

**BARTLETT CITY BOARD OF EDUCATION**  
**BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING**  
**BUSINESS MEETING AGENDA CITY OF BARTLETT, 6400 STAGE ROAD,**  
**BARTLETT 7:00 PM**  
**PO Box 341148**  
**Bartlett, TN 38134**  
**August 24, 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**

**July 27, 2017 Business Meeting Minutes**

**REPORTS**

**Chairman's Report**

**Superintendent's Report**

**General Counsel's Report**

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

**Financial Report**

**BOARD ACTION ITEMS**

**New Board Business**

**AIA B101 - 2007 Agreement Between Owner (BCS) and Architect (Fleming)**

The AIA B101 - 2007 Agreement Between Owner (BCS) and Architect (Fleming) passed with a motion by Mr. David Cook and a second by Bryan Woodruff.

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

**Construction Manager for BHS Renovation**

The naming of Flentco as the Construction Manager for BHS Renovation 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. Jeff Norris: Aye, Bryan Woodruff: Aye

#### **Bid Award FY180004 for HVAC units at Altruria Elementary**

The Bid Award FY180004 for HVAC units at Altruria Elementary in the amount of \$230,000.00 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. Jeff Norris: Aye, Bryan Woodruff: Aye

#### **Resolution 5-2 Education Capital Fund Budget Amendment**

Resolution 5-2 Education Capital Fund Budget Amendment 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

#### **Policy 2016: Bids and Quotations REVISED SECOND READING**

The second reading of Revised Policy 2016: Bids and Quotations 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

#### **2017-2018 SSO approval**

The 2017-2018 School Support Organizations (SSO) for approval 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. Jeff Norris: Aye, Bryan Woodruff: Aye

#### **ADJOURNMENT**

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

**BARTLETT CITY HALL  
6400 STAGE ROAD, BARTLETT**

**JULY 27, 2017  
7:00 P.M.**

**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 Jackson called the meeting to order at 7:00 p.m.

**Present Board Members:**

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

**Absent Board Members:**

Mr. Jeff Norris

**SPECIAL PRESENTATIONS**

John Cox, Executive Director of the Bartlett Chamber Foundation presented a check from the Leadership Bartlett class for the BCS libraries in the amount of \$7,516.75. Thank you Leadership Bartlett for the generous donation.

**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 eyes, the agenda was approved.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**June 22, 2017 Business Meeting Minutes**

The approval of the June 22, 2017 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

## **REPORTS**

### **Chairman's Report**

Chairman Jackson stated that she is delighted to be here. She had the opportunity to tour some of the projects including the BHS West Gym renovation, Ellendale Elementary's new roof, updated bathrooms and painting and Altruria Elementary's face lift.

### **Superintendent's Report**

- Superintendent Stephens welcomed Mrs. Shirley Jackson as the newly elected Chairman of the Bartlett City Board of Education.
- He updated the Board that BCS is almost fully staffed with one art and one music position open. We had a great day today with about 75 new teachers. Discussed the importance of being part of the Bartlett family and the culture of Bartlett. Looking forward to school starting on August 7th.
- The BCS Annual System-Wide In-Service will be held Friday, August 4th at Bartlett Baptist Church. We appreciate that there is a facility in Bartlett willing to host all our employees for this event. We are excited to have our teachers, office staff and cafeteria staff attend this event.
- The State has released end of course data at the State level but not the local level. Local results will be released in the upcoming weeks.
- Ken Demetriou and Jeff Waller are managing 19 projects this summer and all are on target. The concrete was poured earlier this week for the restroom and changing area on the new soccer field.
- Superintendent Stephens welcomed Douglas Burris, Senior Vice President & Partner, with Renaissance Architects. Mr. Burris presented proposed plans for the new Central Office at Bartlett Square.

### **General Counsel's Report**

No report.

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

TLN Representative Bryan Woodruff stated that he is in contact with Senator Lamar Alexander's office to facilitate a visit to BCS.

### **Financial Report**

The June 2016-2017 Financial Report was accepted by the Board. It is a non-voting item.

## **BOARD ACTION ITEMS**

### **New Board Business**

#### **Resolution 5-1 Special Education Budget Amendment**

**Motion Passed:** Resolution 5-1 Special Education Budget Amendment 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	Absent
Mr. Bryan Woodruff	Yes

**Memphis Oral School for the Deaf Contract**

**Motion Passed:** The Memphis Oral School for the Deaf Contract passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

**Contract for Audiological Services**

**Motion Passed:** The Contract for Audiological Services passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

**Advance Therapy Contract**

**Motion Passed:** The Advance Therapy Contract passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

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

**Behavior Services of the Mid-South, LLC Agreement**

**Motion Passed:** The Behavior Services of the Mid-South, LLC Agreement passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

