

Board of Education Regular Meeting

October 18, 2021 6:30 PM

Moore Elementary School, 1061 Lewisburg Pike, Franklin, Tennessee 37064

- I. **MEETING CALLED TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **RECOGNITIONS/GOOD NEWS AWARDS**
 - III.1. **Proclamation for Be Nice Week**
 - III.2. **National Blue Ribbon School**
 - III.3. **Reward Schools**
 - III.4. **SRO Recognition**
 - III.5. **Good News**
- IV. **PUBLIC INPUT**
- V. **REPORTS/PRESENTATIONS/DISCUSSIONS**
 - V.1. **Teaching & Learning Spotlight**
 - V.2. **Construction Report**
- VI. **APPROVAL OF BOARD AGENDA**
- VII. **APPROVAL OF CONSENT AGENDA**
 - VII.1. **Minutes of Board Meeting dated September 20, 2021**
- VIII. **BUSINESS BEFORE THE BOARD**
 - VIII.1. **A. Request for Proposal for Commercial Broker Services**
B. Commercial Broker Services Interview Team Selection
 - VIII.2. **Additional Position - PAC Services Coordinator and House Manager**
 - VIII.3. **Policy Revision: Insurance Management (3.600) - *2nd Reading***
 - VIII.4. **Policy Revision: Special Programs - Homebound Instruction (4.2061) - *2nd Reading***
 - VIII.5. **Policy Revision: Textbooks and Instructional Materials (4.400) and Deletion: Textbooks (4.401) - *2nd Reading***
 - VIII.6. **Policy Revision: Physical Examinations and Immunizations (6.402) - *2nd Reading***

VIII.7. **New Policy: COVID-19 Sick Leave (5.3023) - *New Policy 1st Reading***

IX. **DIRECTOR OF SCHOOLS REPORT**

X. **UPDATES**

X.1. **Teaching and Learning**

X.2. **Finance and Administration**

XI. **ANNOUNCEMENTS**

XII. **ADJOURNMENT**

Proclamation
Of the
Franklin Special School District
Franklin, Tennessee

Whereas, the Franklin Special School District is an integral part of the Franklin, Tennessee community, committed to the vision of “Excellence in Teaching and Learning for All”; and

Whereas, the mission of the Franklin Special School District is to foster academic, social, emotional, physical, and creative development in each student; to instill a desire to continue learning; to nurture respect for all people; and to promote responsible citizenship; and

Whereas, in addition to the goals of providing a comprehensive array of instructional programs and experiences for students that focus on all essential areas of education and child development, encouraging collaboration and shared decision making involving teachers, administrators, support staff, parents, and community members, emphasizing continuous improvement and a constant search for better ways of educating students and managing the school district in an effective and efficient manner, the Franklin Special School District will systematically seek to develop a community of learners that emphasizes academics along with kindness, encouragement, caring, and compassion; and

Whereas, the Franklin Special School District holds as a belief, among others, that every individual is valued and respected, and that great schools are central to strong communities,

Now, therefore, the Franklin Special School District Board of Education, Franklin, Tennessee, does hereby proclaim November 8th through November 12th, 2021,

“Be Nice Week”

and urge all students, faculty and staff to join in this worthy observance.

In official recognition whereof, I hereby affix my signature this 18th day of October, 2021.



Robert Blair, Board Chairman



National Blue Ribbon School

Also announced last month was the outstanding news that Liberty Elementary School is among 325 schools across the nation, and one of only six in Tennessee, to be named a U.S. Department of Education 2021 National Blue Ribbon School.

There are two ways in which a school can be awarded Blue Ribbon status - by overall academic performance or by progress in closing achievement gaps among student subgroups. Liberty's designation is based on its overall academic performance.

According to the National Blue Ribbon School website, the leader of the school chosen for this prestigious designation must not only articulate a vision of excellence and hold everyone to high standards, but they remain close to the real action of teaching and learning. Mutual respect and trust run deep in the cultures of these schools and faculty are supported by mentoring and professional development with time to coordinate and plan their work.

Finally, great schools don't happen without the support and partnership of the families they serve. Liberty Elementary has developed a strong relationship with its families and, by working together with mutual appreciation and respect (even when opinions may differ), the two work in unity to provide a cohesive and supportive learning environment for their students. Congratulations to Liberty Elementary students, families, faculty, staff and administrators on this incredible national recognition!

Reward Schools

With the release of accountability data for the 2020-21 school year, the FSSD has much success to celebrate. Despite the significant challenges faced by teachers, administrators and other personnel last year, the TCAP assessment reminded us of the exceptional dedication of our teachers and the perseverance of the students in all of our schools. With the data also comes accolades for schools that demonstrate superlative success in regard to their students' achievement and growth. We are proud of the following schools who were named Reward Schools based on the state TCAP data:

- **Franklin Elementary**
- **Moore Elementary**
- **Liberty Elementary**
- **Poplar Grove Elementary**
- **Freedom Intermediate**

Four of these schools are repeat awardees – Franklin Elementary, Moore Elementary, Liberty Elementary, and Freedom Intermediate were all recognized as Reward Schools in 2019, the last year the designation was given. We are extremely proud of the phenomenal work accomplished by all of our teachers, who had to be extremely creative and purposeful in their work.

School Resource Officers

We would like to recognize with our appreciation the dedicated service of the School Resources Officers serving the Franklin Special School District:

- **Sergeant Rhonda Casillas of Franklin Elementary School**
- **Deputy Charles Edwards of Johnson Elementary School**
- **Deputy Kassondra Osborne of Moore Elementary School**
- **Sergeant Brant Pewitt of Liberty Elementary School**
- **Deputy Josh Byram of Poplar Grove Elementary School**
- **Deputy Warren Cagle of Poplar Grove Middle School**
- **Deputy Marty French of Freedom Intermediate School**
- **Deputy Richard Cole of Freedom Middle School**

And their supervisors in the Williamson County Sheriff's Office:

- **Sheriff Dusty Rhoades**
- **Captain Leonardo Zollicoffer**
- **Lieutenant Sammie Baker**
- **Sergeant Brant Pewitt**

These outstanding men and women are committed to being a part of our school families and serve as liaisons between the Williamson County Sheriff's Office and the schools to provide security and foster a safe learning environment for all. They work in partnership with FSSD Safety Supervisor Celby Glass and the school principals to ensure the safety of students, staff and visitors. The SROs conduct building security checks to identify potential vulnerabilities, ensure laws are followed by all staff and students and partner with school administration and Ms. Glass when a law has potentially been violated, actively participate and give feedback regarding school safety drills, and work daily to build positive relationships within their school communities. This is only a few of the many ways the SROs positively impact the campuses in which they work.

SROs routinely present a wide variety of safety related topics to staff and students as needs arise. In these presentations, school-specific information is shared to help provide a confident and coordinated response to any potential emergency. The impact SROs have on the students they serve is possible because of the relationships they build within the schools.

We are extremely grateful to the Williamson County Commissioners who continue to fund these positions and the Sheriff's Office for providing our schools with highly trained SROs for the past eight years. We look forward to continuing this life-saving partnership for many years to come as we all continue to keep student safety at the forefront of our conversations.

Recognitions

Reese Brown: Poplar Grove Middle School 8th grader Reese Brown ran her way to the HVAC Division-A Girls Cross Country title at the Harpeth Valley Athletic Conference district meet, held September 29 in Nashville. Poplar Grove Middle cross country coach Jane Barnes said Reese has not only been an outstanding athlete but an excellent leader and example for the team this season as well. The PGMS team ran in four regular season meets and one final meet this season. Reese won two of the four meets and placed 3rd in the other two before finishing 1st overall in the HVAC Division A Finals. Her PR time this season was 12:33, an impressive feat as cross country is a two-mile course over natural terrain. Ms. Barnes added that Reese is a multi-sport athlete but her character, leadership and work ethic are what really make her stand out. Congratulations on this impressive athletic achievement!

Franklin Special Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 08/08/16
		Rescinds: 1.404	Issued: 09/14/98

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the Board
3 desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns
4 which have not advanced through the proper administrative procedure from the point of origin. If all steps of the
5 administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall be
6 referred in writing to the office of the director of schools and the Board shall determine whether to hear the appeal.

7 APPEARING BEFORE THE BOARD

8 Individuals desiring to appear before the Board must submit a written request with descriptive materials to the
9 office of the director of schools six (6) days before the meeting. If the request is approved by the Executive
10 Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized at the
11 beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda. All
12 requests submitted will be included in the board packet.

13 If an individual wishes to address the Board on an item on the agenda, he/she may sign up on the form provided
14 before the beginning of the board meeting to request time to speak. Delegations must select only one individual
15 to speak on their behalf unless otherwise determined by the Board.

16 The chair may recognize individuals not on the agenda for remarks to the Board if it is determined that such is in
17 the public interest. A majority vote of members present can overrule the decision of the chair. Recognition of
18 individuals who are not citizens of the school system is to be determined by a majority vote of the Board.

19 Individuals speaking to the Board shall address remarks to the chair and may direct questions to individual board
20 members or staff members only upon approval of the chair. Each person speaking shall state his name, address,
21 and subject of presentation. Remarks will be limited to three (3) minutes unless time is extended by the Board.
22 The chair shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere
23 to Board rules.¹ Members of the Board and the director may have the privilege of asking questions of any person
24 who addresses the Board.

25 Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office
26 of the director of schools.

Legal References

1. TCA 39-17-306

Cross References

- School Board Meetings 1.400
- Agendas 1.403
- Complaints About School Personnel 5.502

FSSD Teaching and Learning

Excellence in Teaching and Learning for All



Date: October 1, 2021
To: David Snowden, Director of Schools
From: Mary Decker, Associate Director of Schools for Teaching and Learning
Subject: Summary of Teaching and Learning Activity for the October Board Meeting



Spotlight:

Get to Know the Teaching and Learning Team: Student Support Services Supervisor Dr. Lee Kirkpatrick



Dr. Kirkpatrick's title is certainly apt, as each of his duties and responsibilities have as their core purpose to be of service to students, as well as to the educators and staff who instruct, support, and care for our pupils. As the building administrator for the central office annex campus, Dr. Kirkpatrick ensures that all of the educators and staff who have their offices in that building, including several Teaching and Learning team members, the technology department, social workers, pre-K classrooms, administrative assistants, and maintenance personnel have a safe and appropriate environment in which to work and/or learn and collaborate. Even outside of the pandemic, the district pre-kindergarten (pre-K) teachers and classes have undergone location, programming, and assessment changes over the last several years. Dr. Kirkpatrick's oversight, support and guidance of the pre-K teachers and the pre-K program in general, as well as his assistance with the development of targeted professional learning for these educators, has been absolutely key.

Coordinating the district-wide school counselor planning and discussion meetings, counselor programming and specific professional learning is an integral component of Dr. Kirkpatrick's position. Closely linked to this aspect of his role is the oversight of character education and bullying programs. As an example, Dr. Kirkpatrick, along with the school counselors, was instrumental in the successful 2020-2021 pilot of the Quaver SEL curriculum. This year, the program has been fully implemented in all five elementary schools. In the current circumstances, it is needed more than ever.

