

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
November 15, 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

October 25, 2018 Board 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

Policy 1033: School Board Records REVISED SECOND READING

The Second Reading of Revised Policy 1033: School Board Records 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

Policy 2004: Bonded Employees REVISED SECOND READING

The Second Reading of Revised Policy 2004: Bonded Employees 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

BOARD ACTION ITEMS

New Board Business

Resolution 6-3 Education Capital Fund Budget Amendment

Resolution 6-3 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

ADJOURNMENT

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

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

**OCTOBER 25, 2018
7:00 P.M.**

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 Jackson 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

Amanda Galbraith, Ellendale Elementary Visual Arts Teacher was recognized as the 2019 Tennessee Art Educator of the Year. Amanda has served on TN Department of Education subject matter expert committee, two standard revision committees, textbook instruction materials advisory panel and numerous curriculum development teams. She received the Tennessee Arts Education Association West Tennessee Arts Educator of the Year Award twice. She currently serves as secretary of the Bartlett Art Council and is a frequent presenter at state, local and national conferences. We are so proud of Amanda!

Governor's School for Science and Engineering

Anthony Osborne, 12th grade, is a remarkable young man who has set his goals high. He is passionate about science and desires to become a Chemist for NASA. He is a member of the Bartlett Honors Academy and currently holds a 4.2 weighted GPA. He has a strong work ethic and he works hard to persevere through challenges.

Governor's School for the Arts

Samantha Hall, 12th grade, currently has a 4.4 weighted GPA and she is ranked number 2 in the senior class. She is unique in that she is the only Oboist in our band. She has worked diligently to improve her skills on the oboe, often pushing herself and pursuing outside resources to become better. Samantha has served as the principle and 2nd principle oboist in the Memphis Youth Symphony. She was also selected for the All-West TN Honors band for the past two years.

Governor's School for the Arts

Marlee Sanders, 11th grade, is a member of the Bartlett Honors Academy and currently holds a 4.4 weighted GPA. She is currently ranked number 1 in the junior class. She studies and plays various styles of music on the piano, bassoon, and violin. She is a member of the Memphis Youth Symphony and has been selected to several Honor Bands including All-West TN, University of Alabama, University of Tennessee Martin, Arkansas State, Christian Brothers High School and Memphis Area Honor Band.

Governor's School for the Arts

Trennity Swim, 11th grade, currently has a weighted GPA of 3.6. She began training at the Dance Academy of Bartlett when she was two years old. She currently serves as an assistant dance teacher and mentor at the Academy. She is also a student at Collage Dance Collective and a member of the Southern Association of Dance Masters. Trennity has received numerous dance performance awards including a High Gold Rating at Star Quest Dance Competition, a Platinum rating at Beyond the Stars Dance competition and an Elite High Gold rating at Bravo Dance competition.

Rachel Stephens, 12th grade, BHS Golf Team. Rachel qualified for the TN Secondary Schools Association State Golf Championship. She was the Memphis Publix Champion, District 15 AAA Champion, ranked 28th in the State out of 52 ladies and the 3rd highest scorer in West Tennessee. She will sign with Christian Brothers University.

PUBLIC COMMENT

*Donna Kirk-3038 Yates Street, Bartlett
RE: BHS Renovation and Parking Issues*

*Jeff Brereton-2995 Yates Street, Bartlett
RE: Neighborhood parking*

*Shannon Melton-3027 Yates Street, Bartlett
RE: BHS Neighborhood parking concerns*

APPROVAL OF AGENDA

Board Member Bryan Woodruff made the motion to approve the agenda. Board Member Jeff Norris seconded the motion. With all ayes, the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

September 27, 2018 Board Business Meeting Minutes

Board Member David Cook made the motion to approve the September 27, 2018 Board Business Meeting Minutes. Board Member Erin Berry seconded the motion. With all ayes, the Board Business Meeting Minutes were approved.

REPORTS

Chairman's Report

Chairman Jackson updated the Board that Kari Shoopman, General Counsel is absent as her daughter was born October 23rd.

Early voting has started. Reminder that Election Day is November 6th.

Superintendent's Report

Superintendent Dr. David Stephens provided the following updates:

- Bus lot at the Academy will open on November 2nd which will create an additional 200 parking spaces at BHS. Probably 100 for students.
- Pouring concrete slabs this week at BHS.
- BHS stadium and track expansion meeting will be held next week.
- November 2nd is the tentative move date for Central Office into the new offices upstairs.
- December 1st is the tentative completion date for the downstairs at Bartlett Square.
- Principals' meeting held earlier this week.
- Shelby County Mayor Harris is meeting with Municipal Mayors next week.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The September 2018-2019 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

Policy 3020: Emergency Preparedness Plan REVISED SECOND READING

Motion Passed: The Second Reading of Revised Policy 3020: Emergency Preparedness Plan 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	Yes
Mr. Bryan Woodruff	Yes

Policy 3026: Lead Testing in Drinking Water NEW SECOND READING

Motion Passed: The Second Reading of Revised Policy 3026: Lead Testing in Drinking Water 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

Policy 4034: School Volunteers REVISED SECOND READING

Motion Passed: The Second Reading of Revised Policy 4034: School Volunteers 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

Policy 5003: Application and Employment REVISED SECOND READING

Motion Passed: The Second Reading of Revised Policy 5003: Application and Employment 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	Yes
Mr. Bryan Woodruff	Yes

Policy 5024: Ethics REVISED SECOND READING

Motion Passed: The Second Reading of Revised Policy 5024: Ethics 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

BOARD ACTION ITEMS

New Board Business

LEA Compliance Report 2018

Motion Passed: The LEA Compliance Report 2018 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

2019-2020 BCS Instructional Calendar

Motion Passed: The 2019-2020 BCS Instructional Calendar 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

School Support Organization for Approval

Motion Passed: The Approval of School Support Organization Ellendale Elementary PTA 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

Resolution 6-2 Capital Fund Budget Amendment

Motion Passed: Resolution 6-2 Capital Fund Budget Amendment passed with a motion by Mr. Bryan Woodruff 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

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 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

Policy 1033: School Board Records REVISED FIRST READING

Motion Passed: The First Reading of Policy 1033: School Board Records 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	Yes
Mr. Bryan Woodruff	Yes

Policy 2004: Bonded Employees REVISED FIRST READING

Motion Passed: The First Reading of Policy 2004: Bonded Employees 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

ADJOURNMENT

The meeting adjourned at 7:40 p.m.

