

March 12, 2018  
Franklin, Tennessee

The Franklin Special School District Board of Education met on Monday, March 12, 2018 at 6:30 p.m. at Johnson Elementary School, 815 Glass Lane, Franklin, with the following members present:

Tim Stillings, Chair  
Alicia Barker  
Allena Bell  
Robert Blair  
Robin Newman  
Kevin Townsel

*Others present were:* Dr. David Snowden, Dr. Catherine Stephens, Chuck Arnold, Robbin Cross, Mary Decker, Amanda Parks, Amy Fisher, Dr. Kay Boan, Dr. Lee Kirkpatrick, Jesse Horne, Chip Sternenber, Josh Bracamontes, Lisa Chatman, Drew Bingham, Susannah Gentry and other staff, principals, teachers, parents, FSSDEA and community members.

*There was a reception to recognize Teachers of the Year, Principal and Supervisor of the Year prior to the meeting.*

**I. MEETING CALLED TO ORDER**

Chair Stillings called the meeting to order at 6:32 p.m.

**II. PLEDGE OF ALLEGIANCE**

JES Principal Mrs. Tosha Robinson-Baugh welcomed those in attendance and led the Pledge of Allegiance.

**III. RECOGNITIONS**

- 1. Good News Awards** (on file) - Highlighted were: FSSD School Resource Officers Deputy Jamie Haynes (FES), Deputy Bryan Bean (JES), Deputy Jessica McDonald (MES), Deputy Shelby Largent (LES), Deputy Kortney Kregger (PGES), Deputy Sean Bradshaw (PGMS), Deputy Marty French (FIS), Deputy Richard Cole (FMS), Supervisor Captain Mark Wainwright of the Williamson County Sheriff's Office, also recognition to Mayor Anderson and the Williamson County Commissioners who continue to fund these positions. Also recognized: Student Artist of the Month FES 2<sup>nd</sup> grader Mia Davis-Pitoscia; parent volunteers Brooks and Chris Reid, who are our 2016-17 top district volunteers and TSBA Mid-Cumberland Region School Volunteers of the Year; and Jamba Juice franchise owner Sam Whittier, who donated \$1,000 to the LES P.E. program for a cardio-drumming program. Recognized as a group: the FMS TechFit Team, who participated in the TECHFIT (Teaching Engineering Concepts to Harness Future Innovators and Technologists) Showcase on December 12 at Purdue University in West Lafayette, Indiana – members are Charniya Brown, Brylee Carrasco, Emily Carter, Paola Castro, Nate Caudill, Joselyn Cervantes, Mary Charland, Anna Easter, Nicole Fikeis, Steffanie Flores, Megan

Gauthier, Laura Gutierrez, Valeria Huarote, Zoe Hubbard, Ana Hurt, Hailey Jones, Aliyah Kelly, Hannah Him, Harper Kline, Savannah Longo, Olga Markevich, Brooks McAfee, Emily Morales, Lindsey Obua, Kemi Onadeko, Cam Parker, Alicia Penrod, Ashely Penrod, Chris Powell, Bella Reid, Gavin Reid, Rene' Ruiz, Anna Speedy, Emma Summey, Megan Thorne, Maddie Waldrop-McGee, and Vinayasri Venteru, teachers Gay Mayes and Patty Littlejohn. Also recognized as a group were students selected for the MTVA Elementary and Middle School Honors Choirs: PGMS 5<sup>th</sup> and 6<sup>th</sup> graders Joel Moore, Ava Webb, Jahkobi North, De'Aysha Cooksey, Emma Wingo, Reagan Sheridan and Evan Barnes; FIS 5<sup>th</sup> and 6<sup>th</sup> graders Karina Tuttle, Kyleigh Turks, Ella Jane Murray, Alex Kee, Kaitlyn Carter, Lily Rackley, Seanna Buckner, Rainey Fellows, Riley Dorris, Sai Hanisha Seerapu, Eva Muterspaugh, Savannah Meinert, Maya Melind, Pepper Hughes, Katrina Brukl, Sadie Sharpe, Rebecca Starnes, Nassim Akbari, Lucas Leidig, Lauren Reeves and Abigail Levy; PGMS 7<sup>th</sup> and 8<sup>th</sup> graders Laura Grace Christoffersen, Abby Webb, Bella Karlsson and Logan Plowman.

