

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING AGENDA

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

**November 21, 2024
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. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. October 24, 2024 Business Meeting Minutes
- VIII. REPORTS
 - A. Chairman's Report
 - B. Superintendent's Report
 - C. General Counsel's Report
 - D. Tennessee Legislative Network (TLN) Representative Report
 - E. Financial Report
- IX. UNFINISHED BOARD BUSINESS
 - A. SECOND READING REVISED POLICY 6016: School Admissions
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. Textbook Selection Committee
 - 2. Memorandum of Understanding (MOU) Southwest Tennessee Community College addendum
 - 3. FIRST READING REVISED POLICY 1006: School Board Meetings
- XI. ADJOURNMENT

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

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

**October 24, 2024
7:00 PM**

INVOCATION & PLEDGE OF ALLEGIANCE

Board Member 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 Cook 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. Brad Ratliff
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

No presentations.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Chairman Cook pulled Item #6: Resolution 12-4 Tenure Charges. Approval of the amended agenda passed with a motion by Mr. Bryan Woodruff and a second by Mr. Brad Ratliff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

September 26, 2024 Business Meeting Minutes

The September 26, 2024 Business Meeting Minutes passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry. With all ayes, the meeting minutes were approved.

REPORTS

Chairman's Report

Chairman Cook provided the following updates:

- I want to thank Vice-Chairman Shirley Jackson for serving as Chairman last month.
- I recently attended the TSBA Board Chairman training. I was a lot of fun to visit and learn with other school district Chairmen.
- I will attend the TSBA annual convention and OPEB Board meeting in November. I serve on the OPEB Board.

Superintendent's Report

Superintendent Dr. David Stephens provided the following updates:

- We had a great first 9 weeks of school. So many good things are happening in our schools.
- The SWSSC virtual meeting was held today. Good discussion with area superintendents, TOSS executive director and TDOE staff.
- I attended the BACC Board of Directors meeting and gave an update on our work force collaborative (WTWC) with GMSD and Collierville schools. I've provided a West TN Worx handout.
- I attended the Bank of Bartlett Community partners meeting. Keith Grant presented an update on Union Depot.
- The University of Memphis (U of M) recognized the 10-year anniversary of our municipal schools at last Saturday's U of M football game. Superintendents were invited onto the field to be recognized. Thanks to the U of M for this recognition.
- Veterans Day is November 11th. Schools and central offices will be closed.
- The next Board meeting will be November 21st, which is one week early.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

TLN Representative Brad Ratliff informed the Board that he will attend the TSBA Leadership Conference, annual Convention and serve as the BCS delegate for the Delegate meeting in November.

Financial Report

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

UNFINISHED BOARD BUSINESS

SECOND READING REVISED POLICY 2015: Purchasing

The second reading of revised POLICY 2015: Purchasing passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

SECOND READING REVISED POLICY 4014: Grading System

The second reading of revised POLICY 4014: Grading System passed with a motion by Mr. Bryan Woodruff and a second by Mr. Brad Ratliff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

BOARD ACTION ITEMS

New Board Business

FIRST READING REVISED POLICY 6016: School Admissions

The first reading of revised POLICY 6016: School Admissions passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

ESSER 3.0 Spending Plan

The ESSER 3.0 Spending Plan passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

LEA Compliance Report 2024

The LEA Compliance Report 2024 passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Tennessee Investment in Student Achievement (TISA) Report

Superintendent Dr. David Stephens stated that part of TISA, TCA § 49-3-112 requires each school district starting in the 23-24 school year, to submit an annual accountability report to the TDOE. Completed reports will be submitted to ePlan.

Tennessee Investment in Student Achievement (TISA) Report passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Contract with Allied Instructional Services

The Contract with Allied Instructional Services passed with a motion by Mrs. Shirley Jackson and a second by Mr. Brad Ratliff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

~~Resolution 12-4 Tenure Charges~~

Resolution 12-4 Tenure Charges was pulled at the beginning of the meeting.

ADJOURNMENT

The meeting adjourned at 7:20 p.m.

David M. Cook, II, Chairman

Dr. David A. Stephens, Superintendent

Bartlett City Board of Education		6016
Descriptor Term: SCHOOL ADMISSIONS	Descriptor Code: Student Services	Issue Date: 03/13/2014
	Rescinds:	Revised: 07/25/2024 10/24/2024

1 General Requirement

2 Proof of legal residence and legal custody shall be required for enrollment in school unless
3 otherwise provided by law or Board policy.

