

March 13, 2017
Franklin, Tennessee

The Franklin Special School District Board of Education met on Monday, March 13, 2017 at 6:30 p.m. at Franklin Elementary School, 1501 Figuers Drive, Franklin, Tennessee. The following members were present:

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

Others present were: Dr. David Snowden, Dr. Catherine Stephens, John McAdams, Dr. Kay Boan, Beth Herren, Mark Anderson, Dr. Roberta Hill, Susannah Gentry, Robbin Cross, Amy Fisher, Amber Whitley and other staff, principals, teachers, parents, FSSDEA and community members.

A reception honoring our school and district Teachers of the Year was held in the lobby of Franklin Elementary beginning at 6:00 p.m.

I. MEETING CALLED TO ORDER

Chairman Stillings called the meeting to order at 6:35 p.m.

II. PLEDGE OF ALLEGIANCE

Principal Dr. David Esslinger welcomed those in attendance and led the Pledge of Allegiance.

III. RECOGNITIONS

Good News Awards (on file) - Highlighted: FSSD Student Artist of the Month FES 3rd grader Drew Mabry; JES 1st grade teacher Lindsey Pellegrin, who received a Target Field Trip Grant enabling all 1st graders at JES to experience the Wild Encounter show at the Nashville Zoo on May 4th; JES SPED pre-school teacher Brandi Hayes, selected to participate on the TN DOE Pre-K through 1st grade Portfolio Scoring Guide Revision Committee; FES paraprofessional Joseph Clark, who provides an after-school enrichment Games Club for 3rd and 4th graders once a week; Instructional Technology Specialist Amber Whitley who was chosen from nearly 400 applicants to serve as a reviewer on the TN Academic Bias Item Review Committee for Mathematics grades 2-4.

FSSD Teachers of the Year – Selected from a talented and well-respected group of

educators representing their individual schools are, from: **Franklin Elementary** – Gina Kocher, ELL K-4th; **Johnson Elementary** - Andre White, 4th; **Liberty Elementary** – Kay Kay Garrett, Pre-1st; **Moore Elementary** – Danette Cravens, SPED Pre-K; **Poplar Grove Elementary** – Whitney Chambers-Woods, School Counselor; **Poplar Grove Middle** – Chandra Webb, ELA 7th; **Freedom Intermediate** – Marie White, SPED 5th; **Freedom Middle** – Cheryl Warden, History 8th. *District Elementary Teacher of the Year* – Andre White and *District Middle School Teacher of the Year* – Cheryl Warden. For the past seven years, Cornerstone Financial Credit Union has demonstrated its support of our district’s mission of “Excellence in Teaching and Learning for All” by providing the full cash award of \$500 to the FSSD Teachers of the Year and \$100 each to the building-level Teachers of the Year – special thanks to Dana Gillespie, Franklin Branch Manager, for presenting these awards.

IV. PUBLIC INPUT

- Brandi McCutchan, Executive PTO Vice-President, thanked the Board on behalf of the PTO for what they do year-round, and as an expression of that thanks presented each with a gift basket.

V. REPORTS/PRESENTATIONS/DISCUSSION

1. **Teaching and Learning Spotlight - “Update on 1:1 Implementation” -**

Information presented is highlighted in the Teaching & Learning report (on file). Dr. Stephens also recognized Cindy Cook for her work in helping the implementation into the schools go seamlessly. Following Dr. Stephen’s report, Board members asked: Is there was enough bandwidth for the district: Mr. Anderson answered that we are currently at about 30% of our maximum, which is measured routinely, and we have the capacity to obtain more when it is needed. How are the computers utilized in the classroom and/or at home: Both at FMS and PGMS, they are used only during the student day. For the first part of the phase-in, there are two different scenarios. At FMS, Chromebooks are picked up in the morning from the students’ home-base settings, where they are returned at the end of the day to recharge. They are taken to each class. At PGMS, MacBooks are housed in the classrooms all day and do not travel with the students.

- ##### 2. **Construction Report** – Information on current construction was presented for the Board (on file). The visitor management system to be in the front vestibule and office at Liberty Elementary is currently at the Technology Department office before transition begins to the school. Training on the system will begin after Spring Break, and it should be fully operational by April 10th. Dr. Snowden noted that we will need to be diligent in communication with our parents on this new check-in system for visitors.

VI. APPROVAL OF BOARD AGENDA

Robert Blair made a **motion to approve the board agenda as presented**. Robin Newman **seconded** the motion, which **carried 6-0**.