2. **Teachers, Principal and Supervisor of the Year** – Elementary Teacher of the Year Melissa Miller (FES 1<sup>st</sup> grade), Middle Grades Teacher of the Year Kelly Bozman (FIS 6<sup>th</sup> grade ELA), and FSSD Building-Level Teachers of the Year Suzie Johnson (JES 3<sup>rd</sup> grade), Cara Thompson (LES 2<sup>nd</sup> grade), Sheridan Coffee (MES 4<sup>th</sup> grade), Sandra Ball (PGES 4<sup>th</sup> grade), Tonya Iturri (PGMS Interventionist) and Bernard Jones (FMS P.E.) were recognized and presented with certificates and checks from Cornerstone Financial Credit Union, a FSSD community partner.

#### IV. PUBLIC INPUT

- Rochelle Wright, FSSDEA President – addressed the Board on school safety and requested that the Board to not support any legislation in support of guns in schools with school personnel.
- Teresa Garcia, 511 Kilburn Court, 615-585-0280, parent of LES student – addressed the Board to encourage the Hispanic community's involvement in our district.

#### V. REPORTS / PRESENTATIONS / DISCUSSIONS

1. **Teaching and Learning Spotlight - "2018 – 2019 Registration is Coming!"**, presented by Dr. Catherine Stephens. More information can be learned on this subject and other departmental highlights in the Teaching & Learning report for March (on file).
2. **Construction Report** – Mr. Arnold presented the monthly update on Bond Fund/Capital Projects (on file).
3. **School Safety and Security** – Dr. Snowden and Celby Glass, District Security Supervisor, updated the Board on the four meeting being held for all personnel to attend. These meetings are designed to help our personnel understand the processes and plans in place for our school security and safety and to make them more aware that each person has a role to play in our security. Dr. Snowden does not recommend that the Board support legislation enabling school personnel to be armed, and that any legislation that may be passed will be permissive in nature and leave that decision to

the separate districts. Visitor access control systems such as at LES will be installed in each school, with MES already having a quote and waiting on a timeline for completion – all other schools will have locked entry doors, video cameras and phone access for entry into the offices in place as soon as possible. This will give an added layer of security for entry into the schools. Celby Glass reported their work on personnel trainings, noted that the top three items that are being covered are planning, staff involvement and feedback, and collaboration with first responders and community partners. Drills are being conducted at busy times of the day, so that everyone may be better prepared.

**VI. APPROVAL OF BOARD AGENDA**

Alicia Barker made a **motion** to approve the board agenda as presented. Kevin Townsel **seconded** the motion, which **carried 6-0**.

**VII. APPROVAL OF CONSENT AGENDA**

Allena Bell made a **motion** to approve the consent agenda as presented. Robin Newman **seconded** the motion, which **carried 6-0**.

**Approved under Consent Agenda** (on file) were:

1. Minutes of Board Meeting dated February 12, 2018
2. Overnight Field Trip Request – Moore Elementary School 4<sup>th</sup> graders on their annual Natchez Trace Walk
3. Budget Amendments
4. Bid approval: Doors and hardware
5. Bid approval: Flooring and floor maintenance

**VIII. BUSINESS BEFORE THE BOARD**

1. **Teacher Recommended for Tenure** – Dr. Jefferson recommended Mrs. Rachel Sands for tenure on behalf of herself and Dr. Robey. This teacher had transferred to LES last year from FMS and was inadvertently missed in the tenure process. She has gone through the same strict process as those previously receiving tenure; a copy of her recommendation letter was provided in eMeeting, and her packet is available through the HR Department if Board members would like to review it. The administration congratulated all who have attained tenure this year, and recommended approval of Mrs. Rachel Sands for tenure status.

