

BARTLETT CITY BOARD OF EDUCATION
BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING
BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS
6400 STAGE ROAD, BARTLETT
PO Box 341148
Bartlett, TN 38134

June 25, 2015

7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

SPECIAL PRESENTATIONS

PUBLIC COMMENT

APPROVAL OF AGENDA

BOARD ACTION ITEMS

Superintendent Contract Extension

Superintendent Contract Extension passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

May 28, 2015 Board Business Meeting Minutes

June 2, 2015 Special Called Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

UNFINISHED BOARD BUSINESS

POLICY 2002: Annual Operating Budget REVISED

The Second Reading of POLICY 2002: Annual Operating Budget REVISED passed with a motion by Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

POLICY 2005: Accounting System REVISED

The Second Reading of POLICY 2005: Accounting System REVISED passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

POLICY 2010: Gifts and Bequests NEW

The Second Reading of POLICY 2010: Gifts and Bequests NEW passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

POLICY 2013: Inventories NEW

The Second Reading of NEW POLICY 2013: Inventories NEW passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

POLICY 2016: Bids and Quotations REVISED

The Second Reading of POLICY 2016: Bids and Quotations REVISED passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

POLICY 2021: Expenses and Reimbursements REVISED

The Second Reading of POLICY 2021: Expenses and Reimbursements REVISED passed with a motion by Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

POLICY 2023: Salary Deductions - REVISED

The Second Reading of POLICY 2023: Salary Deductions - REVISED passed with a motion by Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

BOARD ACTION ITEMS

Consent Agenda

The Consent Agenda passed with a motion by Mr. Jeff Norris and a second by Bryan Woodruff.

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

2015-2016 IDEA Application for funding

2015-2016 ESEA Application for Funding

BCS Differentiated Pay Plan for 2015-2016

Contract for Special Education Services - Brunswick Day School

Contract for Special Education Services – Memphis Oral School for the Deaf

Contract for Special Education Services – King’s Daughters and Sons

Renaissance Group, Inc. Facilities Assessment- Altruria Elementary

Renaissance Group, Inc. Facilities Assessment- Ellendale Elementary

New Board Business

BCS Resolution 2-6 Amend the 2014-2015 General Fund Budget

The BCS Resolution 2-6 Amend the 2014-2015 General Fund Budget passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS Resolution 2-7 Amend the 2014-2015 Special Revenue Fund Budget

The BCS Resolution 2-7 Amend the 2014-2015 Special Revenue Fund Budget passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

Resolution 2-8 General Fund Budget Amendment

The Resolution 2-8 General Fund Budget Amendment passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 5028: Vacations and Holidays - REVISED

The First Reading of Policy 5028: Vacations and Holidays - REVISED passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS General Counsel Contract Extension

The BCS General Counsel Contract Extension passed with a motion by Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

ADJOURNMENT

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

Thursday, May 28, 2015
Bartlett City Schools
Bartlett City Hall-Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Joey Mitchell said a prayer and led the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

***** Official Business of the Day *****

Chairman Jeff Norris 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. Jeff Norris
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

Each of the following students or staff were recognized and presented a certificate:

BHS 2015 Valedictorian, Alexis Gwynn
BHS 2015 Salutatorian, Jason Zeng
Emma Brick-Hezeau won the TN Department of Education contest 'Why I'm Thankful for my Teacher'

The 2014-2015 BHS Boy's Baseball Varsity Team were District Champions, Region Champions, Sectional Champions and State Qualifiers.

