

September 16, 2019
Franklin, Tennessee

The Franklin Special School District Board of Education met on Monday, September 16, 2019 at 6:30 p.m. at Franklin Elementary School, 1501 Figuers Drive, Franklin, with the following members present:

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

Others present were: Dr. David Snowden, Dr. Catherine Stephens (T&L Assoc. Dir.), Charles Arnold (F&A Assoc. Dir.), Carol Riordan (Admin. Assistant for Board/Director), Mark Anderson (Technology Supervisor), Leslie Duke (HR Supervisor), Celby Glass (Safety/Attendance Coordinator), Dr. Mary Decker (Curriculum/Prof. Dev. Coordinator), Dr. Cindy Cook, Amber Whitley and Josh Bracamontes (Instructional Technology Specialists), Lisa Chatman (CSH Coordinator) , Dr. Gina Looney (District Reading Coordinator), Amy Fisher (District Nurse Supervisor), 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. and called for a moment of silence.

II. PLEDGE OF ALLEGIANCE

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

III. 2018-19 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 2019-20 Board.

Robin Newman nominated a **slate of officers for 2019-20** as follows:

Chairman: Tim Stillings
Vice Chair: Robert Blair
Treasurer: Allena Bell
Secretary: Kevin Townsel

Dr. Snowden asked for other nominations and hearing none called for the vote.

The slate of officers nominated was elected unanimously with 6 ayes and 0 nays.

IV. RECOGNITIONS/GOOD NEWS AWARDS

1. **Good News Awards: Highlighted was** (on file): Student artist of the month MES Kindergartner Grady Vaughn, whose work will be featured on the front of the September birthday cards for personnel. Thank you to Sonic Drive In for providing a \$15 gift card for the student artist.
2. **2020 Census Proclamation** (on file): A proclamation in support of the upcoming census was read and signed.

V. PUBLIC INPUT

No one from the public addressed the Board.

VI. REPORTS / PRESENTATIONS / DISCUSSIONS

1. **Williamson County Education Foundation** – Matt Magallanes was present to introduce the WC Education Foundation, a philanthropic organization that has as its purpose to be a catalyst for community involvement around public education. As part of their “Celebrate the Arts” grant, Poplar Grove Elementary, Poplar Grove Middle and Freedom Middle received funds related to specific wishes for their related arts programs.
2. **Coordinated School Health Update** – CSH Coordinator Lisa Chatman presented a yearly update, recognizing Betsy Fuqua’s assistance to Mrs. Chatman. Goals were addressed: 1) to reduce student obesity, coordinating with the WC Health Department; 2) to coordinate with guidance counselors to reduce violent student behavior; and 3) to decrease learning barriers by providing vision screenings. Last year there was an optional goal for school participation regarding adult weight goals.
3. **Teaching and Learning Spotlight** (on file), “2019 Tennessee Teacher and Administrator Survey” – presented by Dr. Stephens, more information can be learned from this subject as well as the entire department in the T&L Spotlight.
4. **Construction Report** (on file) – presented by Mr. Arnold.
5. **2019-20 Community Pre-K Advisory Council Board Representative** - Mrs. Newman served on the Council this past year and will continue to serve in this capacity.
6. **2019 TSBA Convention Delegates** – Delegates at our upcoming convention will be Robin Newman, Allena Bell and Tim Stillings.

7. **Board Evaluation Results** – Mrs. Bell led the overview of results from the Board self-evaluation and guest Board members’ meeting assessment occurring in August, as a part of the TSBA Board of Distinction process.

VII. APPROVAL OF BOARD AGENDA

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

VIII. APPROVAL OF CONSENT AGENDA

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

Approved under Consent Agenda (on file) were:

1. Minutes of Board Meeting dated August 12, 2019
2. Overnight Field Trip Request – FIS 5th Grade to Williamsburg, VA
3. Overnight Field Trip Request – FIS 6th Grade to Nature’s Classroom, AL
4. Overnight Field Trip Request – FIS 6th Grade to Marine Lab, AL

IX. BUSINESS BEFORE THE BOARD

1. **Annual Contract to Audit Accounts** - Please see the enclosed contracts from Matlock Clements, P.C. to conduct financial audits of the FSSD for the period July 1, 2019 through June 30, 2020 at a fixed auditor fee of \$28,500. The fee is the same amount that has been in our contracts for the past nine years. There are two contracts, one for the district accounts and one for the individual school activity funds. The administration recommended approval.

