

UNFINISHED BOARD BUSINESS

No Unfinished Board Business

BOARD ACTION ITEMS

New Board Business

Methodist North Clinical Affiliation Agreement

The Methodist North Clinical Affiliation Agreement 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: Absent, Mr. Bryan Woodruff: Aye

2026-2027 SAVE Act Assurances

2026-2027 SAVE Act Assurances 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: Absent, Mr. Bryan Woodruff: Aye

Approval of the 2026-2027 Disciplinary Hearing Authority (DHA) Members

Approval of the 2026-2027 Disciplinary Hearing Authority (DHA) Members 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, Dr. Brad Ratliff: Absent, Mr. Bryan Woodruff: Aye

FIRST READING REVISED POLICY 4014 Grading System

The First Reading of Revised Policy 4014 Grading System passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

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

FIRST READING REVISED POLICY: 5013.3 Sick Leave

The First Reading of Revised Policy 5013.3 Sick Leave 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: Absent, Mr. Bryan Woodruff: Aye

Resolution 13-10 Budget Amendment

Resolution 13-10 Budget Amendment 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: Absent, Mr. Bryan Woodruff: Aye

Resolution 14-2 Budget Amendment

Resolution 14-2 Budget Amendment 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: Absent, Mr. Bryan Woodruff: Aye

2026-2027 School Support Organizations for Approval

2026-2027 School Support Organizations* 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, Dr. Brad Ratliff: Absent, Mr. Bryan Woodruff: Aye

Approved: Bartlett High Cross Country, Bartlett High Band Boosters, Bartlett High Girls Soccer, Bartlett High Bowling, Bon Lin Middle PTO, Elmore Park Middle PTO, Rivercrest PTO, Bartlett Elementary PTO, and Bon Lin Middle Band.

ADJOURNMENT

The meeting adjourned at 6:27 p.m.

David M. Cook II, Chairman

Dr. David A. Stephens, Superintendent

Bartlett City Board of Education		4014
Descriptor Term: GRADING SYSTEM	Descriptor Code: Instructional Services	Issue Date: 07/24/2014
	Rescinds:	Current Revision: 10/24/2024

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.

16 Kindergarten Report Cards

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

23 Universal Reading Screener and Dyslexia Screener³

24 If a universal reading screener and/or dyslexia screener was administered to a student who is
25 enrolled in kindergarten (K) through eighth grade (8th) in the current school year, then the results of
26 the screener shall be provided to the student’s parent/guardian with the student’s report card.

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

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

¹ T.C.A. §49-1-302(a)(17)

² T.C.A. §49-1-302(g)

³ Public Acts of 2025, Chapter No. 330

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

1 State Standardized Assessments

2 For students in grades 3-12, scores on state standardized assessments shall comprise the
3 minimum percentage of the students' final grades as permitted by law.⁴

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

6 High School Grading

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

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

12 For courses which have no state mandated end of course ("EOC") exam, each semester grade is
13 fifty percent (50%) of the final grade. For courses which include a state EOC exam, each semester
14 grade is forty-five percent (45%) of the final grade, and the EOC exam accounts for ten percent
15 (10%). For the 2017-2018 school year and beyond, each semester grade is forty-seven point five
16 percent (47.5%) of the final grade, and the EOC exam accounts for five percent (5%).

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

22 Weighted Grades

23 For Advanced Placement (A.P.), ~~and Dual Enrollment~~, Local and Statewide Dual Credit, and
24 National Industry Certification courses, teachers will add five (5) percentage points to each quarter
25 and semester exam grade. ~~For dual credit, and national industry certification courses, teachers will~~
26 ~~add four (4) points to each quarter and semester exam grade.~~ For Honors courses, including middle
27 school courses taught at the Honors level, teachers will add three (3) percentage points to each
28 quarter and semester exam grade. Points shall not be added to the final grade.

