

September 18, 2017  
Franklin, Tennessee

The Franklin Special School District Board of Education met on Monday, September 18, 2017 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, Mark Anderson, Mary Decker, Lee Kirkpatrick, Dr. Kay Boan, Dr. Roberta Hill, Amanda Parks, Robbin Cross, Amy Fisher, Lisa Chatman, Chip Sternenberg, and other staff, principals, teachers, parents, FSSDEA and community members.

**I. MEETING CALLED TO ORDER**

Chair Stillings called the meeting to order at 6:37 p.m.

**II. PLEDGE OF ALLEGIANCE**

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

**III. RECOGNITIONS**

**Good News Awards** (on file) - Highlighted were: FSSD Student Artist of the Month LES 3<sup>rd</sup> grader Lillie Sparks; FIS students Kaylee Duplessis, Madison Garey, Jas Jani, Strider Lear, Phillip Morris, Eve O'Donnell, Lily Rackley, Levi Sponsel and Lexi Kate Woodford who, as 4<sup>th</sup> graders at MES, were named honorary members of the Sherlockian Society in Maryland for their input for an evidence box of one of the Sherlock Holmes series, and in addition, Jas Jani and Levi Sponsel had an essay published in a Sherlockian publication, *The Serpentine Muse*; FMS students Dylan Grow, William Humphreys, Miles Katawala and Brewer Osteen, who as 6<sup>th</sup> graders created a Random Acts of Kindness video project which received a semi-finalist recognition in the Discovery Education i-Witness Video Challenge.

**V. PUBLIC INPUT**

No one addressed the Board during this portion of the meeting.

**VI. REPORTS / PRESENTATIONS / DISCUSSIONS**

- 1. Counselors Closet Report** - introduced by Board member Dr. Barker, Counselors Closet, renamed N.O.O.K. (Needs of Our Kids) is a program that will match clothing and immediate

needs of our students with resources. Through attending school board leadership conferences, Dr. Barker spearheaded a task force for a centralized program, instead of a individualized school effort. A collaborative team of FSSD representatives which include counselors, teachers, CO staff, PTO members, high school students and community partners have developed N.O.O.K. to serve the entire district more effectively. Executive PTO President Brandi McCutchen gave an overview of how the program would work. Jennifer Morrison will serve as Community Liaison for this program, which will be backed by counselors and community partners with the help of One Gen Away, who will provide a centralized storage location that can be accessed 24/7 to provide critical items that could be immediately delivered to students and families upon notification of the school counselor. Organizers of the program will work with the Threads of Care Program at Centennial High School, which will be a support to the program through volunteerism, money and time. This program is due to be stocked and operational by the end of 2017 or before; it will not impact services already begin provided to the community through GraceWorks, United Way or Thriftsmart.

2. **Threads of Care Presentation** - Zach Wolfson, Centennial High School student and Founder & Executive Director of Threads of Care, along with high school students Mikaela Prince and Nicholas Hadley, who are officers in the program, presented a check to the district as seed money for Counselors N.O.O.K. in the amount of \$250. Threads of Care works within Williamson County and with organizations across the state organizing clothing and shoe drives, creating awareness of youth poverty, and providing volunteer and financial support for needy students and their families. They will work with N.O.O.K. by providing dress code shirts in their partnership with Parker Uniforms, clean underwear and socks, and further awareness of youth poverty.
3. **Teaching & Learning Spotlight - "AdvancED Re-Accreditation Year"** – Dr. Catherine Stephens, Associate Director, presented this report. During the upcoming January Board retreat, work will be done toward preparing for district re-accreditation. More on this and updates from her department were sent to the Board in preparation of the meeting.
4. **Construction Report** – presented prior to the meeting by Mr. Sternenberg in preparation for this meeting. There were no questions from the Board.
5. **TSBA Convention Delegates** - Delegates to represent FSSD in the Delegate Assembly as part of the upcoming convention will be Allena Bell, Alicia Barker and Kevin Townsel.
6. **New Policy discussion: Academic Excellence and Educational Equity** - This would be a new policy for the FSSD, discussed at the Director of Schools goal setting work session for 2017-18. Once the first draft was complete, the immediate staff was asked to review and make recommendations. The draft was presented to the Board for general discussion and feedback. The policy will be presented for first reading in October based on discussion at this meeting.