Andrew Miller	Barrett Taylor
Parker Wilson	Ryan McBride
Josh Milzarek	CJ Burrow
Phillip Bay	Patrick Asbell
Justin Ammons	Tucker King
Mason Hester	Landon Caldwell
Jackson South	Josh Smith
Jon Bowlan	Cody Floyd
Dylan Smith	Drew Hollis
Christian Busby	Jacob Nobles
Peyton Campbell	Nick Bramlett
Jeffrey Kohl	KD Forsythe
Dawson Jones	Evan Harless
Jon Baldelli	Spencer Ross
Hudson Perritt	Hunter Youngman

Head Coach - Josh Stewart
Assistants: Steve Ledford Kirby Grisham
 Jason Taylor Dustin Roverly
 Daryl Gore

2014-15 BARTLETT HIGH SCHOOL TRACK AND FIELD

Makayla Lewis 11th in the 100 meter hurdle
Eric Jaramillo 12th in the 3200 meter run
Harry Self 11th in the 800 meter run
Brian Braswell 12th in the Decathlon, Pole Vault, Triple Jump

4 X 800 meter Relay Team:

Ethan Bottom 10th, Ian Johnson 10th, Harry Self 11th, Jason Zeng 12th

4 X 400 meter Relay:

Ethan Bottom 10th, Ian Johnson 10th, Harry Self 11th, Jalen Jones 11th

Head Coach - Kris Harman

Assistants: Greg Miller and Steve Sullivan

PUBLIC COMMENT

- *Blount Smith - 457 Waring Rd. - Memphis*
RE: Sick Leave Bank

APPROVAL OF AGENDA

Mr. Jeff Norris made the motion to amend the agenda to add X. Staff Action Item A. 1:1 Device Recommendation, move Board Action Item #15. BCS Sick Leave Bank to #9 and add #16 Agreement for Revenue Anticipation Loan. Mr. Bryan Woodruff seconded the motion. All Board Members responded aye and the agenda was amended. Mr. David Cook made the motion to approve the agenda. Mr. Bryan Woodruff seconded the motion. All Board Members responded aye and the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

April 23, 2015 Board Business Meeting Minutes

April 29, 2015 Special Called Meeting Minutes

May 13, 2015 Special Called Meeting Minutes

Mr. Bryan Woodruff made the motion to approve the April 23, 2015 Board Business Meeting Minutes, the April 29, 2015 Special Called Meeting Minutes and the May 13, 2015 Special Called Meeting Minutes. Ms. Erin Berry seconded the motion. All Board Members responded aye and the motion carried.

REPORTS

Chairman's Report

The City of Bartlett Mayor and Board of Aldermen recently approved the second reading of the BCS 2015-2016 proposed budget. The final reading will be June 9, 2015.

Superintendent's Report

I want to thank this board and the community for their support of the Bartlett High School graduation. I am so proud of the students and community and how well the event went. The end of the first school year has gone well. Everything this first year has been great thanks to the hours of hard work and the team effort from our staff, teachers and principals.

David Skelton, Owner of Evergreen UV is donating ceiling mounted Lumalier UV Air disinfections systems to all of our schools. The systems will be placed in each Health Clinic the schools. It is our hope that this will help to keep our children and staff healthier throughout the school year.

I want to recognize and thank John Simi, Supervisor of Instructional Technology, who is retiring after many years of service. Joey Mitchell will be his replacement. Joey was a teacher at Elmore Park and an Instructional Technology Trainer.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The April 2014-2015 Monthly Financial Report was accepted by the Board. It is not a voting item.

UNFINISHED BOARD BUSINESS

POLICY 1001: School Board Legal Status and Authority REVISED SECOND READING

Motion Passed: The second reading of POLICY 1001: School Board Legal Status and Authority REVISED passed with a motion by Mr. David Cook and a second by Mr. Bryan Woodruff.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

POLICY 1002: Board Member Legal Status REVISED SECOND READING

Motion Passed: The second reading of POLICY 1002: Board Member Legal Status REVISED passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

POLICY 1003: Board Member Orientation REVISED SECOND READING

Motion Passed: The second reading of POLICY 1003: Board Member Orientation REVISED passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

POLICY 1004: Method and Election of Board Officers REVISED SECOND READING

Motion Passed: The second reading of POLICY 1004: Method and Election of Board Officers REVISED passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

POLICY 1005: Duties of Board Officers REVISED SECOND READING

Motion Passed: The second reading of POLICY 1005: Duties of Board Officers REVISED passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

POLICY 1008: Agendas REVISED SECOND READING

Motion Passed: The second reading of POLICY 1008: Agendas REVISED passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

POLICY 1009: Public Participation at Board Meetings REVISED SECOND READING

Mr. Jeff Norris made the motion to amend Policy 1009 to limit comments at Special Called Meetings and Mr. Bryan Woodruff seconded the motion. All Board Members responded aye and the amendment was approved.