It is a natural progression to Dr. Kirkpatrick's thoughtful supervision of the district-wide social workers and all related programming, and his coordination of parent liaison services. On a daily basis this

component of student support services addresses countless areas of student and family need, including essentials such as housing, clothing, food, transportation, medical care, and other school and living supplies. All district and school messages are translated by the parent liaisons, and these talented professionals frequently call and/or text parents, as well as participate in conferences, IEPs, and other meetings. Our recent Summer Learning Camp and STREAM Camps called for specialized communication to Spanish speaking families, and it was expertly overseen by Dr. Kirkpatrick.

The English Learner (EL) program of services also comprises an important part of Dr. Kirkpatrick's job. He oversees both the Title III and local budget and resources, coordinates with principals with regard to the hiring, evaluation process, and coordination of schedules for EL teachers, and works with Curriculum and Professional Learning Supervisor Summer Carlton and T&L to provide these educators with results-based, personalized professional learning.

In Dr. Kirkpatrick's role as the coordinator of high school transition, he is responsible for the annual career fair. For the second year, this November event, known as the Junior Achievement Inspire Career Quest, will be a virtual one. In partnership with Williamson County Schools, local business leaders will spotlight their company in a virtual "booth" for eighth grade students.

It has been my pleasure to share a bit about the varied threads of Dr. Kirkpatrick's responsibilities, and the way in which he weaves them into a glistening landscape of opportunity, understanding, and vision. Please welcome him this evening as he shares a particularly impactful aspect of his role.

Instructional Technology – Josh Bracamontes

Building-Level Instructional Technology Leader Training

- On September 22 all eight of the building-level instructional technology leaders (BLITLs) came together for a day of learning and collaboration. This time was instrumental in the development of knowledge and plans for supporting each school's instructional technology needs. The day began with brief introductions by all and warm welcomes to those new to the role. Following the introductions, collective guidance through the expectations and the development of action plans to meet each contractual requirement was provided. Next, presentations about district-adopted high-quality instructional materials, the technology resource approval process, and pertinent information for teachers and parents were featured to build each learner's expertise. The day was rounded out by providing collaborative time to share best practices and learn from each other's experiences. Feedback from each leader was positive as they were all grateful to have the time to learn and plan.

Chrome Device User Agreement

- Each year, students and parents sign a Chrome Device User Agreement which details the student expectations for use and care of their Chromebooks or Chrome Tablets. These agreements were provided to parents by each school and kept on file for future reference. To streamline the process for next school year, the instructional technology team collaborated with Celby Glass to develop a single form that will be signed by families in Skyward during the registration process.

Google Classroom Guardian Summaries

- Google Classroom is used by teachers in the Franklin Special School District as a way to make learning more efficient. One great feature of this program titled *Guardian Summaries* allows parents and guardians to choose to receive summaries about their child's Google

Classroom activities. The summaries include information about missing work, upcoming assignments, and various class activities. This feature was turned on October 4 for teachers and parents who opt into using it. This was a collaborative effort between principals, instructional technology specialists, and the technology department.

Curriculum & Professional Learning – Summer Carlton **Quarter One Lunch and Learn/Discuss and Design Meetings**

- Mrs. Carlton and Dr. Decker met with committees at each campus for the Quarter 1 Lunch and Learn/Discuss and Design meetings. Principals selected members of their committee to represent all grade levels, core content areas, related arts, special populations, counselors, and paraprofessionals. Dr. Decker and Mrs. Carlton received valuable feedback from each committee that will guide the support of campus needs and the planning of professional learning throughout the fall semester and our district professional learning day on January 3.

Math and Literacy Coaches September Meeting

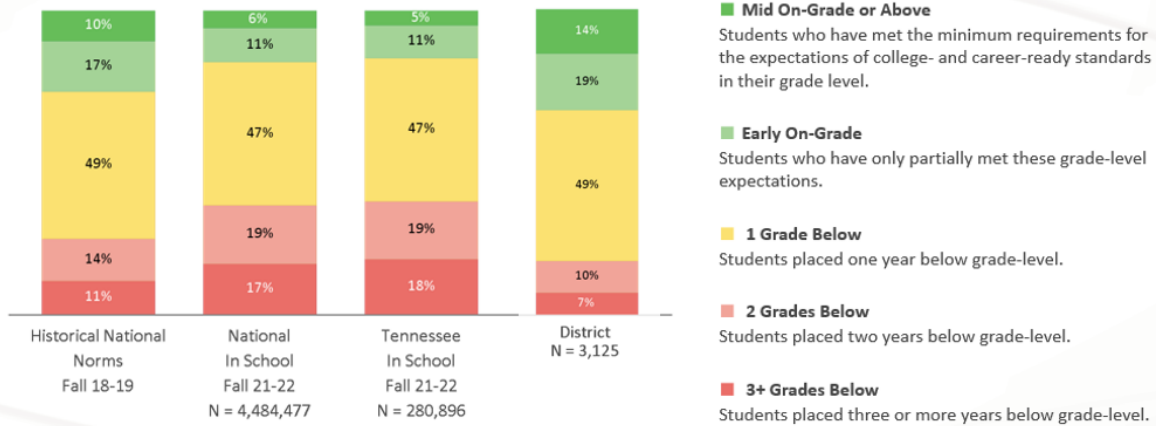
- In collaboration with Dr. Looney, Mrs. Carlton facilitated a combined math and literacy coaches meeting on September 17. This meeting focused on using data to inform instruction, as well as following up on their National Institute for Excellence in Teaching (NIET) coaches training over collaborative partnerships from the beginning of the year. The coaches analyzed a rubric centered on having more student-centered coaching to increase the impact of teachers on student achievement at their campus. The reading and math coaching groups then separated to discuss content-specific questions and needs. This was a valuable time for the coaches to collaborate and share ideas, successes, and challenges.

i-Ready Beginning of the Year Data Meeting

- Along with other members of Teaching and Learning, Mrs. Carlton met with Sandra Cagle and Nancy Carter from Curriculum Associates to review our beginning of the year (BOY) math benchmark data. We were very excited to see that our students continue to perform at a higher rate than the Historic National Norm, Nation, and Tennessee. We were also able to compare our 21-22 BOY data to our pre-Covid 19-20 BOY data, and are encouraged to see that we are closing the gap to where our students were performing pre-Covid.

How Do the District's Relative Placements Compare to the Benchmarks?

Fall Placement Distribution for District and Benchmarks



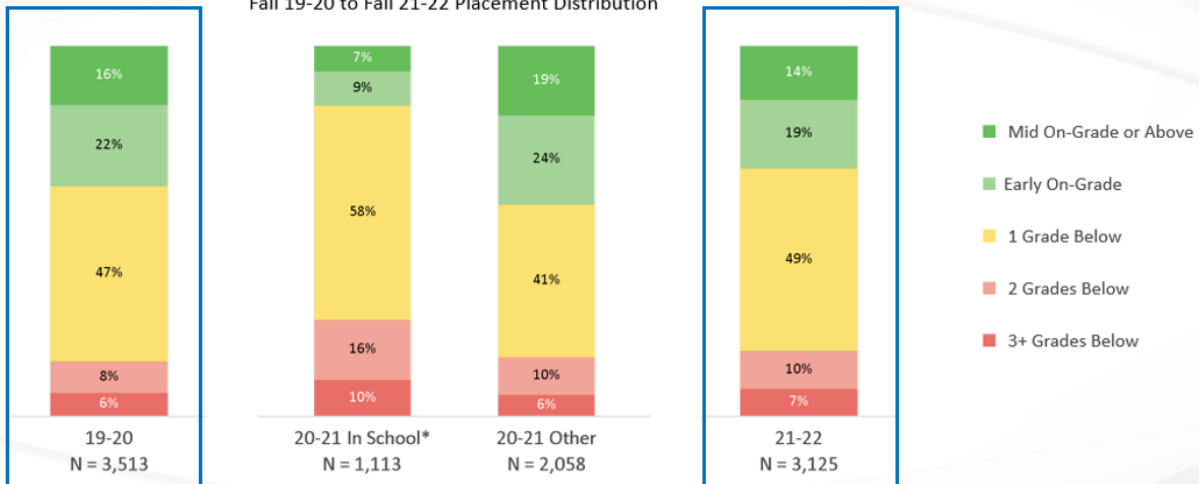
i-Ready's placements are an indication of what students are expected to know at each grade level. The mid on-grade placement refers to students who may be considered proficient for their grade. In the fall, many students place below grade level.

Curriculum Associates

i-Ready

How Have Relative Placements Changed From Fall to Fall?

Fall 19-20 to Fall 21-22 Placement Distribution



i-Ready's placements are an indication of what students are expected to know at each grade level. The mid on-grade placement refers to students who may be considered proficient for their grade. In the fall, many students place below grade level.

*This is a cross-sectional analysis. * This bar includes only students who indicated they completed their Fall 20-21 Diagnostic in school.*

Curriculum Associates

i-Ready

Communications – Susannah Gentry United Way Campaign

- The United Way campaign ran from October 1-8. As campaign coordinator for the district, Susannah worked with all of the school campaign representatives to ensure they had the necessary resources for the campaign to be successful. The FSSD coordinated with the United Way of Greater Nashville to provide text and video examples of why the United Way

and its partner agencies are so important to the communities they serve. The campaign was online again this year, which made it easy for employees to donate.

FSSD Website

- Website updates this month included the addition of mental health resources on the Social Services page, as well as information about the therapy dogs and how that program fits with our Reach 2024 Strategic Plan. Work continues with the school webmasters as we all get accustomed to the new FinalSite platform and all that it offers.

Communications Happenings

- Susannah worked with the Food and Culinary Services Department to promote National School Lunch Week, October 4-8, with graphics for social media and newsletter copy.
- Media inquiries have been high this past month with the legislation and court rulings regarding masks. The district continues to fulfill every request possible in order to prevent rumors and misinformation.
- The FSSD continues work to publicize the mobile app, which has many resources for parents at the ready. This mobile app will provide a comprehensive selection of the most requested webpages, social media activity streams, an FSSD news application, directory, tip line, bus routes, calendar information, and much more. We are very excited to provide our parents with this mobile friendly communication tool.
- Work is underway for Be Nice Week, November 8-12, beginning with the selection of Student Ambassadors at each school. The ambassadors will walk in the veterans Day parade along with the other FSSD representatives and the schools will reinforce the Be Nice message throughout the week.
- Communication to parents has included the notification of the FSSD's partnership with the Williamson County Health Department to offer free flu vaccines to students this year in our schools, as we have done in years past.

Attendance – Celby Glass

Truancy

- Celby continues to monitor the Tier 3 truancy meetings that are part of the progressive truancy process. These meetings are held in person or via phone. If a student continues to accrue unexcused absences or the parent does not participate in the progressive truancy process, a truancy petition is filed with the Williamson County Juvenile Court.