VII. APPROVAL OF CONSENT AGENDA

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

Approved under Consent Agenda (on file) were:

1. Minutes of Board Meeting dated February 13, 2017;
2. Minutes of Special Called Meeting dated February 23, 2017;
3. Overnight Field Trip Request – Moore Elementary 4th grade Natchez Trace Walk.

VIII. BUSINESS BEFORE THE BOARD

Consideration of:

1. **New Policy: Worker's Compensation (3.602) – 2nd Reading** – TSBA suggests having this policy in place as a further notice of State law regarding on-the-job injuries. Although we have procedures in place which are strictly followed, having a policy in place provides further information available to the employee who may be injured. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Tim Stillings made a **motion to approve the second reading of Worker's Compensation (3.602) as presented**. Robin Newman **seconded** the motion, which **carried 6-0**.

2. **Policy Revision: Insurance Management (3.600) – 2nd Reading** - Per TSBA Policy Specialist, this policy needs to be updated to address coverage for post-retirement employees, since our district uses as an option the state health plan. This revision notes delineation between those retirees and employees who were employed by an LEA within Tennessee prior to 2009-2010 versus those that were employed after this date. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Kevin Townsel made a **motion to approve the second reading of Insurance Management (3.600) as presented**. Allena Bell **seconded** the motion, which **carried 6-0**.

3. **Policy Revision: Testing Programs (4.700) – 2nd Reading** – Although this policy was updated last July, it needs to be revised to comply with updates to State Board of Education rules. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Robert Blair made a **motion to approve the second reading of Testing Programs (4.700) as presented**. Kevin Townsel **seconded** the motion. After discussion, the motion **carried 6-0**.

4. **Policy Revision: Application and Employment (5.106) – 2nd Reading -** Previously, the policy listed criminal history background checks and finger-printing as pre-requisites for hiring of all positions. This policy revision adds pre-employment drug screening as another condition of employment, and brings the policy current to hiring practices for the district. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Kevin Townsel made a **motion to approve the second reading of Application and Employment (5.106) as presented**. Alicia Barker **seconded** the motion, which **carried 6-0**.

5. **Policy Revision: Long-Term Leaves of Absence (5.304) – 2nd Reading -** Updates for this revision include leave provisions for military and legislative service. Other updates correspond to current Tennessee Code. Please note that foster care placement is not covered in this policy as it corresponds to State law; however it is included in 5.305, specifically including foster care as a FMLA covered reason for taking leave as governed by federal law. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Allena Bell made a **motion to approve the second reading of Long-Term Leaves of Absence (5.304) as presented**. Robert Blair **seconded** the motion, which **carried 6-0**.

6. **Policy Revision: Family and Medical Leave (5.305) – 2nd Reading -** Due to the complex nature of the Family and Medical Leave Act, TSBA has received questions from several districts about proper implementation, and as a result, this policy has been reorganized to bring clarity to the implementation process. Items that were not previously addressed in our policy have been underlined. Highlights pertain to rewritten and/or reorganized language. Examples of new items based on changes to federal law include: language that addresses foster children (in the section “Maternity/Paternity Leave”); also, the addition of “next of kin” for the care by the employee due to a serious health condition (#4 under General Principles). In addition, the section “Leave for a Serious Health Condition” was not previously addressed in our policy. Legal references have been updated. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Allena Bell made a **motion to approve the second reading of Family and Medical**

Leave (5.305) as presented. Kevin Townsel **seconded** the motion. After discussion, the motion **carried 6-0.**

7. **Policy Revision: Sabbatical Leave (5.308) – 2nd Reading** - This policy revision request changes the name from “Extended Professional Development Leave” and rewrites the policy to current use, removing outdated objectives of the old policy. Our professional development opportunities are more far-reaching than they were at the time of the last adoption, and the benefit that may have been received from the prior policy is no longer a focus. This update provides a description of leave for an employee’s further education as an option while limiting eligibility for leave to one year. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Robert Blair made a **motion to approve the second reading of Sabbatical Leave (5.308) as presented.** Kevin Townsel **seconded** the motion. After discussion, the motion **carried 6-0.**

8. **Policy Revision: Legislative Leave (5.309) – 2nd Reading** - Updates to this policy are for consistency within the group of leave policies, making this type of leave available also to classified employees, formerly mentioning only certificated employees in this policy. Updates also broaden the leave to include serving on a board or commission of the state when the employee is appointed by the Governor or General Assembly. Legal references have been updated as well. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Allena Bell made a **motion to approve the second reading of Legislative Leave (5.309) as presented.** Robin Newman **seconded** the motion. After discussion, the motion **carried 6-0.**

9. **Policy Revision: Drug & Alcohol Testing for Employees (5.403) – 2nd Reading** - Per TSBA Director of Policy, this policy needs to be updated to include specific provisions regarding testing for CDL employees per 49 UCSC 5331. Legal references have also been updated. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Allena Bell made a **motion to approve the second reading of Drug & Alcohol Testing for Employees (5.403) as presented.** Kevin Townsel **seconded** the motion, which **carried 6-0.**

10. **Policy Revision: Substitute Personnel (5.701) – 2nd Reading** - This revision brings the policy to current practices and also renames the title. In addition to reorganization of the policy, legal references have been updated. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Tim Stillings made a **motion to approve the second reading of Substitute Personnel (5.701) as presented**. Kevin Townsel **seconded** the motion, which **carried 6-0**.