Motion Passed: The second reading of POLICY 1009: Public Participation at Board Meetings REVISED passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

POLICY 1017 Board Member Development Opportunities REVISED SECOND READING

Motion Passed: The second reading of POLICY 1017: Board Member Development Opportunities REVISED passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

STAFF ACTION ITEMS

1:1 Device Recommendation

Motion Passed: To authorize Superintendent Stephens to negotiate the lease contract with Apple based on the recommendation from the BCS Device Committee for Apple Mac Book Air as the 1:1 Device passed with a motion by Mr. Jeff Norris and a second by Mrs. Shirley Jackson.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

BOARD ACTION ITEMS

New Board Business

POLICY 2002: Annual Operating Budget REVISED

Motion Passed: The First Reading of POLICY 2002: Annual Operating Budget REVISED passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry Yes
Mr. David Cook Yes
Mrs. Shirley Jackson Yes
Mr. Jeff Norris Yes
Mr. Bryan Woodruff Yes

POLICY 2005: Accounting System REVISED

Motion Passed: The First Reading of POLICY 2005: Accounting System REVISED passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry Yes
Mr. David Cook Yes
Mrs. Shirley Jackson Yes
Mr. Jeff Norris Yes
Mr. Bryan Woodruff Yes

POLICY 2010: Gifts and Bequests NEW

Motion Passed: The First Reading of POLICY 2010: Gifts and Bequests NEW passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry Yes
Mr. David Cook Yes
Mrs. Shirley Jackson Yes
Mr. Jeff Norris Yes
Mr. Bryan Woodruff Yes

POLICY 2013: Inventories NEW

Motion Passed: The First Reading of POLICY 2013: Inventories NEW passed with a motion by Mr. Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry Yes
Mr. David Cook Yes
Mrs. Shirley Jackson Yes
Mr. Jeff Norris Yes
Mr. Bryan Woodruff Yes

POLICY 2016: Bids and Quotations REVISED

Motion Passed: The First Reading of POLICY 2016: Bids and Quotations REVISED passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry Yes
Mr. David Cook Yes
Mrs. Shirley Jackson Yes
Mr. Jeff Norris Yes
Mr. Bryan Woodruff Yes

POLICY 2021: Expenses and Reimbursements REVISED

Motion Passed: The first reading of POLICY 2021: Expenses and Reimbursements REVISED passed with a motion by Mr. David Cook and a second by Mr. Bryan Woodruff.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

POLICY 2023: Salary Deductions REVISED

Motion Passed: The first reading of POLICY 2023: Salary Deductions REVISED passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

POLICY 5033: Certificated Employees Sick Leave Bank NEW

Mr. David Cook made the motion to suspend the rules to adopt this policy on first reading. Ms. Erin Berry seconded the motion. All Board Members responded aye.

Motion Passed: POLICY 5033: Certificated Employees Sick Leave Bank NEW passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

BCS Sick Leave Bank

Motion Passed: The establishment of the BCS Sick Leave Bank passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

District Coordinated School Health Application

Motion Passed: The District Coordinated School Health Application passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

Wireless Access/Network Infrastructure Contract

Motion Passed: The Wireless Access/Network Infrastructure Contract passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

BCS Capital Improvement Plan 2015-2020

Nedra Jones, Shared Services Planner, presented the BCS Capital Improvement Plan 2015-2020.

Motion Passed: The BCS Capital Improvement Plan 2015-2020 passed with a motion by Mr. Jeff Norris and a second by Mr. Bryan Woodruff.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

Superintendent Evaluation

Motion Passed: The Superintendent Evaluation passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

2015-16 Proposed Special Revenue Budget

Motion Passed: 2015-16 Proposed Special Revenue Budget passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

BCS Budget Amendment

Mr. Jeff Norris made the motion to amend the BCS Budget Resolution to provide the corrected Transportation amount \$2,811,739. Mr. Bryan Woodruff seconded the motion. All Board Members responded aye. Chairman Norris read the Resolution for the record.