Student Support Services – Lee Kirkpatrick

School Counselors

- The school counselors attended the Tennessee School Counselor and Administrator Institute from September 27-28 in Murfreesboro. Poplar Grove Elementary School Counselor Whitney Chambers-Woods presented a powerful session titled "Parents as Partners/Strategies for Parent Engagement with PBIS." Mrs. Chambers-Woods highlighted that parents are our partners in education and described the process of using Positive Behavioral Interventions and Supports (PBIS) and tiered interventions to begin positive conversations with parents.

Social Workers

- Amanda Fisher and Melissa Lopez shared an extensive resource update with school counselors, parent liaisons, student support facilitators and Mercy Community Healthcare in-school therapists during the monthly PLC. Our social workers are working diligently to remove significant barriers to student success and changing life trajectories in the process. They also developed a very helpful guide for Hispanic Heritage Month and Suicide Prevention Month, both falling in the month of September. It was emailed to all users on September 24. A link to the Connections Newsletter is located here <https://www.smores.com/jrysb>

Voluntary Pre-K (VPK), Special Education Preschool, and Pre-K Social Worker

- The Early Childhood Education PLC meets together twice a month to collaborate in the use of the common curriculum, Teaching Strategies: The Creative Curriculum. Instructional planning and the evaluation of student work represent the most common activities taking place during PLC meetings.
- The VPK Team is currently focusing on the use of the pre- and post-assessment tool ESGI to fulfill the 35% TEAM Teacher Evaluation Growth Measure. A familiar assessment platform, ESGI, is used by both the voluntary pre-K and kindergarten teams to measure student growth as part of the evaluation process. This replaces the Student Growth Portfolio used in previous years to measure student growth.

Williamson Inc.

- At the link below is information about an upcoming Williamson Inc. signature event, the State of the Schools. The event will be held November 2 from 11:00 AM - 1:00 PM at the Williamson County Ag Expo Park. This event will include Dr. Snowden's State of the Schools Address. <https://members.williamsonchamber.com/events/details/state-of-the-schools-356594>

Reading & Rtl Coordinator – Gina Looney

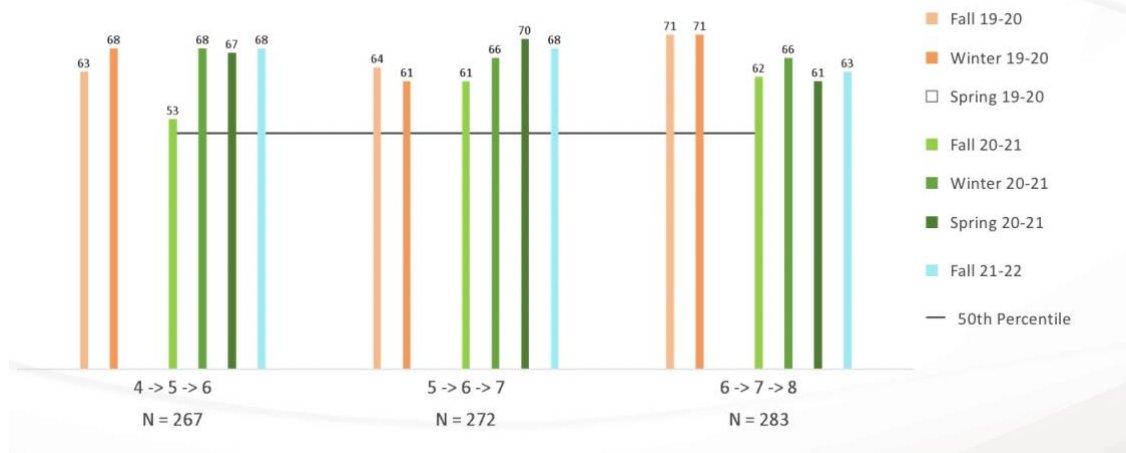
Reading Update

- Teachers are delving into our reading curricula with great dedication. Some schools have new ELA teachers, and those teachers need support with the ELA materials for their particular grade level. Summer Carlton and Gina Looney have been working to fill those requests and check in to see what else is needed.
- We are adding some additional materials with ESSER funds. One of the requests we were able to fill this year is for a K-2 phonics program, 95% Phonics Core. During Lunch and Learn/Discuss and Design discussions, many teachers have requested additional support with the implementation of this program. We are filling a large number of these requests by providing video supports that can be shared during PLC times with teachers. Since substitutes are hard to find, it is difficult provide training sessions during the school day.
- Dr. Looney is also providing on-site support to schools and teams who request specific support with the 95% Phonics Core Program.
- We are also purchasing intervention materials for math and reading. Professional learning will be provided for our new intervention materials as well (95% Group for reading and Moving with Math for math).

RTI Update

- The universal screening is nearly complete for fall 2021. The results of those assessments will be provided in the next report. The additional screening added to K-3 by the state based on the guidelines in the Literacy Success Act made this process longer than in the past.

- Recently we received data from Curriculum Associates that was very encouraging to us. This longitudinal data shows how our students are rebounding from the impacts of COVID.



- Notice in the longitudinal data above for i-Ready Math, student median performance is shown for current sixth, seventh, and eighth graders. Each group of bars shows how students performed from fall of 19-20 to the present (fall 21-22). We are so excited to see that our students are rebounding so well! Notice how the current sixth graders are at a median percentile rank of the 68th percentile!! This is as high a percentile as they have ever reached. The current seventh graders had very little loss over the summer- only slipping from the 70th to the 68th median percentile rank. In addition, the seventh graders scored four percentile points higher this fall than they did in the fall of 19-20- evidence that they have rebounded and will only continue to improve throughout this school year!

Special Populations –Cheryl Robey

Middle Tennessee Special Education Supervisors Study Council

- On September 23, the Middle Tennessee Special Education Supervisors met to discuss the Annual Performance Report (APR). Following the discussion, TDOE joined the group to discuss work-based learning and to provide clarity around the program for students with disabilities.

2021-22 Special Education Manual Updates

- Ms. Joy Crunk and Dr. Robey attended site-based PLC meetings during the month of September to share and discuss Special Education Manual Updates for the 2021-22 school year. Providing immediate access to these updates to special educators is essential.

Special Education Parent Advisory Council

- On August 20, Dr. Robey met with a group of FSSD parents that have students with disabilities. The purpose of the time together was to allow parents an opportunity to share how things are going with their children and to share any current concerns regarding special education services. Parents were provided an update regarding district communication around progress reports, the State Personnel Development Grant (SPDG) training, the FSSD Peer Model Program, and current open special education positions in the district. Parents shared a great deal of positive feedback about their child’s school.

District-Wide Special Education PLC Meeting

- The first district wide PLC meeting took place on September 21 via Zoom. The team discussed the overall well-being of the special education staff. After completing site-based check-ins, the team discussed math progress monitoring assessments, the Facilitated IEP Training, special education preschool and the status of the SPDG training.

2021 Virtual Reading 360 Summit

- From September 21-23, Dr. Robey attended the Virtual Reading 360 Summit. The Summit consisted of several roundtable discussions focusing on foundational literacy skills, high-quality instructional materials (HQIM), district visioning for literacy, the role of the administrator as a change agent in improving literacy, empowering families as partners in improving literacy, and the shift of educator preparation programs to support HQIM Implementation. A few of the breakout sessions addressed:
 - What Knowledge is Next for Teachers
 - Teachers as Neuroscientists
 - The Importance of PreK teachers
 - How to Coach Foundational Skills
 - Planning Interventions for Foundational Literacy Skills
 - Leveraging Assessments in HQIM to Maximize Tier 2 and 3 Interventions
 - Implementing a District Plan of Action that Prioritizes Access to HQIM for ALL Students
 - Turning District Vision to Focused and Aligned Implementation of Literacy HQIM
- A total of eleven breakout sessions were offered as options for participants. All roundtable discussions and breakout sessions were very informative and applicable to the work of the special educator. The literacy focus is inclusive of ALL learners in the school setting and will positively impact students with disabilities within FSSD.

Special Education Supervisors' Institute

- On September 29, Dr. Robey attended the 2021 Special Education Supervisors' Institute. Theresa Nicholls, Assistant Commissioner of Special Populations, Zac Stone and other TDOE representatives presented sessions regarding the following topics.
 - Transition Practices to Go!
 - Supporting Students with Challenging Behavior
 - Early Childhood Transition
 - Results-based and IEP Monitoring: How to Prepare
 - Supporting Students with Complex Communication Needs
 - Meaningful Early Childhood Inclusion
 - Restraint and Isolation Legal Updates
 - Ensuring Success in Preschool: Available Services and Supports for Early Childhood Programs
 - Diploma Overview: Ensure All Four Diploma Tracts are Implemented with Fidelity
 - Results-based and IEP Monitoring Trends: How to Mitigate Risk with Internal Controls
- The Special Education Supervisors' Institute addressed many important topics pertaining to the current needs of students with disabilities. TDOE personnel are assigned to provide the needed supports as we address these needs in our districts.

School Psychologists PLC Meeting

- On September 28, the FSSD school psychologists met to discuss school psychologist needs in our district. The school psychologist team worked collaboratively to develop a schedule that will cover the services needed at each site. The team also discussed current assessment needs.

FSSD Milestone Meeting #2

- On September 28, Dr. Robey met with Kim Raybon, Mid-Cumberland Special Education Interventionist and April Myers, First Tennessee Special Education Interventionist. The purpose of the meeting was for continued discussion around the district LEA plan and the action steps in place to address areas of improvement, Indicators 5 and 11 (detailed below). This was the second meeting as required by the state since our district was identified as “Needs Intervention” according to the data on our Annual Performance Report. Indicator 5 identifies the percentage of students with disabilities in the general education setting 80% or more of the school day. Currently, two schools are participating in SPDG to address this indicator. Indicator 11 identifies the timeline in which students are tested for eligibility for special education services. Evaluation timelines are being monitored through EdPlan.

Special Education Newsletter

- The October FSSD Special Education newsletter may be accessed at the following link: <https://www.smore.com/r5ed1>

Instructional Technology – Shelly Robinson

Building Level Instructional Technology Leader Training

- Mrs. Whitley, Mr. Bracamontes, and Shelly spent a day working with all the BLITLs to discuss their support for the year. Highlights from the training included: establishing a plan for digital citizenship education, understanding our district-supported digital resources, our updated digital resource request process and reviewing content on our district website.

Accessibility Tools

- After working with students, talking to teachers and administrators, and attending a parent meeting, Shelly noticed it would be useful to have a comprehensive list of district-approved extensions and other technology resources that offer accommodations to students. Mrs. Whitley and Shelly discussed and reviewed what is available to students and from there, categorized and compiled them into a one-page document that showcases how students can access a variety of accessibility tools that meet their accommodation needs. Having [this list](#) will be beneficial to teachers, students, and families as they leverage technology to meet their learning needs.
- As read-aloud tools are readily available to students, it was brought to Shelly’s attention that when it comes to math assessments and assignments, there isn’t a clear solution for reading word problems aloud to students. Standard read-aloud tools will read the words well, but will often read the math content incorrectly. Alternatively, our district-approved resource that reads numerical and mathematical content well (EquatIO), does not work well when the math is incorporated in a word problem. As a solution, to ensure students with accommodations can have math assessments read aloud to them properly, Shelly created a screencast to share with math teachers that shows how to use our district-approved PDF annotation tool, Kami, to insert recordings of math problems being read aloud by a teacher or paraprofessional question by question.