## VII. APPROVAL OF BOARD AGENDA

Robin Newman made a **motion** to approve the board agenda with Item VII.7. Overnight Field Trip Request – FIS 6<sup>th</sup> grade to Nature's Classroom, removed from the agenda. Allena Bell **seconded** the motion, which **carried 6-0**.

## VIII. APPROVAL OF CONSENT AGENDA

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

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

1. Minutes of Board Meeting dated August 14, 2017
2. Report on Debt Obligation CT-0253
3. Budget Amendments
4. Bids: Nutrition Department
5. Textbook Certification of Compliance ED-2152
6. Overnight Field Trip Request – FIS 5<sup>th</sup> Grade to Williamsburg, VA
7. Overnight Field Trip Request – FIS 6<sup>th</sup> Grade to Marine Lab - it is noted that Marine Lab sustained damage during Hurricane Irma but will be accepting students for the Spring/Summer 2018. An update on the status will be provided nearer the field trip if needed.

## IX. BUSINESS BEFORE THE BOARD

1. **2017-2018 Election of Board Officers** - Board Policy 1.200 establishes September as the date the Board organizes through the election of a Chairman, Vice-Chairman, Secretary and Treasurer. As Director of Schools, Dr. Snowden opened the floor for nomination of the 2017-18 Board.

Robin Newman **nominated a slate of officers for 2017-18** as follows:

<b>Chairman:</b>	<b>Tim Stillings</b>
<b>Vice Chair:</b>	<b>Robert Blair</b>
<b>Treasurer:</b>	<b>Allena Bell</b>
<b>Secretary:</b>	<b>Alicia Barker</b>

Kevin Townsel **seconded** the nomination. Dr. Snowden asked for other nominations and hearing none called for the vote. **The slate of officers nominated was elected unanimously 6-0.**

2. **2017-2018 TLN Representative** - TSBA encourages each board to elect a Tennessee Legislative Network (TLN) Representative each year. Serving this past year was Mrs. Bell.

After discussion, Allena Bell made a **motion** to nominate Kevin Townsel to serve as our TLN representative for 2017-18. Tim Stillings **seconded** the motion, which **carried 6-0**.

3. **2017-2018 Community Pre-K Advisory Council Board Representative** - With direction from Lee Kirkpatrick of our Teaching and Learning Department, this council is designed to include one Board member. Mr. Townsel served on the Council this past year.

Robin Newman made a **motion** to nominate herself, Robin Newman to serve as the 2017-18 Community Pre-K Advisory Council Board Representative. Tim Stillings **seconded** the motion, which **carried 6-0**.

- 4. Annual Contract to Audit Accounts** - Contracts from Matlock Clements, P.C. to conduct financial audits of the FSSD district accounts and individual school activity funds for the period July 1, 2017 through June 30, 2018 at a fixed auditor fee of \$28,500 (the same as the past seven years) were provided to the board for their review. The administration recommended approval.

Robert Blair made a **motion** to approve the Annual Contract to Audit Accounts for the period July 1, 2017 through June 30, 2018 at a fixed auditor fee of \$28,500. Kevin Townsel **seconded** the motion, which **carried 6-0**.

- 5. Policy Revision: Audits (2.703) – 2nd Reading** – TSBA-suggested changes reflect new requirements in Public Chapter 383: LEAs with findings in their annual audit must submit a corrective action plan to the comptroller of the treasury, which is to include the name(s) of the contact person responsible for the corrective action, the action taken or planned, and the anticipated completion date. Legal and cross references are also updated. 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 for the revision of Audits (2.703) as presented. Tim Stillings **seconded** the motion, which **carried 6-0**.

