

# **BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING AGENDA**

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

**January 28, 2021  
7:00 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. BOARD ACTION ITEMS
  - A. Superintendent Dr. David A. Stephens Contract Extension
  
- VIII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
  - A. November 19, 2020 Business Meeting Minutes
- IX. REPORTS
  - A. Chairman's Report
  - B. Superintendent's Report
  - C. General Counsel's Report
  - D. Tennessee Legislative Network (TLN) Representative Report
  - E. Financial Report
- X. UNFINISHED BOARD BUSINESS
- XI. BOARD ACTION ITEMS
  - A. New Board Business
    - 1. Memorandum of Agreement (MOA) with Youth Villages
  
    - 2. Memorandum of Understanding (MOU) with DeSoto County Schools
    - 3. Memorandum of Understanding (MOU) for FY21 Title I with Shelby County Schools
  
    - 4. Affiliation Agreement (AA) with Arkansas State University
  
    - 5. Memorandum of Understanding (MOU) with Shelby County Juvenile Court re: detained youth
  
    - 6. Memorandum of Agreement (MOA) with Shelby County Sheriff's office re: resource officer program
  
    - 7. Maxim Facility Staffing Agreement for Substitute Nurses
  
    - 8. Architectural Services for Bartlett Ninth Grade Academy

9. Bid #FY21004 Drive Addition for Appling Middle School
10. Bid #FY21003 Floor Replacement for Bartlett Elementary
11. Resolution 8 - 3 Education Capital Fund Budget Amendment
12. General Counsel Kari Shoopman Contract Extension
13. 2021-2022 Budget Development Calendar
14. 2020-2021 School Support Organizations (SSO) for approval

## XII. ADJOURNMENT

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

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

**November 19, 2020  
7:00 PM**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

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 7:00 p.m. The following Board Members were present.

Mr. David Cook  
Mrs. Shirley Jackson  
Mrs. Portia Tate  
Mr. Bryan Woodruff

Absent:

Ms. Erin Berry

**SPECIAL PRESENTATIONS**

Chairman David Cook presented a plaque to Board Member Portia Tate in recognition of her service on the Board of Education from 2019 - 2020. Each Board Member thanked Ms. Tate for willingness to serve BCS.

**PUBLIC COMMENT**

*Shoneisha Myers  
3046 Leeridge Drive, Bartlett  
Representing: Bartlett Education Association  
RE: PECCA*

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**October 22, 2020 Business Meeting Minutes**

The approval of the October 22, 2020 Business Meeting Minutes passed with a motion by Mr. Bryan Woodruff and a second by Ms. Portia Tate. With all ayes, the Minutes were approved.

## **REPORTS**

### **Chairman's Report**

I continue to have many conversations with Dr. Stephens regarding all the special planning required for the COVID-19 crisis and continue to receive lots of e-mail from the public.

- Oct. 30: Participated in the Strategic Planning Portrait of a Graduate design team virtual meeting.
- Nov. 9: Met with General Counsel and Dr. Stephens to discuss an item on our agenda tonight.
- Nov. 13: Board Training with General Counsel
- Nov. 4, 5, 9, 10, 17, 18, & 19: TSBA School Board Leadership Training on various topics (Parliamentary Procedure, Legislative Update and the 2020 Elections, the Legal Aspects of the Board/Supt. Relationship, Virtual Q & A with Legislators, the 5 Do's and Don'ts Related to Human Resources, the Impact of COVID-19 on Local Governments, and the Impact of COVID-19 on School Boards)

Board Members - The Superintendent's contract is set to expire on June 30th of next year (in 6 months). According to the terms of the agreement, if the Board does not wish to extend his contract, then we must advise Dr. Stephens of the intent not to renew by January 1. I think it's safe to assume that we do indeed want to renew his contract, therefore I will be pursuing the terms of an extension to bring back to the Board at our January meeting. That said, I invite you to contact me and/or General Counsel by Dec. 4th with any input you'd like to share. Thanks.