Computer Classes Visit

- Mrs. Whitley and Shelly were invited to speak to fifth and eighth grade computer classes at one of the middle schools to share information about their role as professionals who work in the field of educational technology. They shared their career paths, provided behind-the-

scenes photos and a video that explain what it is they do for the Franklin Special School District, and encouraged students to find their passion.

Instructional Technology – Amber Whitley

Teacher Support

- With parent conferences on the horizon, Amber worked with administrators and teachers to continue to offer conference sign-ups through Skyward Family Access. Amber worked with a BLITL to create teacher tutorials with step-by-step instructions on how this is achieved. Additional tutorials were provided from previous years as well.
- Amber reached out to teachers following each building's Lunch and Learn to offer support based on their unique requests. She is working with Summer Carlton to arrange some individualized professional learning on Gallopade (our adopted social studies textbook and resource) for an entire grade level who is new to this content area and vendor.
- During the 2020-21 school year, parents were given the option to sign up for Google Classroom's Parent/Guardian summary. Amber and the other instructional technology specialists worked with administrators and Drew Bingham on the logistics of how communication to parents/guardians would occur before turning this feature on for the current school year.
- A middle school English Learner (EL) teacher reached out to Amber regarding a sixth-grade student who is new to the country. Together they worked to determine what digital supports should be used for this student who has unique needs. Thanks to the vast offerings in the district, we came up with several excellent options.
- This year, several teachers changed the grade level and/or content area they teach. One middle school teacher needed some initial training for the ActivPanel which is in her new classroom. Amber met with this teacher on several occasions to discuss best options for utilizing the ActivPanel in the teacher's lessons each day.

Student Support

- One middle school administrator contacted Amber to discuss the options available for students who need read-aloud accommodations while using their Chromebook. Amber co-taught with a special education teacher to add read aloud support to these student's devices. Once added, students took time to experiment with this new resource and became familiar with how to use it.
- Each year, honors math students at one middle school participate in a math video competition. In previous years, these students have utilized Mac devices to edit the video footage before submitting their finished project. This year, Amber worked with the math coach to ensure the editing could be done entirely from their Chromebooks.

Student Performance & Federal Programs –Pax Wiemers

Student Performance

- It was announced this summer that EOC (End of Course) testing would move to an online platform for spring 2022. The remainder of TCAP will be paper-pencil this coming spring. In order to prepare for the online testing for algebra I and geometry students, the district

participated in an online verification test on September 28. Algebra I and geometry classes at FMS and PGMS successfully completed an online practice test in the TestNav platform, where they will take spring TCAP for these courses. There were a few minor issues that enabled us to problem-solve how we can structure our procedures for spring testing online. Pax, Amber Whitley, and Shelly Robinson worked with teachers on this day for the online verification testing. In addition, Pax attended the Fall Assessment Regional Training on September 29. This was a virtual training session, and key sections will be reviewed with the building testing coordinators (BTCs) at our October BTC meeting.

- The Administrative Honors Committee met on September 24 at FIS. During this meeting, the committee reviewed current demographic information and numbers for Honors classes. We also began the discussion of how students will qualify for Honors classes for next school year, but will not make a final decision until later this semester. Further, we finalized plans for gathering feedback from both teachers and parents regarding the Honors Program. In October, Pax will host a meeting for representative Honors teachers from FIS, FMS, and PGMS to solicit their feedback on our current practices and procedures. In addition, we are working on a Google Form survey send to parents of students in Honors classes. Once this form is completed and translated, we will make plans to send it to families after fall break. The feedback from teachers and parents will be reviewed and analyzed at an upcoming meeting.

Federal Programs

- Our ESSER 3.0 application was fully submitted in ePlan on August 20. The four required documents were also completed and uploaded to the proper folder in ePlan. Since that submission, we have received several rounds of feedback, both with the template documents and with the application itself. Most of the requested revisions have focused on providing additional details regarding specific items within a budget code and how the expenditures are priorities because of the pandemic. We received final approval of our ESSER 3.0 application and budget on October 4, at which point we began reimbursing ourselves through this grant and submitting POs for new purchases. As previously mentioned, Pax and Susannah Gentry created a district webpage for our ESSER funding, and Diane Price created Spanish versions of the four required documents. These can all be found here: <https://www.fssd.org/departments/finance-administration/esser>
- Through the work of our district social workers and Pax, we have identified nearly 80 students who qualify for McKinney-Vento services. Most of these students are in a “doubled up” situation where their family is living with others due to financial difficulties. However, we also have a handful of students who are living in either a shelter or transitional home, or they are living temporarily in a hotel. During the two weeks prior to fall break, Pax met with school committees that were organized by the school counselor at each school. Pax, Amanda Fisher, and Melissa Lopez facilitated these meetings. These school committee meetings mostly focused on the identified list of students, policies and procedures, and community resources.
- All schools had to submit their annual School Improvement Plan (SIP) by September 1. A district-level committee conducted a deeper dive into each SIP’s goals, strategies, and action steps, and the committee suggested revisions to each school. Pax put these revisions in the InformTN platform and returned the SIP to each school. School administrators then made the

required changes and re-submitted their SIP. All SIPs had to be approved by the district by October 1, and all FSSD schools met this goal.

Budget Revisions

- Several budgets have current revisions in process or submitted to the state. Both ESSER 1.0 and ESSER 2.0 had carryover funds from the previous fiscal year, and these remaining funds were reallocated for this year. ESSER 2.0 has been fully approved by the state, and we are processing expenditures that were planned in this application. ESSER 1.0 had a small amount of remaining funds, and these were reallocated and submitted in the current year's application. This application was approved on October 5. Finally, the Consolidated application, which contains the budgets for all federal programs and IDEA, has been revised due to carryover funds from the previous fiscal year. Pax, Summer Carlton, Dr. Kirkpatrick, and Dr. Robey have each reallocated funds in their respective budgets, and this application will be resubmitted for state approval in early October.



Bond Fund/Capital Projects Report Status Update – October, 2021

1. PGS Gym/PAC:
 - a. Gym - roof installation on high roof
 - b. Gym - exterior brick veneer on going
 - c. Gym - above ceiling mechanical rough in on going
 - d. PAC - insulated metal panels near completion
 - e. PAC - exterior brick veneer is complete @ all elevations
 - f. PAC - windows are installed
 - g. PAC - above ceiling mechanical, plumbing, electrical work near completion
 - h. PAC - hanging and finishing drywall near completion
 - i. PAC - Exterior grade to begin this week
 - j. Please see progress photo report provided by Nabholz.

2. Liberty:
 - a. The project is progressing on schedule.
 - b. Supply chain issues have caused a delay in the casework and prometean boards for the phase recently completed.
 - c. The next phase demolition began over fall break.
 - d. Several exterior doors were determined to need replacement and are being priced. This will be an additional cost to the project.

3. Central Office Complex:
 - a. Wold / HFR has begun programing the master plan for the site. The project is planned to be completed in 2 phases. The first phase will address the transportation and maintenance facility and phase 2 will be the construction of the new Central Office Building.
 - b. Schematic design / program verification of phase 1 is complete.
 - c. A Preliminary meeting with City of Franklin Planning Commission was held on September 29, 2021.
 - d. A board work session to review the overall site plan and presentation of phase 1 will be planned after Wold / HFR finalizes the design documents based on further feedback from the City Planning Department regarding exterior materials exceptions for the existing structure.

4. Johnson Kitchen Renovation/Expansion:
 - a. Progress toward the bid process has been put on hold due to the discovery of non-fibrous asbestos found in the mastic (old tile glue) in the kitchen and cafeteria. Therefore, we will need to fully abate the asbestos containing material within the project. Abatement protocols will be included in the bid package and

will follow specifications from a professional environmental consultant to ensure adherence to federal and state regulations and to guarantee the safety of all involved. This type of asbestos is non-fibrous and the abatement process will cause no risk to students or staff. The bid process has been put on hold awaiting the abatement documents from the environmental consultant.

5. Parks and Recreation Master Plan:

- a. Construction began on September 7th. The GC started grading, installed erosion control measures, and set up the trailer on site. The GC started ordering materials and established a staging area on site for when the materials arrive.
- b. The GC has been working with FSSD staff on finalizing finishes and colors for the interior of the proposed buildings for the project.
- c. COF, FSSD staff, and GC meet bi-weekly on site for progress meetings.

Tuesday, Oct 05, 2021

PUBLISHED	PUBLISHED Oct 05, 2021
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Published by: **Roman Ramirez** (Nabholz Construction Corporation)

Weather					
<i>Location</i> 📍 2959 Del Rio Pike, Franklin, Tennessee 37069, United States					
<i>Description</i> Rain starting in the afternoon.					
<i>Notes</i> Cloudy with chance of rain through the day					
HIGH	LOW	WIND	PRECIPITATION	VISIBILITY	HUMIDITY
76° F	60° F	4.9 mph	0.6 in	9.8 mi	92%
At 06:10 pm	At 12:10 pm				

General Notes
<p>PAC</p> <p>A. INSULATED METAL PANELS NEAR COMPLETION.</p> <p>B. EXTERIOR BRICK VENEER IS COMPLETE @ ALL ELEVATIONS</p> <p>C. WINDOWS ARE INSTALLED.</p> <p>D. ABOVE CEILING MECHANICAL, PLUMBING, ELECTRICAL WORK NEAR COMPLETION</p> <p>E. HANGING AND FINISHING DRYWALL NEAR COMPLETION</p>

F. EXTERIOR GRADE TO BEGIN THIS WEEK.

GYM

A. ROOF INSTALLATION ON HIGH ROOF.

B. EXTERIOR BRICK VENEER ON GOING.

C. ABOVE CEILING MECHANICAL ROUGH IN ON GOING

IMAGES



West Elevation- Insulated Metal Panels 80% Complete



South Elevation- Insulated Metal Panels 100% Complete



East Elevation- Insulated Metal Panels 100% Complete



PAC Concession Stand - Hang and Finish Drywall

IMAGES



PAC Stage - Hang and Finish Drywall



PAC Main Corridor - 1st Coat Paint



PAC Legacy Gallery - Hang and Finish Drywall



PAC Stage - Hang and Finish Drywall

IMAGES



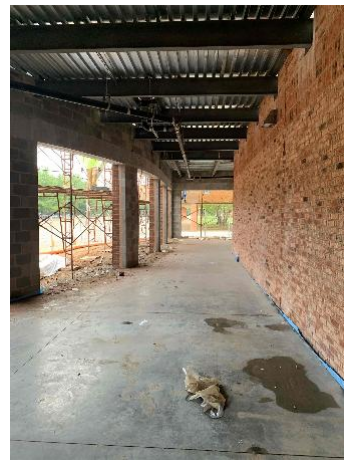
Gym West Elevation - Exterior Brick



Gym South Elevation - High Roof - 50% Complete



Gym North Elevation - Brick Veneer 90% Complete



Gym Connector - Exterior Brick

IMAGES



Gym North Elevation



Gym Hallway - Above Ceiling - Mechanical Electrical and Plumbing



Gym Main Hallway - Above Ceiling - Mechanical Electrical and Plumbing



Franklin Special School District

SINCE 1906

David L. Snowden, Ph.D., Director of Schools • 507 New Highway 96 West • Franklin, TN 37064 • 615-794-6624 • 615-790-4716 (fax) • www.fssd.org

TO: Members of the Franklin Special School District Board of Education and Local News Media
FROM: David L. Snowden, Ph.D., Director of Schools
DATE: October 6, 2021
RE: Agenda for the Franklin Special School District Board of Education meeting to be held on Monday, October 18, 2021 at 6:30 p.m., to be held at Moore Elementary School, 1061 Lewisburg Pike, Franklin.