Allena Bell made a **motion** to approve the teacher recommended for tenure as presented. Alicia Barker **seconded** the motion, which **carried 6-0**.

2. **Director of Schools Performance – Total Composite Score** - Chair Stillings directed this item to Mr. Townsel. After review of the Annual Report for 2016-17 submitted by Dr. Snowden, Board Members have completed their Individual Score Sheets and have returned them to the Administrative Assistant, averaged according to the rules set forth by the Board, and verified by the Associate Director for Finance & Administration. Based on this final score, a percentage of the bonus pool will be awarded to the Director of Schools in compliance with the Performance Review

Process previously approved for the 2016-17 year and upon approval by the Board. The Composite Score Sheet was attached for the Board's consideration and record - based on the composite score received of **98.25%**, Dr. Snowden is eligible to receive 100% of the Bonus Pool as a Performance Bonus, equal to 10% of current annual salary.

Kevin Townsel made a **motion to approve the Director of Schools Performance Total Composite Score of 98.25% and approve the payment of 100% of the bonus pool as set forth in the DOS Performance Review Process for the 2016-2017 year (on file)**. Tim Stillings **seconded** the motion, which **carried unanimously 6-0**.

Dr. Snowden acknowledged his appreciation for the Board's confidence and gave thanks to the staff and schools. He once again said that he would be returning the bonus and requested that the Board give him autonomy as to what the money would be designated for within the district. Chair Stillings spoke for the Board in appreciation of outstanding performance exhibited during the 2016-2017 school year and that Dr. Snowden may use the bonus as he wished within the district.

- 3. Policy Revision: Qualifications and Duties of the Director of Schools (5.802) – 1<sup>st</sup> Reading** - TSBA recommended updating the personnel provision of this policy as a best practice. This provision under State Board Regulation 0520-02-03-.09 has been updated to include information regarding filing reports with the Office of Educator Licensing. This is not a new legal requirement, but the administration recommended making the director's obligation clearer, as this is also the current practice of our Human Resources Department. The update also adds language regarding lines of authority, which is suggested in the model policy and is also current practice. Additional revisions are to bring the policy to current language, formatting and adding a cross reference. The administration recommended approval of the first reading.

Robert Blair made a **motion** to approve the revisions for Policy 5.802 Qualifications and Duties of the Director of Schools for the first reading as presented. Tim Stillings **seconded** the motion, which **passed 6-0**.

- 4. Policy Revision: Student Concerns, Complaints and Grievances (6.305) – 1<sup>st</sup> Reading** - This revision is to add in contact information for school level complaint managers and to update the cross reference section. The administration recommended approval of the first reading.

Allena Bell made a **motion** to approve the revisions for Policy 6.305 Student Concerns, Complaints and Grievances for the first reading as presented. Kevin Townsel **seconded** the motion, which **passed 6-0**.

- 5. Policy Revision: Medicines (6.405) – 1<sup>st</sup> Reading** - Public Chapter 84 requires boards to adopt a policy on administering adrenal insufficiency medication that complies with rules created by the State Board. As a result, the State Board modified its Policy 4.205 and created an accompanying rule. Our revisions reflect language

that aligns with these requirements. Legal and cross references have also been updated. The administration recommended approval of the first reading.

Tim Stillings made a **motion** to approve the revisions for Policy 6.405 Medicines for the first reading as presented and to waive the second reading. Robert Blair **seconded** the motion, which **passed 6-0**.