4 A student may enroll in the district at any time during the year if his/her parent, legal guardian, or
5 custodian moves his/her residence into the district. A student may be disenrolled if the parent,
6 legal guardian, or custodian provides a false residential address.

7 First-Time Enrollment

8 Any student entering school for the first time must present:

- 9 1. A birth certificate or officially acceptable evidence of date of birth at the time of
10 registration;¹
11 2. Evidence of a current medical examination.² There shall be a complete medical
12 examination of every student entering school for the first time;
13 3. Evidence of state-required immunization³; and
14 4. Proof of residence.

15 The name used on the records of a student entering school must be the same as that shown on
16 the birth certificate unless evidence is presented that such name has been legally changed
17 through a court as prescribed by law. If the parent/guardian does not have or cannot obtain a birth
18 certificate, then the name used on the records of such student will be the same as that shown on
19 documents which are acceptable to the school principal as proof of date of birth.⁴

20 A child whose care, custody, and support have been assigned to a resident of the district by a
21 power of attorney or order of the court shall be enrolled in school provided appropriate
22 documentation has been filed with the district office.⁵

23 In the absence of an epidemic or threat thereof, the District shall not require immunizations from
24 any student whose parent, legal guardian, or custodian files with the school principal either (i) a
25 signed Refusal Due to Personal Beliefs document or (ii) a written statement from a qualified
26 physician excusing such student due to medical reasons.⁶ Such proof of exception shall be filed
27 in the same manner as other immunization records and shall be affirmed under the penalties of
28 perjury. A certificate containing documentation of other required health information must be
29 provided in addition to any immunization exception.

¹ T.C.A. §49-6-3008(b)

² TRR/MS 0520-1-3-.08(2)(a)

³ T.C.A. §49-6-5001(c)

⁴ T.C.A. §49-6-5106

⁵ T.C.A. §49-6-3001(c)(6)

⁶ T.C.A. §49-5-5001

1 Notice of Student Offenses and Students Adjudicated Delinquent⁷

2 No later than thirty (30) days from the date on which the student first enrolled, a Principal or
3 Principal's designee may ask a parent/guardian in writing if their student has at any time been
4 adjudicated delinquent for an offense listed in T.C.A. §49-6-3051(b).

5 If a student has at any time been adjudicated delinquent for any offense listed in T.C.A. §49-6-
6 3051(b), the parents/guardians, including the Department of Children's Services acting in any
7 capacity, and a school administrator of any school having previously received similar notice from
8 the Juvenile Court or another source, shall provide to the school Principal/designee, the abstract
9 provided under T.C.A. §37-1-153 or T.C.A. §37-1-154 or other similar written information when
10 any such student:

- 11 1. Initially enrolls in an LEA;
- 12 2. Resumes school attendance after suspension, expulsion, or adjudication of delinquency;
- 13 or
- 14 3. Changes schools within this state.

15 This information shall be shared only with school employees who have responsibility for
16 classroom instruction of the student and the school counselor, social worker, or psychologist who
17 is developing a plan for the child while in the school, and the school resource officer. Such
18 information is otherwise confidential and shall not be released to others, and the written
19 notification shall not become a part of the student's record.⁸

20 Proof of Residency

21 Unless otherwise prohibited by law, parents, legal guardians, or custodians having lawful control
22 of students (proof of legal custody shall be required) must provide the following proof of residence
23 in order to enroll a child in Bartlett City Schools.

24 General Proof of Residency

25 Parents, legal guardians, or custodians having lawful control of the student must provide one item
26 from Option A and one (1) item from Option B from the items listed below:

27 Option A:

- 28 1. Most current mortgage statement or deed of the owner of the home in which the
29 student will reside during the current school year;
- 30
- 31 2. Current active lease of the lessee or rental agreement of the renter of the home in
32 which the student will reside during the current school year. The lease or rental
33 agreement must include the leasing agent or landlord's current contact information;
- 34

35 Option B:

- 36
- 37 3. Most recent MLGW bill of the owner, renter, or lessee of the home in which the student
38 will reside during the current school year;
- 39
- 40 4. Current real estate tax receipt;
- 41
- 42 5. Government documentation received within the past 60 days;

⁷ T.C.A. §37-1-153(e); T.C.A. §37-1-154; T.C.A. §49-6-3051(a)