- I. MEETING CALLED TO ORDER 6:30 p.m.
- II. PLEDGE OF ALLEGIANCE 6:32 p.m.
- III. RECOGNITIONS/GOOD NEWS 6:35 p.m.
 1. Proclamation for Be Nice Week
 2. National Blue Ribbon School
 3. Reward Schools
 4. SRO Recognition
 5. Good News
- IV. PUBLIC INPUT *Please limit comments to three (3) minutes per speaker* 6:50 p.m.
- V. REPORTS/PRESENTATIONS/DISCUSSIONS 6:55 p.m.
 1. Teaching and Learning Report
 2. Construction Report
- VI. APPROVAL OF BOARD AGENDA 7:00 p.m.
- VII. APPROVAL OF CONSENT AGENDA 7:05 p.m.
 1. Minutes of Board Meeting dated September 20, 2021
- VIII. BUSINESS BEFORE THE BOARD 7:10 p.m.
 1. Request for Proposal for Commercial Broker Services
 2. Additional Position – PAC Services Coordinator and House Manager
 3. Policy Revision: Insurance Management (3.600) – 2nd Reading
 4. Policy Revision: Special Programs – Homebound Instruction (4.2061) – 2nd Reading
 5. Policy Revision: Textbooks and Instructional Materials (4.400) and Policy Deletion: Textbooks (4.401) – 2nd Reading
 6. Policy Revision: Physical Examinations and Immunizations (6.402) – 2nd Reading
 7. New Policy: COVID-19 Sick Leave (5.3023) – 1st Reading
- IX. DIRECTOR OF SCHOOLS REPORT 7:25 p.m.
- X. UPDATES 7:30 p.m.
 1. Teaching and Learning
 2. Finance and Administration
- XI. ANNOUNCEMENTS 7:35 p.m.
- XII. ADJOURNMENT 7:40 p.m.

All Franklin Special School District meetings are open to the public.

Excellence in Teaching and Learning for All

The Franklin Special School District is an equal opportunity employer

September 20, 2021
Franklin, Tennessee

The Franklin Special School District Board of Education met at 6:30 p.m. on Monday, September 20, 2021, at Freedom Intermediate School, 840 Glass Lane, Franklin. A link to the recording may be found at https://www.youtube.com/watch?v=cp6QJ_-_uEo.

The following members were present: Chair Robert Blair, Allena Bell, Robin Newman, Tim Stillings and Kevin Townsel. Not present: Alicia Barker.

Others present were: Dr. David Snowden, Dr. David Esslinger, Dr. Mary Decker, Susannah Gentry, Mark Anderson, Amy Fisher, Celby Glass, Lisa Chatman, Carol Riordan, Dr. Pax Wiemers, Dr. Cheryl Robey, Chip Sternenberg, Bo Alexander, Amanda Parks, Josh Bracamontes, Shelly Robinson, Summer Carlton, principals and other district leadership team members and community members.

I. MEETING CALLED TO ORDER

The meeting was called to order at 6:34 following the Board in private counsel at 6:27 with Attorney Chuck Cagle in an Executive Session to discuss pending litigation, using attorney/client privilege. After the session Attorney Cagle announced the meeting was for pending litigation discussion and did not violate the Sunshine Law.

II. PLEDGE OF ALLEGIANCE

Freedom Intermediate Principal Dr. Joel Hoag welcomed those in attendance and led the Pledge of Allegiance. Chair Robert Blair called for a moment of silence before being seated.

III. 2021-22 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 2021-22 Board.

Kevin Townsel nominated a **slate of officers for 2021-22** as follows:

Chairman: Robert Blair

Vice Chair: Allena Bell

Treasurer: Robin Newman

Secretary: Kevin Townsel

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

The slate of officers nominated was elected by roll call vote, 5 ayes, 0 nays, 1 absence.

IV. PUBLIC INPUT

1. Ce'cile Laine', 396 Forrest Park Circle – Mother of children at MES and FMS, thanked the Board for unanimously voting for the mask mandate at the last meeting, noted declining cases in district, spoke in favor of mask mandate.
2. Jenny Johnson, 1617 Cabot Drive – Mother of Kindergartner requiring extra services that was excluded already this year as a close contact not wearing a mask; quoted article in issue of New York Magazine; spoke against a mask mandate.

V. REPORTS / PRESENTATIONS / DISCUSSIONS

1. **City of Franklin Parks & Rec/FSSD Ball Field Construction Presentation**– Parks Director Lisa Clayton and Assistant Parks Director Paige Cruse presented the memorandum of June 22, 2021 to the Board of Mayor and Aldermen and Resolution to Award the Construction Contract to Sain Construction Company for the Freedom Ball Fields Project in the Amount of \$6,132,200. Funding for the project will be a collaborative effort between the City of Franklin and FSSD and all project costs shall be split 50/50. Director Clayton clarified the increase between the estimated and actual cost for the Board. The City of Franklin owns the contract with Sain through the Engineering Department; FSSD is listed as an additional insurer and will have joint decision making. Director Clayton requests approval by the FSSD Board of Sain Construction Company as they are listed in the Resolution by the Board of Mayor and Aldermen of the City of Franklin (on file).
2. **Teaching and Learning Spotlight, "Summer Learning Camp (SLC) 2021"** – Presented by Dr. Collins and Dr. Wallace, each shared thoughts and reflections from the camps after a short video of students giving their impressions of what they enjoyed and learned at the camps. This and more information is presented in the Summary of T&L Activity for September (on file).
3. **Construction Report** – Presented by Dr. Esslinger (on file), a pictorial report of the gym and PAC were shared, also a time frame of ball fields was discussed. The City will provide opportunities for our teams to play during their season, as our fields will not be ready this coming Spring. There was a time designated for questions and discussion from the report provided to the Board.
4. **2021-22 Community Pre-K Advisory Council Board Representative** – Kevin Townsel will serve in this capacity for 2021-22.
5. **2021-22 TSBA Legislative Liaison** - Robin Newman will service as our representative with TSBA this year.
6. **2021 TSBA Convention Delegates** – Robin Newman, Allena Bell and Kevin Townsel will serve as the FSSD delegates this year.
7. **NSBA CUBE Conference** – Takeaways of Board members attending were highlighted.

VI. APPROVAL OF BOARD AGENDA

Kevin Townsel made a **motion** to approve the board agenda **with the addition of Consent Agenda Item 7. Approval of Sain Construction Company**. Robin Newman **seconded** the motion, which carried **5-0**.

VII. APPROVAL OF CONSENT AGENDA

Allena Bell made a **motion** to approve the consent agenda as presented. Kevin Townsel **seconded** the motion, which carried **5-0**.

Approved under Consent Agenda (on file) were:

1. **Minutes of Board Meeting dated August 9, 2021**
2. **Minutes of Special Called Meeting dated August 20, 2021**
3. **Student Disciplinary Hearing Authority Appointment** – Mrs. Tosha Robinson-Baugh, Dr. Joel Hoag and Dr. JP Orman will serve on this panel.
4. **Bids: Transportation Department Buses – Type A and Type D**
5. **Bids: Transportation Department Maintenance and Repairs**
6. **Budget Amendments**
7. **Sain Construction Company** Construction Contract for the Freedom Ball Fields Project in the Amount of \$6,132,200 as awarded by the City of Franklin.

VIII. BUSINESS BEFORE THE BOARD

1. **Consideration of Extension of the Temporary Mask Requirement** – Dr. Snowden’s report to the Board: “As we all have seen, COVID cases within Williamson County continue to be at a significantly high level. From the district data perspective, the number of positive student cases and the number of student exclusions for the week of September 6-10 dropped significantly from the previous two weeks. The number of staff positive cases and exclusions remained fairly constant. Our school district and individual schools continue to utilize the mitigation protocols that were in place at the beginning of the school year as well as the mask requirement that became effective on August 23rd. We are optimistic the wearing of masks is helping, in conjunction with our other mitigation protocols, to lessen the spread of the virus. We do know the use of masks by a significant number of our students and staff have contributed to the exclusion of a smaller number of students due to the wearing of masks by both the positive case and the close contacts. We are very appreciative of the overall support for the use of this protocol as we continue to do our best to continue in-person learning for the students in the FSSD. We recommend the extension of the current mask requirement through the end of the first semester until January 11, 2022 to expire at midnight, which would follow the January meeting. The Board may address the subject at our meetings in the meantime.”

Tim Stillings made a **motion to extend the current mask requirement until October 11, 2021 at 12:00 a.m.** (the next Board meeting) and to evaluate monthly. Robin Newman **seconded** the motion. Discussion followed with main goals of 1) keeping students and staff as safe as possible and 2) to keep students in school. Vaccinations of children 5-11 will not

be available until late Fall, early Winter. Mr. Townsel noted that for lack of a quorum at a future Board meeting, counting on re-evaluating each month, the mandate would die. With consultation of Celby Glass of the COVID Team, the recommendation that we continue the mask mandate through the end of the first semester is driven by data collection and community trends.

The motion and second to extend the current mask requirement until October 11, 2021 at 12:00 a.m. were withdrawn by Tim Stillings and Robin Newman, respectively.

Tim Stillings made a **motion to extend the current mask requirement through the end of the first semester until January 11, 2022 to expire at midnight.** Kevin Townsel **seconded** the motion, which **carried 5-0.**

- 2. Ratification of the FSSD Tax Rate FY 2021-22** – Dr. Snowden reviewed the FSSD Tax Rate approved at the July meeting following budget approval at that meeting before recommending ratification of the FSSD Tax Rate FY 2021-22. Budget approval FY 2021-22 “provides the school district with the opportunity to thank our employees for their remarkable work during the 20-21 school year by providing a salary increase of 5% to demonstrate our vast appreciation; three percent (3%) is a Cost of Living adjustment and two percent (2%) is a step increase for all employees (regardless of their current status on the salary scale). A step increase equates to an average of approximately two percent (2%) for FSSD employees. The CPI in June, on a seasonally adjusted basis, increased 0.9 percent from the last month, and during the last 12 months, the all items index increased 5.4%, which was the largest increase of the same amount for the period ending in August, 2008. This increase has a significant impact on all consumers.