Shirley Jackson
Chairman

Dr. David A. Stephens
Superintendent

POLICY 1033: School Board Records

The Superintendent shall maintain all District records required by law, regulation, and Board policy and shall permit inspection of such records in accordance with Tennessee law and this policy.

Any citizen of Tennessee may make a request to inspect or receive copies of District records by submitting such request to the following public records request coordinator: Superintendent, Bartlett City Schools, 575650 Woodlawn Stage Road Street, Bartlett, Tennessee 38134, (901) 202-0855 ext. #2222, supt@bartlettschools.org. The Superintendent shall be authorized to permit inspection or duplication of all District records, except information deemed confidential by law. Confidential information may include, but shall not be limited to, student records, attorney work product, attorney/client privileged documents, security related information, teacher evaluation records, confidential employee records, devices or equipment used in creating or storing public records, and other personally identifying information.

Requests for Inspection or Copying of District Records

All public records requests should be directed to the Superintendent and must be accompanied by proof of citizenship. Requests to inspect District records may be made orally or in writing, should be directed to the Superintendent and must be accompanied by proof of citizenship. Requests to receive copies of District Records must be submitted in writing on the Inspection/Duplication of Records Request Form and accompanied by proof of citizenship. The Superintendent shall send all requests to inspect or copy District records to BCS's General Counsel for review and response.

Before producing a record for inspection or copying, all confidential information shall be redacted. As provided by state law, Bartlett City Schools is not responsible for sorting through files to compile information or creating a record that does not exist. Any request for inspection or copying of a public record shall be sufficiently detailed to enable the Superintendent to identify the specific records for inspection and copying.

The District shall make available for inspection any public record not specifically exempt from disclosure as promptly as possible, but always in accordance with the timeframes established under T.C.A. §10-7-503(2)(B). If the records cannot be made available promptly, the BCS General Counsel shall:

1. Provide the records within seven (7) business days;
2. Deny the request in writing including the basis for the denial; or
3. Furnish the requestor with a time reasonably necessary to produce the records.

Schedule of Reasonable Charges

A person who has the right to inspect or receive copies of a record may do so subject to the payment of reasonable cost in advance.¹ Requestors shall be provided an estimate of copy and/or duplication charges prior to production, and such charges must be paid in advance to the BCS Central Office by cash or certified funds. The Board adopts all copy charges as outlined in the Office of Open Records Counsel's Schedule of Reasonable Charges located at

¹ T.C.A. §10-7-503

<https://www.comptroller.tn.gov/openrecords/forms.asp>. These charges include a per page charge of 15 cents (\$0.15) for black and white copies and 50 cents (\$0.50) for color copies of standard 8 1/2" x 11" or 8 1/2" x 14" documents.

No fee shall be assessed for the inspection of records. However, in producing records for inspection, the District shall charge a labor fee for production time exceeding a one (1) hour labor threshold.

When the total number of requests made by a requestor within a calendar month exceeds four (4), but the time to produce the record requested each time is less than the one (1) hour threshold necessary to charge a reasonable fee, the District shall also charge a fee for any and all labor reasonably necessary to produce the copies of the requested records after notifying the requestor of this policy.

~~Copy and/or duplication charges must be paid in advance to the BCS Central Office by cash or certified funds. The Board adopts all copy charges as outlined in the Office of Open Records Counsel's Schedule of Reasonable Charges.~~

In calculating the charge for labor, BCS shall determine the number of hours each employee spent producing a request. The Records Custodian shall then subtract the one (1) hour labor threshold from the number of hours the highest paid employee(s) spent producing the request. BCS will then multiply the total number of hours to be charged for the labor of each employee by that employee's hourly wage. Finally, BCS will add together the total cost for all the employees involved in the request and submit this total to the requestor.

POLICY 2004: Bonded Employees

The Superintendent and all other employees who handle school money in the amount of \$2,500 or more annually shall be bonded in order to indemnify the school system against the loss of any funds.¹ ~~In determining the amount of the bond, the Board shall consider the total amount of money and/or property handled in each school.~~² All employees except the Chief Financial Officer, will be bonded at \$100,000.

The following BCS positions shall be bonded in the amount of \$50,000:

Cafeteria Managers
Finance Clerks;
Accountants;
Finance Supervisor; and
Payroll Supervisor

The following BCS employees shall be bonded in the amount of \$100,000:

Superintendent;
Principals;
Financial Secretaries;

~~The amount of the bond shall be prescribed by the Board~~BCS Chief Financial Officer shall be bonded in an amount, in the form and be conditioned as prescribed by law for county trustees.³
~~In determining the amount of the bond, the Board shall consider the total amount of money and/or property handled in each school.~~⁴

¹ ~~T.C.A. §8-19-101, 102, 103;~~ T.C.A. §49-2-110(a)(1)

² ~~Tennessee Internal School Uniform Accounting Policy Manual; Section 4-21~~

³ T.C.A. §49-3-315;

⁴ ~~Tennessee Internal School Uniform Accounting Policy Manual; Section 4-21~~