

April 13, 2020
Franklin, Tennessee

The Franklin Special School District Board of Education met on Monday, April 13, 2020 at 6:30 p.m. electronically in Franklin, with the following members present:

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

Others present were: Dr. David Snowden, Dr. Catherine Stephens, Dr. David Esslinger, Carol Riordan and Susannah Gentry.

I. MEETING CALLED TO ORDER

Chair Stillings called the meeting to order at 6:30 p.m. and called for a moment of silence.

Chair Stillings announced that the Board is meeting under the provisions of the Executive Order Number 16 of the Governor of Tennessee. An electronic meeting is necessary to protect public health, safety and welfare in light of COVID-19. Public access to this meeting will be limited and no physical location exists. Public access to this meeting will be provided at a link from www.fssd.org within 48 hours of the meeting; instructions for access to the recording can be found on our website within the time specified by Governor Lee's Executive Order Number 16 dated March 20, 2020.

Each member participating was identified and all members were present, and all votes were by roll call.

II. PLEDGE OF ALLEGIANCE

Chair Stillings led the Pledge of Allegiance.

III. REPORTS / PRESENTATIONS / DISCUSSIONS

1. **Construction Report** – Presented by Dr. David Esslinger, Associate Director (on file). Discussion was held regarding the revisions to the Performing Arts Center plans based on the January 2019 City of Franklin Ordinance updating storm shelter requirements. The original plans were based on the PAC being classified as part of an educational facility, however, redesign is based on this part of the PGS building being deemed an assembly area.

IV. APPROVAL OF BOARD AGENDA

Allena Bell made a **motion** to approve the board agenda as presented, but moving discussion and approval of Business Before the Board Items 3 and 4 considered in reverse order. Alicia Barker **seconded** the motion, which **carried 6-0**.

V. APPROVAL OF CONSENT AGENDA

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

Approved under Consent Agenda (on file) were:

1. **Minutes of Board Meeting dated March 9, 2020**
2. **Bids: Transportation Department**
3. **Overnight Field Trip Request: MES 4th Grade Walk - Natchez Trace Parkway:**
contingent approval based on acceptable conditions due to current COVID-19.

VI. BUSINESS BEFORE THE BOARD

1. **Policy Revision: Assignment/Transfer (5.115) – 2nd Reading** – This policy revision removes duplicate language within referenced policies as well as updating to current practice based on prior Board approval of revisions to the Nepotism (1.108) policy back in September 12, 2005. At that Board meeting, the nepotism policy was revised so that immediate family members would be allowed to work at the same administrative unit as long as no family member held a supervisory position over another family member. It was noted at that Board meeting that Williamson County and many other districts utilize this form of the policy and the Board believed that would be a positive change for the FSSD as well. As an oversight at that time, Policy 5.115 was not updated as a cross referenced policy. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading as presented.

Tim Stillings made a **motion** to approve the revisions in the second reading of **Assignment/Transfer (5.115)** as presented. Robert Blair **seconded** the motion, which **passed 6-0**.

2. **Policy Revision: Work Year for Twelve Month Employees (5.310) – 2nd Reading** - This revision updates the policy to include Fall Break and Thanksgiving Break in the designated breaks that school offices are closed. It also aligns language for consistency. In addition, the policy regarding carrying over accrued vacation time is being revised to remove a time limit to use vacation days, and also sets a maximum number of vacation days to carry over, transferring the excess (over 20 days) to sick leave on June 30 of each year. Updates to this policy were reviewed by our leadership group at their last meeting. There were no changes requested by the Board

upon first reading. The administration recommended approval of the second reading as presented.

Allena Bell made a **motion** to approve the revisions in the second reading of **Work Year for Twelve Month Employees (5.310)** as presented. Alicia Barker **seconded** the motion, which **passed 6-0**.

- 3. Policy Revision: Emergency Closings (1.8011) – 1st Reading** - The TSBA Director of Policy & Staff Attorney has given guidance in updating this policy to include a provision on paying employees while schools are closed. This policy acknowledges that some employees may be paid while they are working from home or even while they are unable to work during this emergency. The administration recommended approval of the first reading as presented and requested a waiver of second reading.

Allena Bell made a **motion** to approve the revisions in the first reading of **Emergency Closings (1.8011)** as presented, **waiving the second reading**. Robert Blair **seconded** the motion, which **passed 6-0**.