Motion Passed: The BCS Budget Amendment as corrected passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

- Ms. Erin Berry Yes
- Mr. David Cook Yes
- Mrs. Shirley Jackson Yes
- Mr. Jeff Norris Yes
- Mr. Bryan Woodruff Yes

Agreement for Revenue Anticipation Loan

Motion Passed: The Agreement for Revenue Anticipation Loan passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

ADJOURNMENT

Meeting adjourned at 8:15 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent

**BARTLETT CITY BOARD OF EDUCATION
SPECIAL CALLED MEETING MINUTES**

Tuesday, June 2, 2015
6:00 p.m.
Bartlett City Schools
Central Office Conference Room
5650 Woodlawn St.- Bartlett

INVOCATION AND PLEDGE OF ALLEGIANCE

Superintendent Stephens said a prayer and led the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

***** Official Business of the Day *****

Chairman Jeff Norris 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. Jeff Norris
Mr. Bryan Woodruff

ANNOUNCEMENT OF MEETING PURPOSE

Chairman Jeff Norris stated the meeting was called to approve the recommended vendors as listed under Board Actions.

PUBLIC COMMENT

No public comments.

BOARD ACTION ITEMS

Vendor Recommendation for renovations at Bartlett Ninth Grade Academy

Motion Passed: Approval of Wagner General Contractors as the Vendor Recommendation for renovations at Bartlett Ninth Grade Academy passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

Vendor Recommendation for renovations at Bartlett High School

Motion Passed: Approval of Belz Construction Service as the Vendor Recommendation for renovations at Bartlett High School passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

Vendor Recommendation for the Rivercrest Elementary School Reroof

Motion Passed: Approval of Quality Roofing Contractor of Southeast MO, Inc. as the Vendor Recommendation for the Rivercrest Elementary School Reroof passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

Ms. Erin Berry	Yes
Mr. David Cook	Yes
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

ADJOURNMENT

Meeting adjourned at 6:14 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent

POLICY 2002: Annual Operating Budget

All school ~~system-district~~ budgets are the operational plans, stated in financial terms, which describe all programs to be conducted in the ~~school-system~~district during the fiscal year.

The annual-~~school~~ budget process is an important function of school ~~system-district~~ operations and shall include an analysis of previous staffing, curriculum, and facilities as well as, and projections requiring additional staffing, curriculum modifications, and additional facilities. The budget shall set forth, in itemized form, the amount necessary to operate Bartlett City Schools for the fiscal year July 1 through June 30.

PREPARATION PROCEDURES

Public school budgeting is regulated and controlled by federal and state legislation, Tennessee State Board of Education rules and regulations, the Tennessee Internal School Uniform Accounting Policy Manual~~a system of school fiscal accounting~~, the Bartlett City Charter, and ~~local~~ Bartlett City Board of Education requirements.

Budget proposals shall be balanced, consistent with Board policies, and recognize contractual obligations and shall include provisions for:

1. Programs to meet the needs of the entire BCS student body;
2. Staffing arrangements adequate for proposed programs;
3. Maintenance of District equipment and facilities; and
4. Efficiency and economy¹

The Superintendent and Board ~~Chairman of the Board~~ will prepare a budget preparation calendar to assist with the planning and preparation of the budget. and an annual budget each fiscal year.² The calendar shall be used as a guide for coordinating the budgetary activities of the district, collecting data, reviewing problems, and making budget decisions. The Superintendent shall be responsible for preparation of the Board budget and shall establish procedures for the involvement of staff as appropriate.³ ~~The budget shall set forth, in itemized form, the amount necessary to operate Bartlett City Schools for the fiscal year July 1 through June 30. The budget proposal shall be balanced and should include provisions for programs that meet the needs of the entire student body, staffing arrangements adequate for proposed programs, and maintenance of the district's equipment and facilities.~~