⁸ T.C.A. §49-6-3051(d)

1 Shared Residency Requirements

2 Unless otherwise prohibited by law, in the event a student resides with his/her parent, legal
3 guardian, or custodian in the home of someone else, the following proof of shared residency must
4 be provided in order to enroll a student in Bartlett City Schools:

5 A. Unless otherwise approved by the department responsible for verifying residency, the
6 homeowner, renter, or lessee of the home in which the student resides must accompany
7 the parent, legal guardian, or custodians to registration and provide two (2) of the items
8 listed in the General Proof of Residency Section above; and
9

10 B. Unless otherwise approved by the department responsible for verifying residency, the
11 parent, legal guardian, or custodian identified as the shared resident must be listed as an
12 occupant on any lease or rental agreement that is presented as a general proof by the
13 lessee or renter; and
14

15
16 C. The parent, legal guardian, or custodian having lawful control of the student claiming
17 shared residency must provide two (2) of the following items listed below:

18 1. Current car registration of the parent, legal guardian, or custodian having lawful
19 control of the student bearing the address at which the student will be residing
20 during the current school year;

21 2. Voter registration of the parent, legal guardian, or custodian having lawful control
22 of the student bearing the address at which the student will be residing during the
23 current school year;

24 3. Payroll stub of the parent, legal guardian, or custodian having lawful control of the
25 student bearing the address at which the student will be residing during the current
26 school year;

27 4. Current renter's insurance of the parent, legal guardian, or custodian having lawful
28 control of the student bearing the address at which the student will be residing
29 during the current school year;

30 5. Government documentation or legal mail received within the past 60 days directed
31 to the parent, legal guardian, or custodian having lawful control of the student
32 bearing the address at which the student will be residing during the current school
33 year.

34

Bartlett City Board of Education		1006
Descriptor Term: SCHOOL BOARD MEETINGS	Descriptor Code: Board Operations	Issue Date: 12/02/2013
	Rescinds:	Revised: 01/09/2014;01/23/2014 09/25/2014;11/27/2016 06/22/2017; <u>11/21/2024</u>

- 1 The Board shall transact all business at official meetings of the Board which may be either regular
- 2 or special.

- 3 Every meeting of the Board, except with the attorney to discuss pending or threatened litigation,
- 4 will be open to the public.¹ Open meetings will be physically accessible to all students, employees,
- 5 and interested parties.²

- 6 No one shall bring a camera, camcorder, or other photographic equipment to Board meetings
- 7 without the consent of the Board.³

- 8 The Chairman shall commence all meetings promptly at the appointed hour.

- 9 The Board shall hold various types of meetings, including:
 - 10 1. **Regular Business Meeting** - An official meeting held at least quarterly. Regular Business
 - 11 Meetings of the Board shall usually be held at 67:00 p.m. on the fourth Thursdays of each
 - 12 month.
 - 13 2. **Special Called Meeting** - An official meeting called as necessary to transact the business
 - 14 of the Board, when because of circumstances, immediate action is required before the
 - 15 next Regular Business Meeting. Such meetings shall be called by the Chairman whenever,
 - 16 in his/her judgment, the interests of the schools require it, or when requested to do so by
 - 17 a majority of the Board.⁴
 - 18 a. To call a Special Called Meeting by a majority of the Board, a Board member shall
 - 19 make the request one (1) of the following ways: 1) by motion during an official
 - 20 meeting or Board Work Session; or 2) in writing (via email, etc.) to the Board
 - 21 Chairman. The request must specifically state the action to be taken at the Special
 - 22 Called Meeting. When the request is made in writing to the Chairman, it must also
 - 23 specify a time limitation for polling Board Members. Upon receipt of a written
 - 24 request, the Chairman shall immediately forward the request to the Superintendent
 - 25 (or designee) to poll the Board members. The results of the poll shall be provided
 - 26 to each Board member. If a majority of the Board members agree to the Special
 - 27 Called Meeting, the Superintendent (or designee) shall poll the Board members
 - 28 for the date, time and location for the meeting.