- 4. New Policy: Telework During Emergencies (5.1151) – 1st Reading** - The TSBA Director of Policy & Staff Attorney has developed a new policy on telework during emergencies. This policy allows the Director of Schools to set the parameters for employee telework during this uncertain time where more flexibility in work settings may be necessary. Boards are encouraged to adopt this policy. The administration recommended approval of the first reading as presented and requested a waiver of second reading.

Tim Stillings made a **motion** to approve the revisions in the first reading of **Telework During Emergencies (5.1151)** as presented, **waiving the second reading**. Kevin Townsel **seconded** the motion, which **passed 6-0**.

- 5. New Policy: FFCRA (5.3051) – 1st Reading** - TSBA Director of Policy & Staff Attorney has provided direction for a new policy on sick leave and the expanded Family and Medical Leave provisions under the Families First Coronavirus Response Act (FFCRA). This policy aligns with the federal law, which is effective until December 31, 2020. It incorporates the additional information found in the U.S. Department of Labor regulations that were released on April 1, 2020. The administration recommended approval of the first reading as presented and requested a waiver of second reading.

Kevin Townsel made a **motion** to approve the revisions in the first reading of **FFCRA (5.3051)** as presented, **waiving the second reading**. Tim Stillings **seconded** the motion, which **passed 6-0**.

VII. DIRECTOR OF SCHOOLS REPORT

- **FSSD's Top Forty** – Our Top Forty volunteers will be recognized at our **May 11th** Board meeting, dependent upon whether it is deemed safe to have a public meeting. This recognition was scheduled for the April 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, before recognizing them individually during the first part of the meeting. The reception and meeting are scheduled to be held at Franklin Elementary.
- **Budget Process FY 2020-21** - Proposed dates for the budget work sessions are to be announced. Typically we hold the first in April; however, our revised dates for the work session will be announced as they are scheduled and will not follow the published schedule of April 20, May 18 and June 15. As always, 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. **New dates are May 18, May 28 and June 15.** All documentation will be provided for the first two meetings prior to the May 15th work session.
- **District Retirement Reception** – This year’s retirement reception will be celebrated when it is approved by the Governor that public events can be held once again. An announcement came today by Governor Bill Lee to extend the stay at home order through April 30. We are continuing to look at possible dates to reschedule. It will still be held at Freedom Intermediate School, and this year’s plans are for a reception that will be held beginning at 5:00 before the program at 6:00.
- **Young Scholars Institute** – The 2020 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 1-5** and **June 8-12.** The camp will again be hosted at Poplar Grove. Obviously, we have no idea at this point in time if we will be able to offer this wonderful program this year or not.
- **Extended Stay at Home Order** – An announcement is expected from Governor Bill Lee this Wednesday, April 15th, regarding students returning to school the remainder of the year. Dr. Snowden will continue to confer with WCS Superintendent Jason Golden on this matter as time progresses.

X. UPDATES

Finance & Administration – Dr. David Esslinger, Associate Director for Finance & Administration, provided the following (on file):

- Personnel Change Report March/April 2020
- Investment Report dated 2/29/2020
- Revenue and Expenditure Reports dated 4/7/2020

- Sales Tax Revenue Comparison Report for April

XI. ANNOUNCEMENTS

Dr. Snowden reported on the amazing things going on throughout the district during the COVID-19 crisis, thanking the CNP Department and Robbin Cross, Supervisor; the Transportation Department and Bo Alexander, Supervisor; Mark Anderson, Technology Supervisor, and the multiple volunteers that prepared the Chrome books for distribution to our 4-8 graders; Dr. Stephens, Drew Bingham and the Instructional Techs for researching the online platforms as well as preparing Accelerated Reader options for study at home; Drew Bingham for recording this meeting; OneGen Away, Graceworks and Dr. Lee Kirkpatrick for food distribution community resources; District Nurse Supervisor Amy Fisher, Facilities Supervisor Chip Sternenberg, Safety Supervisor Celby Glass and Emergency Management for their diligence during this crisis; Media Specialist Susannah Gentry for her communications to the parents and personnel; our essential workers for keeping the district functioning; Dr. David Esslinger and our financial staff; as well as the Leadership Team, Board members, teachers and staff who have continued to support in every way.

Chair Stillings remarked that on behalf of the Board, overall response by the district under Dr. Snowden's leadership has been phenomenal. Dr. Barker also commented that the care our teachers, staff and cafeteria staff have exhibited for our students (has been exceptional).

XII. ADJOURNMENT

Chair Stillings adjourned the meeting at 7:09 p.m.

Tim Stillings / Chair 5/21/20
Tim Stillings, Chair Date

ATTEST:

Kevin Townsel 5/21/20
Kevin Townsel, Secretary Date