BUDGET OFFICER

The Superintendent is designated as the budget officer to oversee the daily administration of the District~~system's~~ budget. ~~The Superintendent will establish procedures for the involvement of department heads, principals, and other district staff.~~

¹ Tennessee Internal School Uniform Accounting Policy Manual; Section 4-19

² T.C.A. §49-2-301(b)(W); T.C.A. §49-2-203(a)(10)

³ T.C.A. §49-2-301(b)(W)

FINAL ADOPTION PROCEDURE

The Board shall adopt a budget and submit it to the Bartlett Board of Mayor and Aldermen no later than forty-five (45) days prior to the actual date the budget is to be adopted by the ~~local legislative body~~City.⁴

The Superintendent shall file with the Commissioner of Education a copy of the budget within ten (10) days after its adoption.⁵

⁴ T.C.A. §6-36-110; T.C.A. §49-2-203(a)(10)

⁵ T.C.A. §49-2-301(b)(Z); TRR/MS 0520-1-2-.13(2)(a)

POLICY 2005: ~~Internal Accounting Manual~~ Accounting System

The Superintendent shall maintain a system of accounting and reporting pursuant to the regulations prescribed by the Tennessee Commissioner of Education.¹ The system of accounting shall provide a detailed and accurate account of all receipts and disbursements of school funds.²

The Bartlett City Board of Education adopts the "~~Tennessee Internal Uniform Accounting Policy Manual~~" as a guide for each school's internal school accounting system. The principal of each school shall be responsible for the management of all internal accounts under his/her jurisdiction in accordance with this manual, and "~~Tennessee Internal Uniform Accounting Policy Manual~~." A copy of the manual will be supplied to each school.³

¹ T.C.A. §49-3-316(a)(1)

² T.C.A. §49-2-301(b)(1)(D)

³ T.C.A. §49-2-110(d)

Policy 2010 – Gifts and Bequests NEW

The Superintendent is authorized to accept gifts to the District and may designate others to accept gifts for particular schools on behalf of the Board.¹ The Board will officially express appreciation to the donor, and all major gifts shall be reported to the Board and publicly announced.

In instances where the Superintendent or his/her designee doubts the appropriateness or usefulness of an offered gift, the gift may be declined or the matter referred to the Board.

In accepting gifts and donations, the following guidelines should be followed:

1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise placed on school premises shall for all intents and purposes be a gift and shall become District property subject to the same controls and regulations that govern the use of other District-owned property.
2. Contributions of equipment or services that may involve major costs for installation, maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent for Board consideration and appeal.
3. Individuals or organizations wanting to contribute supplies or equipment shall consult with school officials about the feasibility of accepting such contributions.

¹ T.C.A. §49-6-2006(a)

Policy 2013 – Inventories NEW

The Superintendent shall establish an accurate inventory system for all school real and personal (e.g., material and equipment) property, and these procedures shall be implemented at each District facility. Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting purposes.¹

For equipment procured with federal funds, the Superintendent shall establish procedures that meet all federal requirements, including guidelines for the purchasing, inventorying, security, and disposition of all equipment.²

Each school shall maintain a complete inventory with a duplicate maintained in the Central Office.

¹ Tennessee Internal School Uniform Accounting Policy Manual; Section 4-23; Section 4-25

² EDGAR 34 Subtitle A Part 80.32

POLICY 2016: Bids and Quotations

All purchases of supplies, materials, equipment, and contractual services in excess of ten thousand dollars (\$10,000), including those of individual schools, shall be based on competitive bids. These bids shall be solicited by advertisement in a newspaper of general circulation within the District. However, ~~the said~~ newspaper advertisement may be waived by the purchasing agent in an emergency. Where appropriate, the purchasing agent may satisfy advertising and bid requirements by use of a comprehensive list of vendors; provided, that the vendors on the list are given notice to bid; and provided further, that the purchasing agent shall advertise at least annually for prospective vendors in a newspaper of general circulation and shall update the list of vendors following the advertisement.¹

All purchases of ten thousand dollars (\$10,000) or less, including those of individual schools, may be made in the open market without newspaper notice, but shall, whenever possible, be based on at least three (3) competitive bids in accordance with applicable state law.²

The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any or all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract.