- 11. Policy Revision: Sick Leave (5.302) – 1st Reading** - This policy revision updates language based on current practice and legislative changes; also, the legal and cross references are updated. For the second reading, FMLA paperwork submission after five (5) instead of three (3) days beginning with FY 2017-18 will be added. The administration recommended approval of the first reading.

Kevin Townsel made a **motion to approve the first reading of Sick Leave (5.302) as presented**. Allena Bell **seconded** the motion, which **carried 6-0**.

IX. DIRECTOR OF SCHOOLS REPORT

Dr. Snowden reported on the following:

- **Child Nutrition Department** – Supervisor Robbin Cross and the Franklin Elementary Café were thanked for the reception table for the TOY honorees. The prior reception, held at Johnson Elementary, was also complimented.
- **Spring Break** – This year’s Spring Break for students, teachers and school staff members is scheduled for **March 20-24**. Our district will be closed during this week.
- **NSBA Conference** – We are proud that we have 100% Board participation as we travel to this conference the second weekend of our Spring Break, **March 25-27** in Denver.
- **Special Called Meeting** – On **March 28**, 5:30, the Board will meet regarding a personnel issue in the Teacher Center at MES. Notice will go out by March 16th for this meeting.
- **Work Session** – On **April 4**, 5:30 p.m., the Board will meet to review the Director of Schools Goals for 2017-2018. The meeting will be held at Liberty Elementary. This follows the initial review by Mr. Townsel and the administration. Notice for this meeting will go out the week after Spring Break. Mr. Stillings noted that if the Board members have items that they would like addressed in the Performance Goals for next year, they should forward them to Kevin Townsel in preparation for the meeting.
- **Read Across America Week** – February 27th - March 3th – Fun activities throughout our district promoted the importance of reading this past week. I enjoyed being a part of this week by reading to Kindergarten and Fourth grade students at Poplar Grove

Elementary on Wednesday, March 1st. Celebrations related to reading were great and both students and adults participated in the fun!

- **Registration timeline** – Registration will open on April 1st and continue throughout the month. Proofs of residency can be uploaded this year online, or brought into the school office. *Kindergarten Roundup* will be held on April 21. This is an important day for our future Kindergartners and their families as they get familiar with their new school. Parents can register online at this event; however, registration for Kindergartners is also online beginning April 1st.
- **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 Forty” at 6:00 prior to the Board meeting, and then recognize them individually during the first part of the meeting. The **April 10th** meeting is scheduled to be held at Moore Elementary.
- **Budget Process for the 2017-2018 School Year** - Proposed dates for the budget work sessions are **April 24, May 15 and June 19**. As in past years, Operations Budgets for both Finance and Administration and Teaching and Learning are combined in the first work session, 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. We will also have additional work session if they are needed. 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 4th** beginning at 6:00 p.m. at Freedom Intermediate School. We hope that your schedule will allow you to attend.
- **Young Scholars Institute** – The 2017 camp, for “independent and highly motivated students” who have completed 1st through 8th grade, has applications online and in print. The dates for the Institute will be **June 5-9 and June 12-16**. The camp will be hosted at Poplar Grove. Plans are underway for another successful camp!

X. UPDATES

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

- FSSD Demographics dated 3/2/2017.

Finance and Administration - John McAdams, Associate Director for Finance & Administration, provided the following (on file):

- Personnel Change Report for February, 2017/March, 2017;
- Investment Report dated January 31, 2017;
- Revenue and Expenditure Reports dated 2/2017;

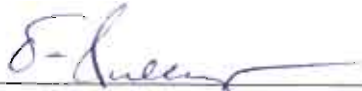
- Comparison of Sales Tax Revenue FY 2015-16 to FY 2016-17.

XI. ANNOUNCEMENTS

There were no announcements.

XII. ADJOURNMENT

Chairman Stillings adjourned the meeting at 7:20 p.m.



Tim Stillings, Chairman 4/10/17
Date

ATTEST: 

Alicia Barker, Secretary 4/10/2017
Date