¹ T.C.A. § 8-44-102

² 28 CFR §36.201(a); 28 CFR § 36.202

³ OP Tenn. Atty. Gen 95-101 (Oct. 2, 1995)

⁴ T.C.A. § 49-2-202(c)(1)

- 1 b. At the beginning of the meeting, the Board Chairman shall identify the Board
2 members who requested the meeting and the purpose.
- 3 c. Only business related to the call of the meeting, and details related to agenda items
4 shall be discussed or transacted by the Board at a Special Called Meeting.
5 Additional items not related to the original stated action may not be added to the
6 agenda. No items may be added once the agenda is published.
- 7 3. **Work Session** – The primary objectives of a work session are: 1) to discuss background
8 information regarding items that may be placed on the Regular Business Meeting Agenda;
9 and 2) to receive information about educational programs, legislation, and other issues
10 having relevance to the Bartlett City Board of Education. No official action can be taken at
11 a Work Session. The Work Session shall be held one week prior to a Regular Business
12 Meeting at the request of the Chairman whenever, in his/her judgment, the interests of the
13 schools require it, or at the request of any member of the Board. To call a Work Session,
14 the petitioning Board member shall submit the request in writing to the Board Chairman
15 before 12:00 p.m. on the Monday preceding the requested Work Session. Board Work
16 Sessions may be changed to Special Called Meetings when necessary for emergency
17 situations. Under such circumstances, the nature of the emergency necessitating the
18 change must be made a matter of record and approval for changing the Board Work
19 Session to a Special Called Meeting and shall require a two-thirds (2/3) vote of the Board
20 members present and voting.

21 In instances when the date of the Regular Business Meeting or Work Session falls on a legal
22 holiday or during a holiday season, the meeting shall be rescheduled by the Chairman. Any
23 undisposed business items remaining on the agenda at adjournment shall be carried over to
24 Unfinished Business at the next Regular Business Meeting.

25 A majority of all of the Members constituting the Board, and not merely a majority of the quorum,
26 shall be required to transact all business coming before the Board in all Regular Business or
27 Special Called Meetings. In emergency situations where the Board has provided no policy
28 guidance for administrative action and no meeting of the Board is scheduled, the Superintendent
29 shall have the power to act, but report to the Board when necessary or requested.

30 *Robert's Rules of Order - Newly Revised* shall be used as the parliamentary authority at all
31 Regular Business Meetings, Special Called Meetings, and Work Sessions of the Board unless
32 Board policy provides an exception governing the procedure to be used by the Board.

33 A Rule of Order may be suspended by a two-thirds (2/3) vote of the Members present and voting.

34 **ELECTRONIC ATTENDANCE⁵**

35 [Notwithstanding title 8, chapter 44, part 1, the Board may conduct a scheduled Board meeting by](#)
36 [electronic means, including, but not limited to, telephone, videoconferencing, or other web-based](#)
37 [media.](#) Absent Board members may attend a regular or special [called](#) meeting by electronic
38 means [if the member is absent for any of the following reasons:](#)

- 39 1. [Out of county work because of work, for no more than two \(2\) times per year.](#)

⁵ T.C.A. §49-2-203(c)

- 1 2. Illness or a period of convalescence on the advice of a healthcare professional, for no
- 2 more than three (3) times per year.
- 3 3. Inclement weather or natural disaster while BCS schools are closed, for no more than
- 4 three (3) times per year.
- 5 4. A family emergency, for no more than two (2) times per year; or
- 6 5. The member's military service. ~~If a Board member is absent due to military service,~~
- 7 ~~he or she may participate electronically as often as he or she is able to do so. However,~~
- 8 ~~a Board member may not participate electronically more than two (2) times per year~~
- 9 ~~for absences due to work and/or family emergencies.~~

10 General Requirements

11 The following requirements apply to all electronic attendance, regardless of the reason for the
12 member's absence:

- 13 1. A quorum of the Board must be physically present at the meeting in order for any member
14 to attend electronically.
- 15 2. Any member wishing to participate electronically must do so using technology which
16 allows the Chair to visually identify the member.
- 17 3. The responsibility for the connection lies with the member wishing to participate
18 electronically. No more than three (3) attempts to connect shall be made unless the Board
19 chooses to make additional attempts.

20 Work Related Absence

21 The following requirements apply to electronic attendance due to a work related absence:

- 22 1. The Board member must be absent from the county due to work.
- 23 2. The member wishing to participate must give the Chair and Superintendent at least five
24 (5) days' notice prior to the meeting of the member's desire to participate electronically.

25 Family Emergency

26 The following requirements apply to electronic attendance due to a family emergency:

- 27 1. The member must be absent due to the hospitalization of the member or the death or
28 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-
29 in-law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-
30 law, or sister-in-law.