The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is strictly prohibited.

Exceptions to Competitive Bidding

The following are exceptions to the competitive bidding requirement:

1. Contracts for legal services, educational consultants, and similar services by professional persons or groups of high ethical standards;³
2. Liability Insurance purchased through a plan authorized and approved by any organization of governmental entities representing cities and counties;⁴
3. Purchases of goods or contracts for services from sole source and single source providers. A sole source provider shall be a supplier of goods and services exempt from the bid process based on the unavailability of any supplier capable of performing the function of the sole source product or service. A single source provider shall be a single supplier of goods and services among others in a competitive marketplace which for a justifiable reason has predominant qualifications and unique attributes only possessed by that source. Factors considered shall include availability of the product or service, compatibility of the product or service with existing District products, programs, or

¹ T.C.A. §49-2-203(a)(3); T.C.A. §49-2-203(a)(3)(A)(B); T.C.A. §49-2-206

² T.C.A. §49-2-203(b)

³ T.C.A. §12-4-106

⁴ T.C.A. §29-20-407

resources, standardization of the product or service with existing District products, programs, or resources, and grant or contract requirements; or

4. Purchases of supplies, equipment, and services under the same terms of a competitive bid issued by any Tennessee local education agency (LEA) or other local governmental unit.⁵

⁵ T.C.A. §12-3-1201

Policy 2021 – Expenses and Reimbursements

The Bartlett City Board of Education shall periodically review the District's expense allowances and reimbursement guidelines. The Superintendent or his/her designee shall develop travel expense forms and administrative procedures to ensure consistency and transparency with the implementation of this policy.

School Personnel

With prior approval from the Superintendent or his/her designee, school personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved Travel Expense Report and supporting receipts. Requests for reimbursements shall be submitted to the Chief Financial Officer within thirty (30) days of the date of completion of travel.

The Superintendent may grant travel authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the program involved.

The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not be used for this purpose.¹

Board Members

Attendance at conventions, educational meetings, or other travel for Board business shall be authorized in advance by the Board-Executive Committee in accordance with Policy 1017 – Board Member Development Opportunities.²

Members of the Bartlett City Board of Education shall be reimbursed for transportation, lodging, meals, and other authorized expenses in accordance with BCS Travel Regulations and the BCS Travel Expense Report Form when traveling on Board business.³ Requests for reimbursements shall be submitted to the Board Secretary within thirty (30) days of the date of completion of travel.

¹ *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18

² T.C.A. §49-2-2001(e)

³ T.C.A. §49-2-2001

Policy 2023 – Salary Deductions

Salary deductions made from an employee's paycheck require proper written authorization of the employee, except as otherwise provided by federal/state law, court order, ~~and~~ or as a conditions of employment. Examples of deductions not requiring employee authorization include, but are not limited to, the following:

1. Withholding tax, social security, Medicare;
2. Tennessee Consolidated Retirement System contributions;
3. Group life insurance contributions;
4. Garnishments;
5. Unauthorized absences; and
6. Criminal background check;

An employee may schedule additional voluntary deductions by written request submitted on forms provided by the Superintendent~~to the Superintendent~~ or his/her designee. An employee may change or terminate such salary deductions upon written notification according to administrative procedures~~. to the Superintendent or his/her designee.~~

The Superintendent or his/her designee shall develop the requisitededuction-request forms and administrative procedures to implement this policy.

FY16 Consolidated Application Approval for IDEA/ESEA
School Year 2015-16

LEA # _____	LEA Name (Legal Name of Agency): _____
Street Address _____	
City _____	State _____ Zip _____
LEA Legal Mailing Address _____	

Consolidated Project begins _____ and ends _____

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge. The Board of Education has reviewed and approved this project year application for filing.