⁴ T.C.A. §49-1-617

Calculation for High School Course GPA

Grade	Value	Regular	Honors	Dual Credit	A.P./Dual Enrollment,
<u>Local</u>					
					<u>and Statewide Dual Credit, National</u>
					<u>Industry Certification</u>
A	90-100	4	4.5	4.75	5
B	80-89	3	3.5	3.75	4
C	70-79	2	2.5	2.75	3
D	60-69	1	1.5	1.75	2
F	Below 60	0	0	0	0

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

Tennessee Uniform Grading Scale for Lottery/HOPE Scholarship

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

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

Each school year, prior to scheduling courses for the next school year, all middle schools, and Bartlett High School shall conduct a lottery scholarship day for students and their parents.⁵ Each school counselor will provide incoming freshmen with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship.

⁵ T.C.A. §49-4-932(f)

Bartlett City Board of Education		5013.3
Descriptor Term: SICK LEAVE	Descriptor Code: Personnel	Issue Date: 07/24/2014
	Rescinds:	Revised: 04/23/2020

Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, illness, or death of a member of the immediate family of a professional employee, including the employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.¹

Only full-time BCS employees may earn sick leave. Professional personnel shall earn one (1) day of sick leave for each month employed ~~during the school year~~ up to eight (8) days per year for employees with ten-month contracts, up to nine (9) days per year for employees with eleven-month contracts, and up to ten (10) days per year for employees with twelve-month contracts. Sick leave days, and these days shall accumulate for an unlimited number of days ~~be cumulative for all earned or transferred days not used.~~² Support personnel shall earn one (1) day of sick leave for each month employed.

~~A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Superintendent and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. Any request for sick leave that is determined to be~~ A falsified statement or falsified or any documentation presented in support of a sick leave request that is determined to be forged or falsified shall be grounds for dismissal.

Bartlett City Schools reserves the right to request a physician's certificate on forms furnished by the Board in support of any claim for sick leave pay. Should an employee be sick beyond the limit of his/her sick leave accumulation, the supervising Principal shall notify the Human Resources office.

When first employed in a system, a teacher shall be allowed an initial allotment of up to five (5) days of sick leave, but not exceeding the number the teacher could earn during the school year in which the teacher is first employed. Upon initial employment, a professional employee may transfer accumulated sick leave from another Tennessee school district if the employee left the previous district in good standing. Upon reemployment of a former BCS employee, a professional employee may be granted previously accumulated sick leave so long as such employee was not terminated for cause as defined in T.C.A. §49-5-501. The grant of previously accumulated, unused sick leave shall be made only upon application of the employee

¹ TRR/MS 0520-1-2-.04(2)

² T.C.A. §49-5-710

1 and only upon written verification notarized by the Superintendent of the district in
2 which the sick leave was held. The grant of previously accumulated, unused sick leave
3 days shall be available to any teacher meeting the conditions set forth in T.C.A. §49-
4 5-710.

5 Any employee who goes on maternity or paternity leave may use sick leave and
6 annual leave for maternity or paternity purposes for a period not to exceed the
7 employee's accumulated leave or twelve (12) weeks, whichever is less. To be eligible
8 to use sick leave in connection with the birth or adoption of a child, the employee must
9 submit a written request accompanied by a statement from the employee's physician
10 verifying the pregnancy or from the agency handling the child's placement with the
11 employee. Written verification from the adoption agency or other entity handling the
12 adoption shall be required before the leave is granted. If both parents requesting sick
13 leave are teachers, then both employees are limited to a combined total of sick and
14 annual leave not to exceed twelve (12) weeks. Paid leave after birth or stillbirth of an
15 employee's child or adoption of newly placed minor child granted pursuant to T.C.A.
16 8-50-813 shall not be counted against any eligible employee's sick leave accrual.

