

**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**  
**January 26, 2017**  
**7:00 PM**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER & ROLL CALL**

**Official Business of the Day**

**SPECIAL PRESENTATIONS**

**PUBLIC COMMENT**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**December 15, 2016 Business Meeting Minutes**

**REPORTS**

**Chairman's Report**

**Superintendent's Report**

**General Counsel's Report**

**Tennessee Legislative Network (TLN) Representative Report**

**Financial Report**

**UNFINISHED BOARD BUSINESS**

**BOARD ACTION ITEMS**

**Consent Agenda**

The Consent Agenda passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

**The 2016-2017/2nd Semester Contract Renewal for Youth Villages Professional Development Coach for Neglected & Dependent Programs**

**2017-2018 BCS Budget Development Calendar**

**Resolution 4-10 BCS General Fund Budget Amendment**

**2016-2017 Memorandum of Understanding (MOU) with Shelby County Schools**

**Vendor Recommendation for the Altruria Elementary School Reroof**

**New Board Business**

**Mutual Agreement to Terminate Shared Services**

The Mutual Agreement to Terminate Shared Services passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

**ADJOURNMENT**

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

Thursday, December 15, 2016

Bartlett High School Library,  
Building E 2<sup>nd</sup> Floor  
5688 Woodlawn Street, Bartlett

7:00 PM

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Mr. 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 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**

No Special Presentations.

**PUBLIC COMMENT**

No public comments.

**APPROVAL OF AGENDA**

Mr. David Cook made the motion to approve the agenda. Mr. Bryan Woodruff seconded the motion. With all ayes the December 15, 2016 agenda was approved.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**November 17, 2016 Business Meeting Minutes**

Ms. Erin Berry made the motion to approve the Minutes from the November 17, 2016 Board Business Meeting. Mrs. Shirley Jackson seconded the motion. With all ayes the Meeting Minutes were approved.

**REPORTS**

**Chairman's Report**

Chairman Norris thanked everyone for attending the recent Swearing In Ceremony.

He reported that the Board received a letter from BCS General Counsel with supporting evidence for three metrics (TVAS score 5 overall for district, ACT score increased from 20.5 to 20.8 and successful roll out of 1:1 initiative) of Addendum B of the Superintendent Stephens' Contract. We will be fulfilling this part of his contract. Board Members congratulated Dr. Stephens on a job well done!

## **Superintendent's Report**

Superintendent Stephens stated that he received a phone call earlier this week regarding the \$4 Million grant the City of Bartlett, TCAT and the Medical Device Counsel has received to build a stand-alone TCAT facility in Bartlett. This facility will be for TCAT Manufacturing and a place for current machinist to receive advanced training. An additional grant will provide six more CNC machines for the BHS Advanced Manufacturing lab. We will renovate the unused side of the lab with painting and flooring to house the new machines. TCAT is also considering adding an adjunct part time TCAT instructor at BHS. This would allow consistency and a flow for dual enrollment students directly to TCAT. Once our Advanced Manufacturing lab is complete, there will not be a high school, TCAT or Junior College in the State with a better facility than what is on BHS campus. I thought that was great news!

State Report card released this week (only Ninth Grade Academy and High School tested) with the BCS District at an overall TVAS Growth Measurement Level 5. Overall composite score for ACT improved from 19.4 to 20.5 to 20.8. The percentage of students that scored 21 or above on the ACT increased to 46.8% and these students will qualify for the Hope Scholarship. Also saw an increase in the number of students hitting all four of the college readiness benchmarks.

Quick updates:

- Due diligence phase for the Bartlett Square building purchase should be completed by our January meeting.
- The soccer field's purchase was completed.
- A capital projects update was provided to the Board.
- The Altruria Reroof bid will be an agenda item in January.

## **General Counsel's Report**

No report.

## **Tennessee Legislative Network (TLN) Representative Report**

No report.

## **Financial Report**

The November 2016-2017 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**

### **Election of Chairman**

**Motion Passed:** The Election of Jeff Norris as Chairman for the remainder of 2016 through June 30, 2017 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

### **Election of Vice-Chairman**

**Motion Passed:** The Election of Bryan Woodruff as Vice-Chairman for the remainder of 2016 through June 30, 2017 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

### **Election of Tennessee Legislative Network (TLN) Representative**

**Motion Passed:** The Election of Bryan Woodruff as the Tennessee Legislative Network (TLN) Representative for the remainder of 2016 through June 30, 2017 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

### **Approval of School Support Organizations**

**Motion Passed:** The approval of the BHS Trap Team as a School Support Organization 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

### **Resolution 4-8 BCS Budget Amendment**

**Motion Passed:** Resolution 4-8 BCS Budget Amendment 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

**Memorandum of Understanding (MOU) Shelby County Sheriff**

**Motion Passed:** The Memorandum of Understanding (MOU) with the Shelby County Sheriff 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

**Memorandum of Understanding (MOU) Bartlett Police Department**

**Motion Passed:** The Memorandum of Understanding (MOU) with the City of Bartlett Police Department 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

**Joint Resolution 4-9 with City of Bartlett for Non-Recurring Capital Project Expenditure**

**Motion Passed:** The Joint Resolution 4-9 with City of Bartlett for Non-Recurring Capital Project Expenditure 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

**ADJOURNMENT**

Meeting adjourned at 7:28 p.m.

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Jeff Norris  
Chairman

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Dr. David A. Stephens  
Superintendent

## 2017-2018 BUDGET DEVELOPMENT CALENDAR

Friday, January 13, 2017	<b>BUDGET DEVELOPMENT:</b> The budget spreadsheets will be emailed to the Directors with the 2016-17 Actual Expenditures and the 2016-17 Budget.
Tuesday, January 31, 2017	<b>BUDGET REQUESTS COMPLETED</b> Directors and Principals will have 1/17/17 - 1/31/17 to complete the budget spreadsheets detailing the personnel in their departments, and the budget amounts necessary for the 2017-18 fiscal year.
Wed., Feb. 1 - Wed., Feb. 15, 2017	<b>PROPOSED BUDGETS PROCESSING:</b> Once the budget requests are submitted, CFO will process these and put in a format to facilitate the review process that will take place on Wednesday, February 17, 2016
Wednesday, February 22, 2017	<b>2017-18 BUDGET REQUESTS STAFF REVIEW</b> Superintendent will meet with Directors and Principals to discuss budget requests.
Monday, February 27	<b>STAFF REVIEW OF COMPOSITE BUDGET</b> During Superintendent Staff Meeting.
Monday, March 6, 13, 20	<b>STAFF REVIEW OF COMPOSITE BUDGET</b> During Superintendent Staff Meeting.
Tuesday, March 21, 2017	<b>PRESENTATION TO PRINCIPALS</b> at Principal's meeting
Thursday, April 20, 2017	<b>BOARD REVIEW OF F/Y 2017-18 BUDGET</b> Board Work Session.
Thursday, April 27, 2017	<b>BOARD APPROVAL OF F/Y 2017-18 BUDGET</b> Board Meeting
May 2, 2017	<b>Drop Dead Submittal Date to City</b>