The total cost to fund the 2021-2022 increased compensation package for all FSSD employees is \$2,342,721. The amount of additional tax revenue needed to fund the employees’ increase of \$2,342,721 and to partially offset the positions being funded by one-time federal dollars, is 7.80 cents. It will take 6.2 cents of the increase to fund the increase for employees, which will leave 1.6 cents to partially off-set those one-time funded employees. I know you as a School Board take your fiscal responsibility extremely seriously and our goal is to not to have to increase taxes to our constituents. The last time the FSSD increased taxes was in FY 2015-16 and the total of that increase was 7.66 cents.”

The administration recommended the ratification of the FSSD tax rate for FY 2021-22 as approved at the July 19, 2021 Board meeting.

Robin Newman made a **motion to ratify the FSSD Tax Rate FY 2021-22**, which has been set at \$.5311 for the General Purpose Fund and \$.1740 for the Debt Service Fund, with a total Tax Rate of \$0.7051 FY 2021-22. Allena Bell **seconded** the motion. **By roll call vote, the motion carried 5-0.**

- 3. Additional Contract with Nabholz Construction Management Services** – In January 2020, the FSSD contracted with Nabholz Construction to provide construction management at risk services for the project that included the FSSD Performing Arts Center and the Poplar Grove gym. As a reminder, the process for the selection of this professional service involved the Executive Committee and the Associate Director of Schools for Finance and

Administration holding meetings with each of the Construction Management Firms who responded to the Request for Proposal (RFP).

The administration is now recommending to add another project contract that would include the Transportation/Maintenance/Central Office complex on the Eddy Lane property. The proposed project includes a renovation of the larger building located on the back part of the property and the eventual construction of a new Central Office facility. Mr. Cagle has reviewed and approved all legal aspects of the contract with Nabholz.

Dr. Snowden and Dr. Esslinger agreed that Nabholz has performed exceptionally well, are professional, have good communication and are solution-oriented, with safety at the forefront, and have done a phenomenal job.

Tim Stillings made a **motion** to approve the contract with Nabholz Construction to provide construction management at risk services for the project that would include the Transportation/Maintenance/ Central Office complex on the Eddy Lane property. Robin Newman **seconded** the motion. **By roll call vote, the motion carried 5-0.**

- 4. Annual Contract to Audit Accounts** - Matlock Clements, P.C. has provided the contracts to conduct financial audits of the FSSD for the period July 1, 2021 through June 30, 2022 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.

Robert Blair made a **motion** to approve the annual contracts to audit accounts for the period July 1, 2021 through June 30, 2022 using Matlock Clements, P.C. and paying a fixed auditor fee of \$28,500. Allena Bell **seconded** the motion. **By roll call vote, the motion carried 5-0.**

- 5. Policy Revision: Teacher Tenure (5.117) – 2nd Reading** - As reviewed in the last regular Board meeting, TSBA Director of Policy & Staff Attorney has given updates to this policy based on recently passed legislation. “Due to the cancellation of TNReady tests during the pandemic, there are no teacher evaluation scores from the 2019-20 school year. Public Chapter 2 from the Special Legislative Session clarifies that the two most recent evaluation scores can be used when determining tenure. Additionally, Public Chapter 378 changes the requirements for providing notice of nonrenewal to teachers. This notice must now be sent to teachers by certified mail, overnight carrier, or email so that it will be received within five business days following the last instructional day. The model policy has been updated to align with both of these legal changes.” The title changes from “Procedures for Granting Tenure”; references are also updated. There were no updates requested by the Board upon 1st Reading. The administration recommended approval of the 2nd Reading.

Kevin Townsel made a **motion** to approve the policy revisions for **Teacher Tenure (5.117) – 2nd Reading** as presented. Allena Bell **seconded** the motion, which **carried 5-0.**

- 6. Policy Revision: Alternative Education (6.319) – 2nd Reading** – Per TSBA Director of Policy & Staff Attorney, “Public Chapter 229 creates another exception regarding assignment to an alternative school or program. Now, a Director of Schools is not required

to assign a student to the alternative school or program if **either** (1) The student committed an offense of violence or threatened violence or an offense that threatened the safety of other students in the school; **or** (2) The location of the alternative school or program is on the same grounds from which the student was disciplined.” TSBA has provided model language to update our policy to include this exception. Clarification on wording of the description (above) was requested at the 1st Reading. Either reason listed above is reason for not assigning a suspended or expelled student to an alternative school or program. There were no changes requested by the Board on the policy itself upon 1st Reading. The administration recommended approval of the 2nd Reading.

Robert Blair made a **motion** to approve the policy revisions for **Alternative Education (6.319) – 2nd Reading** as presented. Allena Bell **seconded** the motion. The motion **carried 5-0**.

7. **Policy Revision: Security (3.205) – 1st Reading** - Districts must now include cybersecurity in their safety plans. This will be included in the state-level template; districts are tasked with identifying how to keep these networks and technologies safe from cyberattacks and other cybersecurity threats and incidents. A review and update of the policy is based on the TSBA model policy and adapted for our district, as well as bringing the policy up to current practice. The administration recommended approval of the 1st Reading.

Allena Bell made a **motion** to approve the policy revisions for **Security (3.205) – 1st Reading as presented and to waive the 2nd Reading**. Kevin Townsel **seconded** the motion, which **carried 5-0**.

8. **Policy Revision: Insurance Management (3.600) – 1st Reading** - This revision request is to further outline the stipulations of the post-retirement benefit for retirees of paying the cost of health insurance at retirement until the age of 65 who were employed prior to FY 2009-2010 without a break in service. This better meets the intent of this benefit provided by the Board for this group of personnel. The administration recommended approval of the 1st Reading.

Robin Newman made a **motion** to approve the policy revisions for **Insurance Management (3.600) – 1st Reading** as presented. Kevin Townsel **seconded** the motion, which **carried 5-0**.

9. **Policy Revision: Special Programs – Homebound Instruction (4.2061) – 1st Reading** - This policy revision is from review due to a change to State Board of Education Regulation 0520-01-13-.01 for homebound instruction. Noted is the addition of specifying the *treating* physician to certify or recertify the homebound need. Duplicate language has been removed and references have been updated. The administration recommended approval of the 1st Reading.

Allena Bell made a **motion** to approve the policy revisions for **Special Programs – Homebound Instruction (4.2061) – 1st Reading** as presented. Robin Newman **seconded** the motion, which **carried 5-0**.

- 10. Policy Revision: Textbooks and Instructional Materials (4.400) and Deletion: Textbooks (4.401) – 1st Reading** - TSBA has provided a model policy for direction on combining the current policies for instructional materials (4.400) and textbooks (4.401) to clarify the relationship between textbooks and instructional materials. With approval of this update, the title of Policy 4.400 changes from “Instructional Materials” and is rewritten to combine policies, and Policy 4.401, “Textbooks”, will be deleted. Also included in the rewriting of this policy under the “Selection” heading is the provision for seeking a waiver to use materials that are not included on the list approved by the State Textbook Commission, based on a new State Board of Education regulation. To date we have selected materials on the State list and have not requested a waiver. The administration recommended approval of the 1st Reading.

Tim Stillings made a **motion** to approve the policy revisions for **Textbooks and Instructional Materials (4.400) and Deletion: Textbooks (4.401) – 1st Reading** as presented. Allena Bell **seconded** the motion, which **carried 5-0**.

- 11. New Policy: COVID-19 Sick Leave (5.3023) – New Policy - 1st Reading** – The previous adoption of this policy expired as of June 30th, and deleted at the July meeting. Due to the fact that many personnel have been negatively impacted again this year by COVID-19, many have requested the reinstatement of a COVID Sick Leave policy. The administration requests that this policy be reinstated and retroactive to July 1, 2021, and that it carry through December 17, 2021 for an employee being unable to work because the employee has a confirmed diagnosis of COVID-19. The administration recommended approval of the 1st Reading.

Robin Newman made a **motion** to approve the reinstatement of **COVID-19 Sick Leave (5.3023) – New Policy - 1st Reading** as presented. Allena Bell **seconded** the motion. Discussion followed as to whether an un-vaccinated person with a confirmed diagnosis of COVID should receive paid COVID leave. Dr. Snowden stated that legal counsel’s recommendations were that we do not distinguish between a vaccinated or non-vaccinated person as they could have a legitimate health or religious reason why they are not vaccinated. The number of personnel this has entailed since the beginning of this fiscal year and the financial impact was also discussed.

The motion and second to approve the policy revisions for COVID-19 Sick Leave (5.3023) – 1st Reading were **withdrawn** by Robin Newman and Allena Bell, respectively.

Kevin Townsel made a **motion to table** the policy until the next meeting pending clarification or further counsel. Allena Bell **seconded** the motion, which **carried 5-0**.

- 12. Policy Deletion: FFCRA Leave (5.3051) – 1st Reading for Deletion** - As written into the policy, the expiration date of this policy was December 31, 2020 coinciding with the expiration of the Families First Corona Virus Response Act. This request is to delete the policy.

Kevin Townsel made a **motion** to approve the policy revisions for **FFCRA Leave (5.3051) – 1st Reading for Deletion as presented and to waive the 2nd Reading**. Tim Stillings **seconded** the motion, which **carried 5-0**.

- 13. Policy Revision: Physical Examinations and Immunizations (6.402) – 1st Reading -** State law now includes an additional vaccine exemption in TCA 49-6-5001. If in the future any COVID-19 or variant vaccine is required for students, an exemption will be granted for individuals whose religious tenets and practices conflict with vaccination. This is *in addition* to exemption provided by TCA 49-6-5001 due to medical reasons if the student has a written statement from his or her doctor excusing him/her from such immunization. TSBA has provided updated language for this additional exemption. The administration recommended approval of the 1st Reading.

Robin Newman made a **motion** to approve the policy revisions for **Physical Examinations and Immunizations (6.402) – 1st Reading** as presented. Robert Blair **seconded** the motion, which **carried 5-0**.

VIII. DIRECTOR OF SCHOOLS REPORT

- **Monitoring of COVID-19 Data Spread** – We continue to review the COVID-19 Data in the County and locally. We will continue to provide weekly notifications to parents and employees and will be transparent with information within the guidelines and compliance of HIPAA and any related confidentiality requirements. In our weekly meeting with the Mayors, Williamson Medical health officials and other local government officials, there continues to be a concern about the high numbers our County is experiencing. Medical officials don't expect the number of cases with the variant to peak until a few weeks from now.
- **Five Schools Earn “Reward School” Status** – We are so pleased that, despite all the challenges teachers, administrators and personnel had during this past year, Franklin, Liberty, Moore and Poplar Grove Elementary, as well as Freedom Intermediate, received Reward School status. Based on a 0-4 score, schools are scored annually on a calculation of student achievement results (TCAP), student growth (TVAAS), chronically out of school student percentages, and the growth of students taking the English Language Proficiency Assessment. These five schools scored at least a 3.1 overall grade on the calculated results.
- **Director of Schools Advisory Council** - The members of the Director of Schools Advisory Council are in the process of being selected from each site. Our first meeting is scheduled for October 21st. The Advisory Council is composed of an employee and alternate from each school, representatives from the central office, the central office annex, FSSDEA, maintenance/landscaping 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 11-15. District offices will be closed as well during this time.
- **Board of Distinction Status** – You are coming up on the two-year expiration of this recognition of outstanding performance. To renew, you have been sent your individual self-evaluation of the Board - after completion and submittal to TSBA from all Board members, the Board Chair will receive a review from TSBA to share with the members. The only other item that the Board must complete is a critique from other Boards. We are currently making arrangements for a visit at this next meeting. We look forward to your renewal, and know how hard you work for the benefit of our district. Thank you.
- **Conferences and meetings update:** Updates were provided separately.