- 6. Policy Revision: Parental and Family Involvement (4.502) - 2nd Reading, Deletion: 4.5021, 4.5022** – TSBA has provided recommendations for updating this policy due to changes made to the State policy, and to also delete references to the TN Comprehensive System-wide Planning Process (TCSPP), since this program is no longer in effect. In addition to the changes described with this policy, language from the following policies have been included within this policy: 4.5021 (Family Engagement) and 4.5022 (Parental Engagement). For this reason, 4.5021 and 4.5022 are recommended to be deleted with the approval of changes to this policy. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading of 4.502, and deletion of 4.5021 and 4.5022 with the final reading of 4.502.

Tim Stillings made a **motion** to approve the second reading for the revision of Parental and Family Involvement (4.502) and deletion of 4.5021 and 4.5022 as presented. Robin Newman **seconded** the motion, which **carried 6-0**.

- 7. Policy Revision: Promotion and Retention (4.603) – 2nd Reading** - This revision request clarifies the role of the IEP team and adds language for students with 504 plans in recommendations for retention decisions for students with disabilities or other educational considerations. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Alicia Barker made a **motion** to approve the second reading for the revision of Promotion and Retention (4.603) as presented. Allena Bell **seconded** the motion, which **carried 6-0**.

8. **Policy Revision: Acquired Immune Deficiency Syndrome (AIDS) – Students (6.404) – 2nd Reading** - This revision request updates this policy for students in accordance with current legislation. The format is changed using the model policy provided by TSBA to mirror the content of the corresponding policy for personnel. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Robin Newman made a **motion** to approve the second reading for the revision of Acquired Immune Deficiency Syndrome (AIDS) – Students (6.404) as presented. Robert Blair **seconded** the motion, which **carried 6-0**.

9. **Policy Revision: Student Transportation Management (3.400) – 1st Reading** – TSBA has updated their model policy to reflect mandatory changes required by Public Chapter 289, which we have adopted into this revision. The new law requires that every LEA appoint a transportation supervisor who meets certain training requirements, and adopt a policy that governs how safety complaints will be submitted. It also contains requirements on how investigations of those complaints will occur. This law is unique in that it also requires the LEA's policy to include procedures. TSBA has included sample procedure language in their model policy: our Transportation Department Supervisor has reviewed and made any changes necessary for our local procedure. The administration recommended approval of the first reading.

Tim Stillings made a **motion** to approve the first reading for the revision of Student Transportation Management (3.400) as presented. Allena Bell **seconded** the motion, which **carried 6-0**.

10. **Policy Revision: Grading System (4.600) – 1st Reading** – To comply with state laws, the grading scale for State End of Course assessments now includes that the assessment count for 15% instead of 25% of the second semester grade. This was the only change in this policy revision other than the update of legal references. The administration recommended approval of the first reading.

Alicia Barker made a **motion** to approve the first reading for the revision of Grading System (4.600) as presented. Robert Blair **seconded** the motion, which **carried 6-0**.

11. **Policy Revision: Separation Practices for Tenured Teachers (5.200) – 1st Reading** – This policy has updates recommended by TSBA, in response to Public Chapter 287. Previously, retired teachers could substitute teach for 120 days without loss of retirement benefits, and an additional 90 days if the director of schools certified in writing that no other qualified personnel are available to substitute teach. This new law removes the 90 limit on those additional days. As a result, retired

teachers may now substitute teach beyond 120 days provided the director of schools still certifies in writing that no other qualified personnel are available. Legal and cross references have also been updated. The administration recommended approval of the first reading.

Alicia Barker made a **motion** to approve the first reading for the revision of Separation Practices for Tenured Teachers (5.200) as presented. Allena Bell **seconded** the motion. After discussion, the motion **carried 6-0**.

- 12. Policy Revision: Separation Practices for Non-Tenured Teachers (5.201) – 1st Reading** – This policy, like 5.200, has been updated in response to Public Chapter 287 with suggested language recommended by TSBA. The same reason for change applies as it did to 5.200, to remove the limit of days a retired teacher could substitute, provided the director of schools certifies in writing that no other qualified personnel are available. Legal and cross references have also been updated. The administration recommended approval of the first reading.

Allena Bell made a **motion** to approve the first reading for the revision of Separation Practices for Non-Tenured Teachers (5.201) as presented. Robin Newman **seconded** the motion, which **carried 6-0**.