Robin Newman made a **motion** to approve the contracts to conduct financial audits of the FSSD by Matlock Clements, P.C., for the period July 1, 2019 through June 30, 2020 as presented, with a fixed auditor fee of \$28,500. Alicia Barker **seconded** the motion, which **passed unanimously with 6 ayes and 0 nays**.

2. **Interlocal Agreement Between FSSD and COF Contract No. 2019-0214** – Alyssa Dillon, Research and Planning Specialist with the COF Parks Department, was present for questions. The interlocal agreement has been reviewed and authorized by Chuck Cagle, legal counsel for the district. It is the administration’s understanding that the agreement has been approved by BOMA. The administration recommended approval.

Allena Bell made a **motion** to approve the **Interlocal Agreement Between FSSD and COF Contract No. 2019-0214** as presented. Robert Blair **seconded** the motion, which **passed unanimously with 6 ayes and 0 nays**.

3. **Policy Revision: Role of the Board of Education (1.101) – 2nd Reading** - TSBA has rewritten this policy to be more specific about the Board’s functions. Previously, our policy included general areas of responsibility. The updated version, however, lists specific legal responsibilities in each of these areas. Legal references have also been updated to tie in with each item. 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 the policy revision of **Role of the Board of Education (1.101)** as presented. Robert Blair **seconded** the motion, which **passed 6-0**.

4. **Policy Revision: Boardmanship Code of Conduct (1.2021) – 2nd Reading** - This policy has been reviewed and updated by TSBA, and **moved in our policy section from 1.1061 to 1.2021** due to better placement of the content matter. The name changes from “Effective Boardmanship Standards” to “Boardmanship Code of Conduct”. In addition, best practices for individual board members which were previously in Policy 1.202 have been incorporated into this policy. 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 of the policy revision of **Boardmanship Code of Conduct (1.2021)** as presented. Kevin Townsel **seconded** the motion, which **passed 6-0**.

5. **Policy Revision: Minutes (1.406) – 1st Reading** - Revisions to this policy updates how approved minutes are provided, based on legislative changes in Public Chapter 248. The minutes are already posted on our website for the public; however, “mailing” has been removed from policy language. The administration recommended approval of the first reading.

Tim Stillings made a **motion** to approve the first reading and waive the second reading of the policy revision of **Minutes (1.406)** as presented. Kevin Townsel **seconded** the motion, which **passed 6-0**.

6. **Policy Revision: Safety (3.201) – 1st Reading** - This policy revision request follows an update of 3.202 (adopted during the August meeting). Updates bring the policy up to current practice as well as updating references. The administration recommended approval of the first reading.

Allena Bell made a **motion** to approve the first reading and waive the second reading of the policy revision of **Safety (3.201)** as presented. Tim Stillings **seconded** the motion, which **passed 6-0**.

7. **Policy Revision: Promotion and Retention (4.603) – 1st Reading** - This policy is rewritten to reflect changes in State Board Policy 3.300, which now includes a new parental notification requirement for retention consideration (K-8), as well as for

students in K-3 who are not meeting the expectations of grade-level standards in reading. TSBA has suggested language in their model policy which is now required to be included in local policy.

State Board Policy 3.300 also now requires districts to compile a list of students that may be considered for retention by February 1st, unless there are specific circumstances under which students may be considered for retention after that date. An individualized promotion plan is outlined in the rewritten policy, as well as putting into place an individualized academic remediation plan for those students retained. The administration recommended approval of the first reading.

Robin Newman made a **motion** to approve the first reading of the policy revision of **Promotion and Retention (4.603)** as presented. Alicia Barker **seconded** the motion, which **passed 6-0**.

8. **Policy Revision: Separation Practices for Tenured Teachers (5.200) – 1st Reading** - Public Chapter 248 is an extensive cleanup bill. This new law impacts policies 5.200 and 5.201 by changing where reports of teacher breach of contract must be reported. These reports were previously sent to the Commissioner of Education, but they are now required to be submitted to the State Board of Education. Our revisions reflect this change. In addition, those teachers retired under TCRS may teach for days over 120 without a loss of retirement benefits if the DOS certifies to the Division of Retirement, instead of to our Board, that no other qualified personnel are available for a certain position. Clarification to make language specific to tenured teachers as well as references have also been updated. The administration recommended approval of the first reading.

Tim Stillings made a **motion** to approve the first reading and waive the second reading of the policy revision of **Separation Practices for Tenured Teachers (5.200)** as presented. Allena Bell **seconded** the motion, which **passed 6-0**.