## **IX. DIRECTOR OF SCHOOLS REPORT**

Dr. Snowden presented the following report to the Board:

- **Spring Break** – This year’s Spring Break for students, teachers and school staff members is scheduled for **March 26-30**. The district will be closed during this week.
- **NSBA Conference** – We are proud that we have 100% Board participation as we travel to this conference. We are appreciative of your willingness to dedicate your time for our district leadership.
- **Special Called Meeting** – On **March 22**, 7:00 a.m. at Liberty Elementary - the Board will meet regarding a roof bid approval.
- **Read Across America Week** – February 28<sup>th</sup> - March 2<sup>th</sup> – Our schools had a great week promoting the importance of reading. I was a guest reader at Franklin Elementary for the third graders and, as always it was great fun! This week is one that both students and adults look forward to year after year.
- **Visit From a Therapy Dog** – On April 12<sup>th</sup>, the district will receive a visit from Maggie, a therapy dog from Dyersburg City School District. We are currently exploring the idea of incorporating a Therapy Dog in the FSSD as another method to benefit students in various ways. Mrs. McCoy and Dr. Orman visited Dyersburg recently to observe their therapy dogs as they interacted with students. Their superintendent and teachers have stated they have seen significant benefits from the use of therapy dogs in several areas including social, emotional, cognition and environment. Maggie will be visiting three different schools: JES, FIS and PGMS. We will send you an agenda and we hope you will be able to observe Maggie at one of the sites that day. Permission from parents will be required for students to be able to interact with Maggie.
- **Science Textbook Review** – The science textbooks to be considered for purchase next year are now available for parents to preview. The offerings are located at the **Central Office Annex, 1406 Cannon Street** from **8:15a.m. – 3:15p.m. Monday-Friday, from March 5 – 16**. Visitors will need to enter through the main door and sign in. You will be required to show a valid government-issued photo ID prior to being directed to Room 6. Information about the review process and a form to provide feedback, as well as the state science standards and information about the textbook adoption process will be available.
- **FSSD’s Top Forty** – At our April Board meeting, we will be honoring five volunteers from each of the eight different schools in the FSSD. We will host a

reception for the “Top 40” at 6:00 prior to the Board meeting, and then recognize them individually during the first part of the meeting. The **April 16<sup>th</sup>** meeting is scheduled to be held at Poplar Grove Middle.

- **Budget Process FY 2018-19** - Proposed dates for the budget work sessions are **April 23, May 21 and June 18**. The first session will cover Operations Budgets for both Finance & Administration and Teaching & Learning, Revenue and Personnel will be reviewed in the second, and then a discussion of the cumulative impact will take place on the third work session, facilitating the possible completion of the budget process. Please review these dates and let Carol know of any conflicts.
- **District Retirement Reception** – This year’s retirement reception will be held on Thursday, **May 3<sup>rd</sup>** beginning at 6:00 p.m. at Freedom Intermediate School. We hope that your schedule will allow you to attend.
- **Young Scholars Institute** – The 2018 camp, for “independent and highly motivated students” who have completed 1<sup>st</sup> through 8<sup>th</sup> grade, has applications online and in print. The dates for the Institute will be **June 4-8** and **June 11-15**. The camp will again be hosted at Poplar Grove. They are in their 35<sup>th</sup> year, it is hard to believe!

**X. UPDATES**

**Teaching & Learning** - Dr. Catherine Stephens, Associate Director for Teaching & Learning, provided the following (on file):

- Demographic report dated 3/2/2018

**Finance & Administration** – Chuck Arnold, Associate Director for Finance & Administration, provided the following (on file):

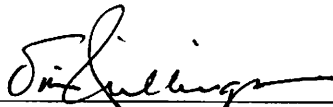
- Personnel Change Report February 2018/March 2018
- Investment Report dated January 31, 2018
- Revenue and Expenditure Reports dated March 6, 2018
- Tax Comparison Report

**XI. ANNOUNCEMENTS**

- There were no announcements.

**XII. ADJOURNMENT**

Chair Stillings adjourned the meeting at 7:52 p.m.

  
\_\_\_\_\_  
Tim Stillings, Chair                      4-18-18  
Date

ATTEST:   
\_\_\_\_\_  
Alicia Barker, Secretary                      4-23-18  
Date