- 13. Policy Revision: Separation Practices for Non-Certified Employees (5.202) – 1st Reading** – This policy revision combines language from 5.204 so that the policies are worded similarly. The title of the policy changes from “Suspension/Dismissal of Non-Certified Employees” to “Separation Practices for Non-Certified Employees” to align with the titles of 5.200 and 5.201. The administration recommended approval of the first reading.

Robert Blair made a **motion** to approve the first reading for the revision of Separation Practices for Non-Certified Employees (5.202) as presented. Alicia Barker **seconded** the motion, which **carried 6-0**.

- 14. Policy Revision: Non-Renewal (5.203) – 1st Reading** – Updates to this policy are for consistency with policy 5.201 concerning non-tenured teachers. Legal and cross references are also updated. The administration recommended approval of the first reading.

Allena Bell made a **motion** to approve the first reading for the revision of Non-Renewal (5.203) as presented. Alicia Barker **seconded** the motion, which **carried 6-0**.

- 15. Policy Revision: Resignation (5.204) – 1st Reading** – Updates are for consistency with policies 5.200 through 5.202 and include format, legal and cross references. The administration recommended approval of the first reading.

Tim Stillings made a **motion** to approve the first reading for the revision of Resignation (5.204) as presented. Alicia Barker **seconded** the motion, which **carried 6-0**.

- 16. Policy Revision: Retirement (5.205) – 1st Reading** – Reviewed with 5.200 through 5.202, this policy has been updated in response to Public Chapter 287. The update removes the limit on substitute days for retired teachers, provided the director of schools still certifies in writing that no other qualified personnel are available. Legal and cross references have been updated. The administration recommended approval of the first reading.

Kevin Townsel made a **motion** to approve the first reading for the revision of Retirement (5.205) as presented. Tim Stillings **seconded** the motion, which **carried 6-0**.

- 17. New Policy: Recommendations and File Transfers (5.206) – 1st Reading** – This is a TSBA model policy that fulfills the requirement in federal law per 20 USCA 7926 – it outlines “limits on the information that may be provided to assist an LEA's employee or contractor in obtaining a new position if the person engaged in sexual misconduct with a minor. LEA staff may still transmit administrative and personnel files on behalf of the employee or contractor, but may not aide such persons in obtaining another position by other means. This federal law is aimed at preventing LEA administrators from giving a neutral or positive recommendation to a potential employer on behalf of the employee or contractor if there is probable cause to believe that sexual misconduct occurred.” The administration recommended approval of the first reading.

Tim Stillings made a **motion** to approve the first reading for the new policy Recommendations and File Transfers (5.206) as presented and **waive the second reading**. Kevin Townsel **seconded** the motion, which **carried 6-0**.

- 18. Policy Revision: Acquired Immune Deficiency Syndrome (AIDS) – Personnel (5.401) – 1st Reading** – This TSBA recommended revision request updates the policy for personnel in accordance with current legislation, as well as streamlining it for clarity in relation to the policy for students. Legal references have been updated as well. The administration recommended approval of the first reading.

Alicia Barker made a **motion** to approve the first reading for the revision of Acquired Immune Deficiency Syndrome (AIDS) – Personnel (5.401) as presented. Robert Blair **seconded** the motion, which **carried 6-0**.

- 19. Policy Revision: Complaints and Grievances (5.501) – 1st Reading** – The contact information for the district complaint managers are named in this update, which is a requirement of Title IX. There are no other changes. The administration recommended approval of the first reading.

Tim Stillings made a **motion** to approve the first reading for the revision of Complaints and Grievances (5.501) as presented. Allena Bell **seconded** the motion, which **carried 6-0**.

- 20. Policy Revision: Staff Rights & Responsibilities (5.600) – 1st Reading** – This is a TSBA suggested policy update to align with Public Chapter 360, clarifying the rights of educators. The administration recommended approval of the first reading.

Robert Blair made a **motion** to approve the first reading for the revision of Staff Rights & Responsibilities (5.600) as presented. Kevin Townsel **seconded** the motion, which **carried 6-0**.