This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

_____ Board Meeting Date

Director of Schools (Signature)

Board of Education Official (Signature)

Director of Schools (Print Name)

Board of Education Official (Print Name)

Date Signed

Date Signed

Bartlett City Schools

FY 2016 IDEA Programs Summary

Preliminary Allocations:

IDEA, Part B

\$1,758,321

IDEA, Preschool

\$23,954

IDEA, Part B

In order to provide services to students with exceptional needs in Bartlett City Schools, the Department of Exceptional Children has drafted the following plan. Bartlett City Schools will maintain compliance on each Individualized Education Plans for the 1,600 children in our eleven public schools and service plans for private schools during 2015-16 school year. Services vary from consult, co-teaching, resource, functional skills, adaptive functional skills, related services to include speech-language, nursing, occupational, and physical therapy, and behavioral support. In addition to maintaining compliance and providing services to our students, additional money will be utilized for Reading and Math instructional materials, continued contract with Public Consulting Group for purchase of EASY IEP (computer system utilized to develop each student's IEP), evaluation materials and protocols for our psychologists and other school service providers, stipends for five LEAD positions, and assistive technology. To increase communication for students with limited language, the department will provide 2 IPADS for each Functional Skills classroom loaded with ProloQuo (a language acquisition program). The Lead BCS speech pathologist will train each teacher on the use of this program, while all SLPs will ensure successful implementation. We are supporting the schools with a Special Education Specialist, four Speech Language Pathologists, two SPED nurses, and an additional school psychologist with IDEA funds. IDEA funds will cover .5 towards a grants accountant.

IDEA, Preschool

Bartlett City School will provide preschool services to students with exceptional needs at five elementary schools (Altruria, Bartlett, Bon Lin, Oak, and Rivercrest). Behind providing services and maintaining compliance for students 3-5 years old, IDEA funds have been set aside for instructional materials, special education equipment, professional development, and substitutes to cover this endeavor.

Bartlett City Schools
FY 2016 Elementary and Secondary Education Act (ESEA) Programs Summary

<u>Title I</u>	<u>Title I N</u>	<u>Title ID</u>	<u>Title IIA</u>	<u>Title III</u>
\$1,526,870	\$524,297	\$33,864	\$356,520	\$23,523

Title IA, Title IN, & Title ID-In order to increase student academic achievement, the Bartlett City Schools Title I program for school year 2015-2016 will provide instructional services to approximately 3,622 students attending 4 BCS Title IA schoolwide schools (Altruria Elementary, Bartlett Elementary, Elmore Park Middle, & Rivercrest Elementary), 3 facilities for neglected children (Baptist Children's Home, Lakeside Behavioral, Youth Villages), and 1 facility for delinquent children (Varangon Academy). These services will supplement instructional services provided by state and local funds.

Title I funds will be utilized for Instructional Facilitators, teachers (Response to Intervention), education assistants, technology coaches, tutors, technology support, N & D Supervisor, and ESEA Supervisor; extended learning including before/after school and Saturday tutoring; parent training; instructional supplies/materials; equipment (technology); and professional development.

Title IIA-Professional development activities for core academic subjects that are high quality, sustained, intensive, and classroom focused. This will be provided for instructional staff in all BCS schools and the participating non-public schools (St. Ann Bartlett and Youth Villages).

Title IIA funds will be utilized for the position of Professional Development/Evaluation Supervisor, Response to Intervention Coach, professional development materials/supplies, and teacher and principal mentoring. These items support school administrative initiatives and goals by providing professional development to teachers through Master Teachers and Learning Coaches.

Title IIIA- Supplemental scientifically based language instruction to increase English proficiency and student academic achievement in support of English as a Second Language (ESL) services to English Learners will be provided to eligible BCS students, as well as eligible students attending participating non-public schools. Funds will be utilized for instructional materials/supplies, equipment, parent outreach, and professional development.

Summary presented by:

James Aldinger, Director of Human Resources, Federal Projects, and Accountability
Bartlett City Schools
5650 Woodlawn Street
Bartlett, TN 38134
901-202-0855
james.aldinger@bartlettschools.org

FY16 Consolidated Application Approval for IDEA/ESEA
School Year 2015-16

LEA #	LEA Name (Legal Name of Agency):		
<u>794</u>	Bartlett City Schools		
Street Address	LEA Legal Mailing Address		
<u>5650 Woodlawn St.</u>			
City	State	TN	Zip
<u>Bartlett</u>			<u>38134</u>

Consolidated Project begins July 1, 2015 and ends June 30, 2016

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.
The Board of Education has reviewed and approved this project year application for filing.