**Southern College of Optometry Memorandum of Understanding (MOU)**

**Motion Passed:** The Southern College of Optometry Memorandum of Understanding (MOU) passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

### **BCS Kindergarten Report Card**

**Motion Passed:** The BCS Kindergarten Report Card passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

### **FY2018 Every Student Succeeds Act (ESSA) Programs Summary AMENDED**

**Motion Passed:** The FY2018 Every Student Succeeds Act (ESSA) Programs Summary AMENDED passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

### **Shadowlawn School Historical Marker**

**Motion Passed:** The Shadowlawn School Historical Marker passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

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

### **2017-2018 School Support Organizations for Approval**

**Motion Passed:** The 2017-2018 School Support Organizations for Approval, Appling Middle PTO and BHS Boy's La Cross, 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	Absent
Mr. Bryan Woodruff	Yes

### **Policy 3016: Food Service Management REVISED SECOND READING**

**Motion Passed:** The second reading of revised Policy 3016: Food Service Management 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	Absent
Mr. Bryan Woodruff	Yes

**Policy 6023: Use of Personal Communication Devices and Electronic Devices  
REVISED SECOND READING**

**Motion Passed:** The second reading of revised Policy 6023: Use of Personal Communication Devices and Electronic Devices 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	Absent
Mr. Bryan Woodruff	Yes

**Policy 6047: Attendance REVISED SECOND READING**

**Motion Passed:** The second reading of revised Policy 6047: Attendance 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	Absent
Mr. Bryan Woodruff	Yes

**Policy 2016: Bids and Quotations REVISED FIRST READING**

**Motion Passed:** The first reading of revised Policy 2016: Bids and Quotations 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	Absent
Mr. Bryan Woodruff	Yes

**ADJOURNMENT**

The meeting adjourned at 7:55 p.m.

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Shirley Jackson  
Chairman

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Dr. David A. Stephens  
Superintendent

<b>Bartlett City Board of Education</b>		<b>2016</b>
Descriptor Term: <b>BIDS AND QUOTATIONS</b>	Descriptor Code: <b>Fiscal Management</b>	Issue Date: <b>02/27/2014</b>
	Rescinds:	Revised: <b>06/25/2015</b>

1 All purchases of supplies, materials, equipment, and contractual services in excess of ~~ten~~ twenty  
2 five thousand dollars (~~\$10,000~~) (\$25,000), including those of individual schools, shall be based on  
3 competitive bids. These bids shall be solicited by advertisement in a newspaper of general  
4 circulation within the District. However, the newspaper advertisement may be waived by the  
5 purchasing agent in an emergency. Where appropriate, the purchasing agent may satisfy  
6 advertising and bid requirements by use of a comprehensive list of vendors; provided, that the  
7 vendors on the list are given notice to bid; and provided further, that the purchasing agent shall  
8 advertise at least annually for prospective vendors in a newspaper of general circulation and shall  
9 update the list of vendors following the advertisement.<sup>1</sup>

10 All purchases of ~~ten~~ twenty five thousand dollars (~~\$10,000~~) (\$25,000) or less, including those of  
11 individual schools, may be made in the open market without newspaper notice, but shall,  
12 whenever possible, be based on at least three (3) competitive bids in accordance with applicable  
13 state law.<sup>2</sup>

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

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

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

22 **Exceptions to Competitive Bidding**

23 The following are exceptions to the competitive bidding requirement:

- 24
- 25 1. Contracts for legal services, educational consultants, and similar services by professional  
26 persons or groups of high ethical standards;<sup>3</sup>

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

<sup>2</sup> T.C.A. §49-2-203(b)

<sup>3</sup> T.C.A. §12-4-106

- 1        2. Liability Insurance purchased through a plan authorized and approved by any organization
- 2        of governmental entities representing cities and counties;<sup>4</sup>
- 3        3. Purchases of goods or contracts for services from sole source and single source
- 4        providers. A sole source provider shall be a supplier of goods and services exempt from
- 5        the bid process based on the unavailability of any supplier capable of performing the
- 6        function of the sole source product or service. A single source provider shall be a single
- 7        supplier of goods and services among others in a competitive marketplace which for a
- 8        justifiable reason has predominant qualifications and unique attributes only possessed by
- 9        that source. Factors considered shall include availability of the product or service,
- 10       compatibility of the product or service with existing District products, programs, or
- 11       resources, standardization of the product or service with existing District products,
- 12       programs, or resources, and grant or contract requirements; or
  
- 13       4. Purchases of supplies, equipment, and services under the same terms of a competitive
- 14       bid issued by any Tennessee local education agency (LEA) or other local governmental
- 15       unit.<sup>5</sup>

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<sup>4</sup> T.C.A. §29-20-407

<sup>5</sup> T.C.A. §12-3-1201