- 21. Policy Revision: Substitute Personnel (5.701) – 1st Reading** – This revision is a TSBA suggested language update, reflecting the new compensation requirements created by Public Chapter 387, which changes the rate of pay for certain retired substitute teachers - retired teachers that retired after July 1, 2011 and before July 1, 2016 are no longer required to have an active teaching license but will be paid the same as a substitute with an active teaching license. Legal and cross references are also updated. The administration recommended approval of the first reading.

Allena Bell made a **motion** to approve the first reading for the revision of Substitute Personnel (5.701) as presented. Alicia Barker **seconded** the motion. After discussion, the motion **carried 6-0**.

- 22. Policy Revision: Student Wellness (6.411) – 1st Reading** – This update aligns our policy to the changing requirements in State law, incorporating the State Board of Education’s Coordinated School Health and Physical Activity policies as guidance into the policy language; outlining compliance necessary for attaining those policy goals through documentation on each of the three recommended School Health Index modules as well as a triennial assessment; and noting compliance with community involvement requirements, which are made available to the public. It also rewrites the section regarding physical activity to address the State Board of Education’s Physical Education Standards and State law. Legal references are updated as well. The administration recommended approval of the first reading.

Robin Newman made a **motion** to approve the first reading for the revision of Student Wellness (6.411) as presented **and waive the second reading**. Allena Bell **seconded** the motion, which **carried 6-0**.

## **X. DIRECTOR OF SCHOOLS REPORT**

Dr. Snowden presented the following report to the Board:

- **FSSD Attendance, Demographics, and Free & Reduced Students** - A report was provided to the Board to give the attendance information and ethnic demographics for each school to date. A report on free and reduced students will be provided at the October Board meeting.



- **Director of Schools Advisory Council** - The members of the Director of Schools Advisory Council are being selected from each site and the first meeting is scheduled for October 5th. The Advisory Council is composed of an employee and alternate from each school, representatives from the central office and annex, FSSDEA, maintenance and transportation. The meetings offer opportunities to celebrate successes at each site/department, as well as to bring concerns and questions to the Director of Schools.
- **Complaint Managers for the FSSD** - The Director of Schools has appointed the Associate Directors or designees as Complaint Managers for the FSSD in accordance with the Complaints and Grievances policy (5.501).
- **Fall Break** - The FSSD's student Fall Break will occur October 9 - 13. District offices will be closed as well during this time.
- **TSBA Fall District Meeting** – This meeting will be held the evening of September 28<sup>th</sup>, hosted at Houston County High School, 2500 Highway 149, Erin, TN. An agenda of the evening has been provided to the Board.
- **2017-18 Conference update:**
  - **NSBA CUBE Conference** September 29-30 - Dr. Barker and Mrs. Bell will represent at the 2017 New Orleans conference.
  - **NABSE Conference** November 15-19 - Mr. Blair is registered.
  - **TSBA Annual Convention and Leadership Conference** – Registration is underway for this November 2-5 conference. Coordination for your attendance is requested, as well as which of our board members will represent us as delegates.
  - **NSBA Advocacy Institute and Equity Symposium** registration opens September 26<sup>th</sup> for the February 3-6 in Washington, D.C. Mrs. Newman and Mr. Stillings are interested in registering for this conference to date.
  - **NSBA Conference** registration opens October 18<sup>th</sup> for the April 7-9 conference in San Antonio. The Board's attendance preference is requested for this conference.

## XI. UPDATES

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

- Demographic report dated 09/11/2017;

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

- Personnel Change Report August, 2017/September, 2017
- Investment Report dated July 31, 2017
- Revenue and Expenditure Reports dated 8/2017

**XII. ANNOUNCEMENTS**

There were no announcements.

**XIII. ADJOURNMENT**

Chair Stillings adjourned the meeting at 7:40 p.m.



\_\_\_\_\_  
Tim Stillings, Chair

10/23/17

Date

ATTEST:



\_\_\_\_\_  
Alicia Barker, Secretary

10/23/2017

Date