X. UPDATES

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

- Demographics Report for September 2021

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


- Personnel Change Report August/September 2021
- Investment Report
- Revenue and Expenditure Reports
- Sales Tax Revenue Comparison Report for September

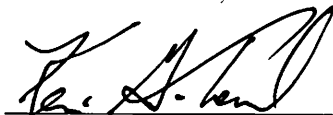
XI. ANNOUNCEMENTS

Dr. Esslinger reported that tax collections are up 19.3% from last year at this time.

XII. ADJOURNMENT

Chair Blair adjourned the meeting at 8:08 p.m.


 _____ 10/18/21
 Robert Blair, Chair Date

ATTEST: 
 _____ 10.18.21
 Kevin Townsel, Secretary Date

September 20, 2021
Franklin, Tennessee

The Franklin Special School District Board of Education met at 6:30 p.m. on Monday, September 20, 2021, at Freedom Intermediate School, 840 Glass Lane, Franklin. A link to the recording may be found at https://www.youtube.com/watch?v=cp6QJ_-_uEo.

The following members were present: Chair Robert Blair, Allena Bell, Robin Newman, Tim Stillings and Kevin Townsel. Not present: Alicia Barker.

Others present were: Dr. David Snowden, Dr. David Esslinger, Dr. Mary Decker, Susannah Gentry, Mark Anderson, Amy Fisher, Celby Glass, Lisa Chatman, Carol Riordan, Dr. Pax Wiemers, Dr. Cheryl Robey, Chip Sternenberg, Bo Alexander, Amanda Parks, Josh Bracamontes, Shelly Robinson, Summer Carlton, principals and other district leadership team members and community members.

I. MEETING CALLED TO ORDER

The meeting was called to order at 6:34 following the Board in private counsel at 6:27 with Attorney Chuck Cagle in an Executive Session to discuss pending litigation, using attorney/client privilege. After the session Attorney Cagle announced the meeting was for pending litigation discussion and did not violate the Sunshine Law.

II. PLEDGE OF ALLEGIANCE

Freedom Intermediate Principal Dr. Joel Hoag welcomed those in attendance and led the Pledge of Allegiance. Chair Robert Blair called for a moment of silence before being seated.

III. 2021-22 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 2021-22 Board.

Kevin Townsel nominated a **slate of officers for 2021-22** as follows:

Chairman: Robert Blair

Vice Chair: Allena Bell

Treasurer: Robin Newman

Secretary: Kevin Townsel

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

The slate of officers nominated was elected by roll call vote, 5 ayes, 0 nays, 1 absence.

IV. PUBLIC INPUT

1. Ce'cile Laine', 396 Forrest Park Circle – Mother of children at MES and FMS, thanked the Board for unanimously voting for the mask mandate at the last meeting, noted declining cases in district, spoke in favor of mask mandate.
2. Jenny Johnson, 1617 Cabot Drive – Mother of Kindergartner requiring extra services that was excluded already this year as a close contact not wearing a mask; quoted article in issue of New York Magazine; spoke against a mask mandate.

V. REPORTS / PRESENTATIONS / DISCUSSIONS

1. **City of Franklin Parks & Rec/FSSD Ball Field Construction Presentation**– Parks Director Lisa Clayton and Assistant Parks Director Paige Cruse presented the memorandum of June 22, 2021 to the Board of Mayor and Aldermen and Resolution to Award the Construction Contract to Sain Construction Company for the Freedom Ball Fields Project in the Amount of \$6,132,200. Funding for the project will be a collaborative effort between the City of Franklin and FSSD and all project costs shall be split 50/50. Director Clayton clarified the increase between the estimated and actual cost for the Board. The City of Franklin owns the contract with Sain through the Engineering Department; FSSD is listed as an additional insurer and will have joint decision making. Director Clayton requests approval by the FSSD Board of Sain Construction Company as they are listed in the Resolution by the Board of Mayor and Aldermen of the City of Franklin (on file).
2. **Teaching and Learning Spotlight, "Summer Learning Camp (SLC) 2021"** – Presented by Dr. Collins and Dr. Wallace, each shared thoughts and reflections from the camps after a short video of students giving their impressions of what they enjoyed and learned at the camps. This and more information is presented in the Summary of T&L Activity for September (on file).
3. **Construction Report** – Presented by Dr. Esslinger (on file), a pictorial report of the gym and PAC were shared, also a time frame of ball fields was discussed. The City will provide opportunities for our teams to play during their season, as our fields will not be ready this coming Spring. There was a time designated for questions and discussion from the report provided to the Board.
4. **2021-22 Community Pre-K Advisory Council Board Representative** – Kevin Townsel will serve in this capacity for 2021-22.
5. **2021-22 TSBA Legislative Liaison** - Robin Newman will service as our representative with TSBA this year.
6. **2021 TSBA Convention Delegates** – Robin Newman, Allena Bell and Kevin Townsel will serve as the FSSD delegates this year.
7. **NSBA CUBE Conference** – Takeaways of Board members attending were highlighted.

VI. APPROVAL OF BOARD AGENDA

Kevin Townsel made a **motion** to approve the board agenda **with the addition of Consent Agenda Item 7. Approval of Sain Construction Company**. Robin Newman **seconded** the motion, which carried **5-0**.

VII. APPROVAL OF CONSENT AGENDA

Allena Bell made a **motion** to approve the consent agenda as presented. Kevin Townsel **seconded** the motion, which carried **5-0**.

Approved under Consent Agenda (on file) were:

1. **Minutes of Board Meeting dated August 9, 2021**
2. **Minutes of Special Called Meeting dated August 20, 2021**
3. **Student Disciplinary Hearing Authority Appointment** – Mrs. Tosha Robinson-Baugh, Dr. Joel Hoag and Dr. JP Orman will serve on this panel.
4. **Bids: Transportation Department Buses – Type A and Type D**
5. **Bids: Transportation Department Maintenance and Repairs**
6. **Budget Amendments**
7. **Sain Construction Company** Construction Contract for the Freedom Ball Fields Project in the Amount of \$6,132,200 as awarded by the City of Franklin.

VIII. BUSINESS BEFORE THE BOARD

1. **Consideration of Extension of the Temporary Mask Requirement** – Dr. Snowden’s report to the Board: “As we all have seen, COVID cases within Williamson County continue to be at a significantly high level. From the district data perspective, the number of positive student cases and the number of student exclusions for the week of September 6-10 dropped significantly from the previous two weeks. The number of staff positive cases and exclusions remained fairly constant. Our school district and individual schools continue to utilize the mitigation protocols that were in place at the beginning of the school year as well as the mask requirement that became effective on August 23rd. We are optimistic the wearing of masks is helping, in conjunction with our other mitigation protocols, to lessen the spread of the virus. We do know the use of masks by a significant number of our students and staff have contributed to the exclusion of a smaller number of students due to the wearing of masks by both the positive case and the close contacts. We are very appreciative of the overall support for the use of this protocol as we continue to do our best to continue in-person learning for the students in the FSSD. We recommend the extension of the current mask requirement through the end of the first semester until January 11, 2022 to expire at midnight, which would follow the January meeting. The Board may address the subject at our meetings in the meantime.”

Tim Stillings made a **motion to extend the current mask requirement until October 11, 2021 at 12:00 a.m.** (the next Board meeting) and to evaluate monthly. Robin Newman **seconded** the motion. Discussion followed with main goals of 1) keeping students and staff as safe as possible and 2) to keep students in school. Vaccinations of children 5-11 will not

be available until late Fall, early Winter. Mr. Townsel noted that for lack of a quorum at a future Board meeting, counting on re-evaluating each month, the mandate would die. With consultation of Celby Glass of the COVID Team, the recommendation that we continue the mask mandate through the end of the first semester is driven by data collection and community trends.

The motion and second to extend the current mask requirement until October 11, 2021 at 12:00 a.m. were withdrawn by Tim Stillings and Robin Newman, respectively.

Tim Stillings made a **motion to extend the current mask requirement through the end of the first semester until January 11, 2022 to expire at midnight.** Kevin Townsel **seconded** the motion, which **carried 5-0.**

2. **Ratification of the FSSD Tax Rate FY 2021-22** – Dr. Snowden reviewed the FSSD Tax Rate approved at the July meeting following budget approval at that meeting before recommending ratification of the FSSD Tax Rate FY 2021-22. Budget approval FY 2021-22 “provides the school district with the opportunity to thank our employees for their remarkable work during the 20-21 school year by providing a salary increase of 5% to demonstrate our vast appreciation; three percent (3%) is a Cost of Living adjustment and two percent (2%) is a step increase for all employees (regardless of their current status on the salary scale). A step increase equates to an average of approximately two percent (2%) for FSSD employees. The CPI in June, on a seasonally adjusted basis, increased 0.9 percent from the last month, and during the last 12 months, the all items index increased 5.4%, which was the largest increase of the same amount for the period ending in August, 2008. This increase has a significant impact on all consumers.

The total cost to fund the 2021-2022 increased compensation package for all FSSD employees is \$2,342,721. The amount of additional tax revenue needed to fund the employees’ increase of \$2,342,721 and to partially offset the positions being funded by one-time federal dollars, is 7.80 cents. It will take 6.2 cents of the increase to fund the increase for employees, which will leave 1.6 cents to partially off-set those one-time funded employees. I know you as a School Board take your fiscal responsibility extremely seriously and our goal is to not to have to increase taxes to our constituents. The last time the FSSD increased taxes was in FY 2015-16 and the total of that increase was 7.66 cents.”

The administration recommended the ratification of the FSSD tax rate for FY 2021-22 as approved at the July 19, 2021 Board meeting.

Robin Newman made a **motion to ratify the FSSD Tax Rate FY 2021-22**, which has been set at \$.5311 for the General Purpose Fund and \$.1740 for the Debt Service Fund, with a total Tax Rate of \$0.7051 FY 2021-22. Allena Bell **seconded** the motion. **By roll call vote, the motion carried 5-0.**

3. **Additional Contract with Nabholz Construction Management Services** – In January 2020, the FSSD contracted with Nabholz Construction to provide construction management at risk services for the project that included the FSSD Performing Arts Center and the Poplar Grove gym. As a reminder, the process for the selection of this professional service involved the Executive Committee and the Associate Director of Schools for Finance and

Administration holding meetings with each of the Construction Management Firms who responded to the Request for Proposal (RFP).