This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

_____ Board Meeting Date

Director of Schools (Signature)

Board of Education Official (Signature)

Director of Schools (Print Name)

Board of Education Official (Print Name)

_____ Date Signed

_____ Date Signed

POLICY 5028: Vacations and Holidays

Vacations and Holidays will be granted to regular, full time employees subject to the following provisions:

A. General Provisions

1. Temporary and part-time employees are not eligible for vacation.
2. Vacation leave will ~~be credited to~~begin to accrue once new employees ~~once the employee has completed~~ six (6) months of continuous service. ~~Eligible employees will begin accruing vacation upon the seventh (7) month of employment.~~
- ~~3. An employee that worked full-time in a Shelby County School/Central Office during the 2013-2014 school year and now works full-time for Bartlett City Schools is not considered a new employee.~~
- ~~4.3.~~4.3. An employee who resigns or terminates from Bartlett City Schools shall be paid for any unused earned vacation leave, provided the employee has completed six (6) months of service. ~~Any days advanced are not considered earned and shall not be paid out.~~
- ~~5.4.~~5.4. Full-time classified employees will receive one (1) day per year to be used for personal business in addition to earned sick leave. There are no provisions for this day to carry over the next fiscal year.
5. Full-time certified employees will receive two (2) days per year in addition to earned sick leave to be used for personal business. Two (2) unused days may be converted to sick.
6. All full-time employees who have reached the last step on the BCS salary schedule will receive one (1) additional day per year to be used for personal business in addition to the personal day(s) earned under Paragraphs 4 and 5. There are no provisions for this day to convert to sick or carry over the next fiscal year.

B. Twelve (12) Month Employees

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

Length of Service Vacation Accrued	Semi-Monthly Basis
Six (6) months and one day, but less than one (1) year42
One (1) year, but less than five (5) years42
<i>(Maximum of 10 days per year)</i>	
Five (5) years, but less than ten (10) years50
<i>(Maximum of 12 days per year)</i>	
Ten (10) years, but less than fifteen (15) years63
<i>(Maximum of 15 days per year)</i>	
Fifteen years or more84
<i>(Maximum of 20 days per year)</i>	

~~2. For the 2014-2015 school year, employees who were hired from SCS and were paid out their earned vacation shall have vacation days advanced as of July 1 based on the schedule below:~~

~~Less than 1 year — 6 days
1 year, but less than 5 years — 10 days
5 years, but less than 10 years — 12 days
10 years, but less than 15 years — 15 days
15 years or more — 20 days~~

3. Vacation is accrued semi-monthly, and the accumulated amount of vacation appears on the employee's paychecks. All eligible employees may accrue up to a maximum of twenty-five (25) vacation days.
4. Vacation leave is accrued while an employee is in paid status, but does not accrue while an employee is in an unpaid status.
5. Holidays are not paid to employees who are in an unpaid status.
6. Designated Bartlett City Schools holidays that fall within the vacation schedule are not to be counted as vacation days. Full time, twelve-month employees will be paid for thirteen (13) paid holidays that will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period.
7. Vacation schedules that shall be approved by the employee's immediate supervisor should be planned in such a way that the operational procedures are not interrupted.

C. Full time classified employees working less than twelve (12) months

1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period. Ten (10) vacation days are built into the employee's work calendar, so as to reduce number of unpaid days throughout the school year. These days are not paid out if the employee resigns and are not for the employee's use.
2. The employee must work the day before and after a paid holiday in order to be paid for the holiday ~~or~~
3. The employee uses such paid leave time as he/she is entitled to based upon employment status to cover the day before and after a paid holiday.

D. Full time certified employees working less than twelve (12) months

1. Employees shall earn 1 vacation day for every 20 days worked and those days are distributed throughout the employee's work calendar. These days are not paid out if the employee resigns and are not for the employee's use.