9. **Policy Revision: Separation Practices for Non-Tenured Teachers (5.201) – 1st Reading** - As in Policy 5.200, revisions reflect the change where reports of teacher breach of contract must be reported, whereas they were previously sent to the Commissioner of Education, they are now required to be submitted to the State Board of Education. Also as in Policy 5.200, those teachers retired under TCRS may teach for days over 120 without a loss of retirement benefits if the DOS certifies to the Division of Retirement that no other qualified personnel are available for a certain position. Clarification to make language specific to teachers as well as references have also been updated, as they were in Policy 5.201. The administration recommended approval of the first reading.

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

10. **Policy Revision: Family and Medical Leave (5.305) – 1st Reading** - Revisions follow with review of the Human Resource group of policies. The administration recommended approval of the first reading.

Kevin Townsel made a **motion** to approve the first reading of the policy revision of **Family and Medical Leave (5.305)** as presented. Tim Stillings **seconded** the motion, which **passed 6-0**.

11. **Policy Revision: Bus Safety and Conduct (6.308) – 1st Reading** - Public Chapter 256, effective July 1, 2019, requires those boards that have video cameras onboard to adopt a policy that establishes a process to allow parents to view photographs or video footage collected from cameras on school buses. The new law also requires the policy to contain provisions on who will supervise the parents while they view the surveillance footage and how long the photographs or video footage will be maintained by the LEA. References have also been updated. The administration recommended approval of the first reading.

Tim Stillings made a **motion** to approve the first reading and waive the second reading of the policy revision of **Bus Safety and Conduct (6.308)** as presented. Kevin Townsel **seconded** the motion, which **passed 6-0**.

12. **Policy Revision: Student Clubs and Organizations (6.702) – 1st Reading** - Revisions add framework for non-school sponsored, student-led clubs and activities. This revision provides the distinction between school sponsored (academic/curricular) and non-school clubs. The administration recommended approval of the first reading.

Robin Newman made a **motion** to approve the first reading of the policy revision of **Student Clubs and Organizations (6.702)** as presented. Robert Blair **seconded** the motion, which **passed 6-0**.

X. DIRECTOR OF SCHOOLS REPORT

- **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 17th. 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 as Complaint Managers for the FSSD in accordance with the Complaints and Grievances policy (5.501). With the retirement of Mr. Arnold in December, an alternate will be chosen in his absence until a new Associate Director is selected.

- **Fall Break** - The FSSD's student Fall Break will occur October 7-11. District offices will be closed as well during this time.
- **TSBA Fall District Meeting – September 5th and September 26th** – A majority of the Board attended the meeting held in Maury County this past week. As noted before, Mr. Stillings and I will be attending the Mid-Cumberland Meeting at the end of September. Congratulations to Mr. Townsel for achieving Level IV Boardsmanship! He was recognized at the September 5th meeting.
- **Board of Distinction Status** – The Board has achieved all items required for renewal of status as Board of Distinction. Congratulations and **thank you** for your dedication to our students, employees and district as a whole.
- **2018-19 Conference update:** Thank you for your representation at these conferences and the investment of time that you put in to leadership development. Registrations are ongoing as you plan your year. So far:
 - **NSBA CUBE Conference - September 26-28** – Robert and Allena will be representing us at this conference.
 - **TSBA Leadership Conference and Annual Convention – November 14-17** – **registration open** – please let us know of your attendance if you have not already.
 - **NABSE Conference – November 13-17** – Robert and Kevin are representing us at this conference.
 - **Equity Symposium and Advocacy Conference – February 1-4** - registration opens **October 9**
 - **Day-on-the-Hill – February 10-11**
 - **NSBA Conference – April 4-6, Chicago** – **registration opens October 17.**

XI. UPDATES

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

- Demographics dated 9/4/2019

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

- Personnel Change Report August/September 2019
- Investment Report dated 8/26/19
- Revenue and Expenditure Reports dated 9/10/19
- Sales Tax Comparison Report dated 9/10/19

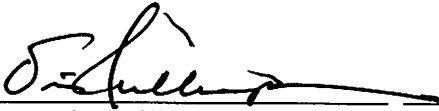
XII. ANNOUNCEMENTS

- Mr. Arnold reported on the status of tax collections after the first two reporting periods.

- Mr. Stillings recognized Leadership Franklin classmates Louis Sera, Chace Harper, Sydney Baugh, Tara Blue and Todd Palmer.

XIII. ADJOURNMENT

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

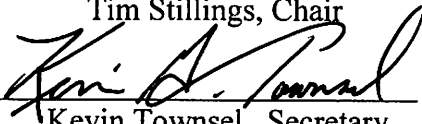


Tim Stillings, Chair

10/14/19

Date

ATTEST:



Kevin Townsel, Secretary

10/14/19

Date