17 Advance use of sick leave shall be charged to sick leave accumulated in the same
18 school year. Upon termination of employment of the professional employee before
19 days are earned or at the end of the school year, there shall be deducted from the
20 employee's final salary an amount based on the employee's daily rate of pay sufficient
21 to cover the excess sick leave days used, and if the final salary is insufficient for this
22 purpose, then the employee shall be liable for reimbursement of any amount in excess
23 of the employee's final check.

24 Upon termination, all unused accumulated sick leave shall be terminated. Upon
25 retirement, unused accumulated sick leave may be used as retirement credit to the
26 extent such is permitted by the Tennessee Consolidated Retirement System.



2027-2028 Instructional Calendar

Before School Begins

July 27, 2027	Administrative Day
July 28, 2027	Inservice Day
July 29, 2027	Administrative Day
July 30, August 2-3, 2027	Inservice Days
August 4, 2027	Administrative Day

First Semester					85 Days
Date	Day	Event	Students	Teachers	
August 5	Thursday	1 st Day for Students 1 st Day 1 st Quarter	In	In	
September 6	Monday	Labor Day	Out	Out	
September 23	Thursday	Parent Conferences (3-6; 4-7 PM)	In	In (Full Day + ½ Conference)	
October 8	Friday	End of 1 st Quarter	In	In	
October 11-15	Monday-Friday	Fall Break	Out	Out	
October 18	Monday	1 st Day 2 nd Quarter	In	In	
November 11	Thursday	Veterans Day	Out	Out	
November 22-23	Monday-Tuesday	Inservice Flex Days	Out	FLEX	
November 24-26	Wednesday-Friday	Thanksgiving Break	Out	Out	
December 17	Friday	End of 2 nd Quarter	In (1/2 Day)	In (1/2 Day)	
December 20-21	Monday-Tuesday	Winter Break Inservice FLEX Days	Out	FLEX	
December 22-31	Wednesday-Friday	Winter Break	Out	Out	
Second Semester					90 Days
Date	Day	Event	Students	Teachers	
January 3	Monday	Employee Inservice	Out	In	
January 4	Tuesday	Students Return 1 st Day 3 rd Quarter	In	In	
January 17	Monday	MLK Jr. Day	Out	Out	
February 10	Thursday	Parent Conferences (3-6; 4-7 PM)	In	In (Full Day + ½ Conference)	
February 18	Friday	Professional Development (No Students)	Out	In	
February 21	Monday	President's Day	Out	Out	
March 10	Friday	End of 3 rd Quarter	In	In	
March 13-17	Monday-Friday	Spring Break	Out	Out	
March 20	Monday	1 st Day 4 th Quarter	In	In	
April 14	Friday	Good Friday	Out	Out	
May 19	Friday	End of 4 th Quarter	In (1/2 Day)	In (1/2 Day)	

175 Instructional Days

Q1 – 46 Days
Q2 = 39 Days
(S1 = 85 Days)

Q3 = 46 Days
Q4 = 44 Days
(S2 = 90 Days)

Total = 175 Days

Inservice

July 28 (1)
July 30 (1)
August 2 (1)
August 3 (1)

January 3 (1)

5 Days

P.D. Stockpile

November 22 (1)-FLEX
November 23 (1)-FLEX

December 20 (1)-FLEX
December 21 (1)-FLEX
February 18 (1)

5 Days

Admin.

July 27 (1)
July 29 (1)
August 4 (1)
Q1 Fall Adm. (0.5)

Q3 Spring Adm. (0.5)

4 Days

P/T Conferences

September 23 (0.5)

February 17 (0.5)

1 Day

Paid Teacher Vacation

October 11-15 (5)

March 13-17 (5)

10 Days

Pending BCS Board Approval & TDOE Approval

School Support Organizations (SSO)
School Year 2026-2027
Board Meeting September 24, 2026

Name of Organization	School
Appling Middle PTO	Appling Middle School
BHS Basketball Boys Booster	Bartlett High School
Bartlett High Soccer	Bartlett High School