

**BARTLETT CITY BOARD OF EDUCATION**  
**BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING**  
**BUSINESS MEETING AGENDA BARTLETT CITY HALL 6400 STAGE ROAD,**  
**BARTLETT 7:00 PM**  
**PO Box 341148**  
**Bartlett, TN 38134**  
**January 25, 2018**  
**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 14, 2017 Board 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**

**New Board Business**

**2018-2019 BCS Budget Development Calendar**

The 2018-2019 BCS Budget Development Calendar 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

DECEMBER 14, 2017  
7:00 P.M.

## CALL TO ORDER & ROLL CALL

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

Chairman Jackson called the meeting to order at 7:00 p.m. The following Board Members were present:

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

## SPECIAL PRESENTATIONS

### *Bartlett City Schools Boy's Cross Country*

This year, TSSAA reorganized the Regions. Through hard work, commitment, and sacrifice, the Bartlett Boys won the Region Championship. They defeated all of the 18 teams in the Region including Houston and Collierville, and ended Arlington's and Germantown's State qualification streaks. The team went on to place 4th in the Tennessee State Meet - an improvement over last year's 5th place. In addition to these achievements, the team also:

- Finished 3rd in TN and 33rd in the Nation in the National Postal 2 Mile
- Had 4 runners at 10 minutes or faster for 2 miles for the first time in school history
- Won the West TN Junior Varsity Championship
- Was one of only two teams with back to back Top 5 State finishes

The following students were recognized and presented a certificate:

Travis Jones	Max Putnam
Avery Wood	Andrew Burke
Brendan Hill	Jacob Peirce
Robert Dawson	Jackson Williams
Rylee Hertter	Kevin Zeng

### *Bartlett City Schools Girl's Cross Country*

Carly Garrett was recognized and presented a certificate for competing in the State tournament for the BCS Girl's Cross Country. Carly, a Sophomore finished her season as the top runner for the Girl's Cross Country. This year she set a new personal record and school record of 20:18 on the 5K course at Shelby Farms at the Regional meet and placed 6th overall, earning the opportunity to run at the State meet. At State she ran on tough ground conditions (soft and wet) in Nashville with a time of 21:20 and placed 81st out of 200 in a very competitive meet.

## PUBLIC COMMENT

*Blount Smith, Bartlett Education Association  
457 Waring Road  
Re: Invitation to Basketball Tournament*

## **APPROVAL OF AGENDA**

Dr. Stephens asked that agenda item #5 Memorandum of Understanding (MOU) with BCS and SCS for Provision of Elementary and Secondary Education Act Services be removed. Mr. Bryan Woodruff made the motion to approve the agenda as amended. Mr. David Cook seconded the motion. With all ayes, the agenda was approved.

## **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

### **November 16, 2017 Board Meeting Minutes**

Ms. Erin Berry made the motion to approve the November 16, 2017 Board Meeting Minutes. Mr. David Cook seconded the motion. With all ayes, the minutes were approved.

## **REPORTS**

### **Chairman's Report**

We were honored to have Governor Haslam visit Appling Middle School recently. Representative Ron Lollar, Mayor McDonald, Commissioner McQueen, Superintendent Stephens, Principal McMickens and I had the opportunity to speak with him.

I will be attending the Rivercrest program tomorrow. There are many wonderful programs offered at our schools during this time of the year.

### **Superintendent's Report**

Superintendent Stephens provided the following updates:

- The TN report card will be made public in January.
- As Chairman Jackson mentioned earlier, there are lots of great programs at the schools this time of the year.
- Very excited about the good news that the Commercial Appeal named Bartlett City Schools as the #2 top work place in the Memphis area.
- Wednesday, December 20th is the last day of the first semester and will be a half day for students.
- The banner for the 2016-2017 Exemplary District was presented to the Board.
- Special thank you to Bartlett Elementary Music Specialist Christine Hughes for coordinating the Pre-K students that provided caroling tonight.

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

No report.

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

January 5th will be the annual Coffee with the Legislators event to be held at the new central offices for Arlington Community Schools.

### **Financial Report**

The November 2017-2018 Financial Report was accepted by the Board. It is a non-voting item.

## **UNFINISHED BOARD BUSINESS**

No unfinished Board Business items.

## **BOARD ACTION ITEMS**

### **New Board Business**

**Policy 6029: Students in Foster Care NEW SECOND READING**

**Motion Passed:** The Second Reading of Policy 6029: Students in Foster Care 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

**Textbook Selection Committee**

**Motion Passed:** The Textbook Selection Committee 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) Between Bartlett City Board of Education and the Bartlett Police Department**

**Motion Passed:** The Memorandum of Understanding (MOU) Between Bartlett City Board of Education and the Bartlett Police Department 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            Yes  
Mr. Bryan Woodruff      Yes

**Memorandum of Understanding (MOU) Between Bartlett City Board of Education and the Shelby County Sheriff's Office**

**Motion Passed:** The Memorandum of Understanding (MOU) Between Bartlett City Board of Education and the Shelby County Sheriff's Office 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

**Memorandum of Understanding (MOU) Between Youth Villages and Bartlett City Board of Education**

**Motion Passed:** The Memorandum of Understanding (MOU) Between Youth Villages and Bartlett City Board of Education 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

**Bartlett City Schools Bus Lot Design and Consulting**

**Motion Passed:** A2H was awarded the contract for the Bartlett City Schools Bus Lot Design and Consulting passed with a motion by Ms. Erin Berry and a second by Mr. Jeff Norris.

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

**Resolution 5-6 General Fund Budget Amendment**

**Motion Passed:** Resolution 5-6 General Fund Budget Amendment 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

**Resolution 5-7 Education Capital Fund Budget Amendment**

**Motion Passed:** Resolution 5-7 Education Capital Fund Budget Amendment 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            Yes  
Mr. Bryan Woodruff      Yes

**ADJOURNMENT**

The meeting adjourned at 7:30 p.m.

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Shirley Jackson  
Chairman

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Dr. David A. Stephens  
Superintendent

## 2018-2019 BUDGET DEVELOPMENT CALENDAR

Friday, January 12, 2018	<b>BUDGET DEVELOPMENT:</b> The budget spreadsheets will be emailed to the Directors with the 2017-2018 Actual Expenditures and the 2017-18 Budget.
Wednesday, January 31, 2018	<b>BUDGET REQUESTS COMPLETED</b> Directors and Principals will have 1/15/18 - 1/31/18 to complete the budget spreadsheets detailing the personnel in their departments, and the budget amounts necessary for the 2018-19 fiscal year.
Thurs., Feb. 1 - Thurs., Feb. 15, 2018	<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 <b>on TBD</b>
Thursday, February 22, 2018	<b>2018-17 BUDGET REQUESTS STAFF REVIEW</b> Superintendent will meet with Directors and Principals to discuss budget requests.
Monday, February 26	<b>STAFF REVIEW OF COMPOSITE BUDGET</b> During Superintendent Staff Meeting.
Monday, March 5, 12, 19	<b>STAFF REVIEW OF COMPOSITE BUDGET</b> During Superintendent Staff Meeting.
Tuesday, March 20	<b>PRESENTATION TO PRINCIPALS</b> at Principal's meeting
Thursday, April 19, 2018	<b>BOARD REVIEW OF F/Y 2018-19 BUDGET</b> Board Work Session.
Thursday, April 26, 2018	<b>BOARD APPROVAL OF F/Y 2018-19 BUDGET</b> Board Meeting
May 1, 2018	<b>Drop Dead Submittal Date to City</b> (Confirmed with Dick Phebus)