### **Superintendent's Report**

- Had a productive virtual principals meeting today.
- Visited schools this week and I am proud of all the hard work everyone is doing to keep everyone safe and keep the instructional program going.
- Had a great meeting with Lean Frog team working on our compensation study.
- Work with Battelle for Kids is continuing tomorrow on our Portrait of a Graduate work that will lead to our Strategic Plan.
- Attended the TOSS board meeting last week.
- I participate in 4 meetings weekly with the Shelby County Health Department.
- Had our SWSSC virtual meeting today.
- Construction is going well - bleachers are being installed currently.
- Staff payroll bonus will be going out November 30.
- Hope you have a happy and safe Thanksgiving.

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

No report.

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

Mrs. Jackson spoke with State Representative Gillespie and he is open to meeting with the Board Members.

## **Financial Report**

The October 2020-21 Financial Report was accepted by the Board. It is a non-voting item.

## **UNFINISHED BOARD BUSINESS**

### **Policy 6046: Child Abuse and Neglect REVISED SECOND READING**

The Second Reading of Revised Policy 6046: Child Abuse and Neglect passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Portia Tate.

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

## **BOARD ACTION ITEMS**

### **New Board Business**

### **Policy 4014: Grading System REVISED FIRST READING**

Mr. Bryan Woodruff made the motion to suspend the rules and allow the approval of Policy: 4014 on one reading. Mrs. Shirley Jackson seconded the motion. With all ayes the motion passed.

The First Reading of Revised Policy 4014: Grading System passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

### **2021-2022 Bartlett City Schools Instructional Calendar**

The 2021-2022 BCS Instructional Calendar passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

### **Memorandum of Understanding (MOU) with City of Bartlett for copier services**

The Memorandum of Understanding (MOU) with City of Bartlett for copier service passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Portia Tate.

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

### **Special Question Committee**

A Special Question Committee consisting of Chairman David Cook, Vice-Chairman Bryan Woodruff, Altruria Elementary teacher Sharon Veglio and Bartlett High School teacher Trevor Rundell passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

**2020-2021 School Support Organizations (SSO) for approval**

The School Support Organizations: Applying Middle School Band, Bartlett High Girls Lacrosse and Bartlett High Wrestling passed with a motion by Mrs. Shirley Jackson and a second by Mr. Bryan Woodruff.

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

**ADJOURNMENT**

The meeting adjourned at 7:30 p.m.

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David M. Cook II, Chairperson

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Dr. David A. Stephens, Superintendent

## 2021-22 BUDGET DEVELOPMENT CALENDAR

Friday, January 29, 2021

### **BUDGET DEVELOPMENT:**

The budget spreadsheets will be emailed to the Directors with the 2020-21 Actual Expenditures and the 2020-21 Budget.

Friday, February 19, 2021

### **BUDGET REQUESTS COMPLETED**

Directors and Principals will have 2/12/21 - 2/19/21 to complete the budget spreadsheets detailing the personnel in their departments, and the budget amounts necessary for the 2021-22 fiscal year.

Mon., Feb. 22 - Fri., Mar. 19, 2021

### **PROPOSED BUDGETS PROCESSING:**

Once the budget requests are submitted, CFO will process these and put in a format to facilitate the review process that will take place during the 4th & 5th weeks of March

Week of March 22, 2021

### **2021-21 BUDGET REQUESTS STAFF REVIEW**

Superintendent will meet with Directors and Principals to discuss budget requests.

Week of March 29, 2021

### **2021-21 BUDGET REQUESTS STAFF REVIEW**

Superintendent will meet with Directors and Principals to discuss budget requests.

Monday, April 5, 2021

### **STAFF REVIEW OF **DRAFT** BUDGET**

During Superintendent Staff Meeting.

TBD

### **PRESENTATION TO PRINCIPALS**

Monday, April 12 - Thurs., April 15, 2021

### **INDIVIDUAL MEETINGS WITH BOARD MEMBERS**

During Superintendent Staff Meeting.

Thursday, April 15, 2021

### **BOARD REVIEW OF FY 2021-22 BUDGET**

Board Work Session.

Thursday, April 22, 2021

### **BOARD APPROVAL OF FY 2021-22 BUDGET**

Board Meeting

Monday, April 27, 2021

### **Submittal Date to City**