The administration is now recommending to add another project contract that would include the Transportation/Maintenance/Central Office complex on the Eddy Lane property. The proposed project includes a renovation of the larger building located on the back part of the property and the eventual construction of a new Central Office facility. Mr. Cagle has reviewed and approved all legal aspects of the contract with Nabholz.

Dr. Snowden and Dr. Esslinger agreed that Nabholz has performed exceptionally well, are professional, have good communication and are solution-oriented, with safety at the forefront, and have done a phenomenal job.

Tim Stillings made a **motion** to approve the contract with Nabholz Construction to provide construction management at risk services for the project that would include the Transportation/Maintenance/ Central Office complex on the Eddy Lane property. Robin Newman **seconded** the motion. **By roll call vote, the motion carried 5-0.**

- 4. Annual Contract to Audit Accounts** - Matlock Clements, P.C. has provided the contracts to conduct financial audits of the FSSD for the period July 1, 2021 through June 30, 2022 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.

Robert Blair made a **motion** to approve the annual contracts to audit accounts for the period July 1, 2021 through June 30, 2022 using Matlock Clements, P.C. and paying a fixed auditor fee of \$28,500. Allena Bell **seconded** the motion. **By roll call vote, the motion carried 5-0.**

- 5. Policy Revision: Teacher Tenure (5.117) – 2nd Reading** - As reviewed in the last regular Board meeting, TSBA Director of Policy & Staff Attorney has given updates to this policy based on recently passed legislation. “Due to the cancellation of TNReady tests during the pandemic, there are no teacher evaluation scores from the 2019-20 school year. Public Chapter 2 from the Special Legislative Session clarifies that the two most recent evaluation scores can be used when determining tenure. Additionally, Public Chapter 378 changes the requirements for providing notice of nonrenewal to teachers. This notice must now be sent to teachers by certified mail, overnight carrier, or email so that it will be received within five business days following the last instructional day. The model policy has been updated to align with both of these legal changes.” The title changes from “Procedures for Granting Tenure”; references are also updated. There were no updates requested by the Board upon 1st Reading. The administration recommended approval of the 2nd Reading.

Kevin Townsel made a **motion** to approve the policy revisions for **Teacher Tenure (5.117) – 2nd Reading** as presented. Allena Bell **seconded** the motion, which **carried 5-0.**

- 6. Policy Revision: Alternative Education (6.319) – 2nd Reading** – Per TSBA Director of Policy & Staff Attorney, “Public Chapter 229 creates another exception regarding assignment to an alternative school or program. Now, a Director of Schools is not required

to assign a student to the alternative school or program if **either** (1) The student committed an offense of violence or threatened violence or an offense that threatened the safety of other students in the school; **or** (2) The location of the alternative school or program is on the same grounds from which the student was disciplined.” TSBA has provided model language to update our policy to include this exception. Clarification on wording of the description (above) was requested at the 1st Reading. Either reason listed above is reason for not assigning a suspended or expelled student to an alternative school or program. There were no changes requested by the Board on the policy itself upon 1st Reading. The administration recommended approval of the 2nd Reading.

Robert Blair made a **motion** to approve the policy revisions for **Alternative Education (6.319) – 2nd Reading** as presented. Allena Bell **seconded** the motion. The motion **carried 5-0**.

- 7. Policy Revision: Security (3.205) – 1st Reading** - Districts must now include cybersecurity in their safety plans. This will be included in the state-level template; districts are tasked with identifying how to keep these networks and technologies safe from cyberattacks and other cybersecurity threats and incidents. A review and update of the policy is based on the TSBA model policy and adapted for our district, as well as bringing the policy up to current practice. The administration recommended approval of the 1st Reading.

Allena Bell made a **motion** to approve the policy revisions for **Security (3.205) – 1st Reading as presented and to waive the 2nd Reading**. Kevin Townsel **seconded** the motion, which **carried 5-0**.

- 8. Policy Revision: Insurance Management (3.600) – 1st Reading** - This revision request is to further outline the stipulations of the post-retirement benefit for retirees of paying the cost of health insurance at retirement until the age of 65 who were employed prior to FY 2009-2010 without a break in service. This better meets the intent of this benefit provided by the Board for this group of personnel. The administration recommended approval of the 1st Reading.

Robin Newman made a **motion** to approve the policy revisions for **Insurance Management (3.600) – 1st Reading** as presented. Kevin Townsel **seconded** the motion, which **carried 5-0**.

- 9. Policy Revision: Special Programs – Homebound Instruction (4.2061) – 1st Reading** - This policy revision is from review due to a change to State Board of Education Regulation 0520-01-13-.01 for homebound instruction. Noted is the addition of specifying the *treating* physician to certify or recertify the homebound need. Duplicate language has been removed and references have been updated. The administration recommended approval of the 1st Reading.

Allena Bell made a **motion** to approve the policy revisions for **Special Programs – Homebound Instruction (4.2061) – 1st Reading** as presented. Robin Newman **seconded** the motion, which **carried 5-0**.

- 10. Policy Revision: Textbooks and Instructional Materials (4.400) and Deletion: Textbooks (4.401) – 1st Reading** - TSBA has provided a model policy for direction on combining the current policies for instructional materials (4.400) and textbooks (4.401) to clarify the relationship between textbooks and instructional materials. With approval of this update, the title of Policy 4.400 changes from “Instructional Materials” and is rewritten to combine policies, and Policy 4.401, “Textbooks”, will be deleted. Also included in the rewriting of this policy under the “Selection” heading is the provision for seeking a waiver to use materials that are not included on the list approved by the State Textbook Commission, based on a new State Board of Education regulation. To date we have selected materials on the State list and have not requested a waiver. The administration recommended approval of the 1st Reading.

Tim Stillings made a **motion** to approve the policy revisions for **Textbooks and Instructional Materials (4.400) and Deletion: Textbooks (4.401) – 1st Reading** as presented. Allena Bell **seconded** the motion, which **carried 5-0**.

- 11. New Policy: COVID-19 Sick Leave (5.3023) – New Policy - 1st Reading** – The previous adoption of this policy expired as of June 30th, and deleted at the July meeting. Due to the fact that many personnel have been negatively impacted again this year by COVID-19, many have requested the reinstatement of a COVID Sick Leave policy. The administration requests that this policy be reinstated and retroactive to July 1, 2021, and that it carry through December 17, 2021 for an employee being unable to work because the employee has a confirmed diagnosis of COVID-19. The administration recommended approval of the 1st Reading.

Robin Newman made a **motion** to approve the reinstatement of **COVID-19 Sick Leave (5.3023) – New Policy - 1st Reading** as presented. Allena Bell **seconded** the motion. Discussion followed as to whether an un-vaccinated person with a confirmed diagnosis of COVID should receive paid COVID leave. Dr. Snowden stated that legal counsel’s recommendations were that we do not distinguish between a vaccinated or non-vaccinated person as they could have a legitimate health or religious reason why they are not vaccinated. The number of personnel this has entailed since the beginning of this fiscal year and the financial impact was also discussed.

The motion and second to approve the policy revisions for COVID-19 Sick Leave (5.3023) – 1st Reading were **withdrawn** by Robin Newman and Allena Bell, respectively.

Kevin Townsel made a **motion to table** the policy until the next meeting pending clarification or further counsel. Allena Bell **seconded** the motion, which **carried 5-0**.

- 12. Policy Deletion: FFCRA Leave (5.3051) – 1st Reading for Deletion** - As written into the policy, the expiration date of this policy was December 31, 2020 coinciding with the expiration of the Families First Corona Virus Response Act. This request is to delete the policy.

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Robin Newman made a **motion** to approve the policy revisions for **Physical Examinations and Immunizations (6.402) – 1st Reading** as presented. Robert Blair **seconded** the motion, which **carried 5-0**.

VIII. DIRECTOR OF SCHOOLS REPORT

- **Monitoring of COVID-19 Data Spread** – We continue to review the COVID-19 Data in the County and locally. We will continue to provide weekly notifications to parents and employees and will be transparent with information within the guidelines and compliance of HIPAA and any related confidentiality requirements. In our weekly meeting with the Mayors, Williamson Medical health officials and other local government officials, there continues to be a concern about the high numbers our County is experiencing. Medical officials don't expect the number of cases with the variant to peak until a few weeks from now.
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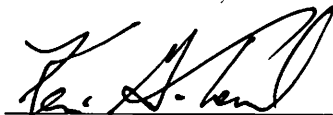
XI. ANNOUNCEMENTS

Dr. Esslinger reported that tax collections are up 19.3% from last year at this time.

XII. ADJOURNMENT

Chair Blair adjourned the meeting at 8:08 p.m.


 _____ 10/18/21
 Robert Blair, Chair Date

ATTEST: 
 _____ 10.18.21
 Kevin Townsel, Secretary Date

FRANKLIN SPECIAL SCHOOL DISTRICT
RFP FOR REAL ESTATE BROKER SERVICES

Franklin Special School District (hereafter, “FSSD”) in Franklin, TN seeks a real estate firm with specialization in commercial real estate to provide services for 2 properties owned by FSSD:

1. 1406 Cannon St, Franklin, TN. This property consists of 8.27 acres including the building commonly known as the Central Office Annex and is zoned civic institutional (CI). The property is complete with water, sewer and electric utilities.
2. 221 Fairground St – this property is 0.42 acre and zoned residential (R-3).

It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with FSSD to supply real estate services as outlined herein. The firm is expected to aggressively market and sell the property at no less than appraised, fair market value.

The real estate firm will be paid strictly on commission basis and will be expected to work closely with the Associate Director of Schools in the FSSD Central Office and provide monthly reports if needed.

Sealed proposals should be submitted to FSSD c/o Dr. David Esslinger, Associate Director of Schools for Finance and Administration, 507 New Highway 96 W., Franklin, TN 37064 by 2:00 p.m. on Tuesday November 16, 2021. Each submission shall be clearly marked on the outside “Proposal – Real Estate Broker Services”. Selection will be made by January 10, 2022.

FSSD reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the school district.

All questions should be directed to Dr. David Esslinger, Associate Director of Schools for Finance and Administration, 507 New Highway 96 W., Franklin, TN 37064, or by e-mail at esslingerdav@fssd.org. Question deadline will be Friday November 12, 2021 at 2:00 p.m.

A. SCOPE OF SERVICES

The successful firm shall agree to contract with the FSSD to provide the following:

- Perform market analysis,
- Develop strategies for sale of the property,
- Work with the Executive Committee of the FSSD Board of Education, the Associate Director of Schools and/or the School Board Attorney to negotiate land sales with buyers and prospects

- Coordinate real estate appraisals,
- Coordinate real estate transaction closings, and
- Handle all other customary activities and services associated with real estate transactions. Services may include consultation with school district staff and the FSSD Board of Education relating to the sale of real estate. A presentation at public meeting may be required.

B. BROKER'S QUALIFICATIONS Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of Tennessee.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with small and large commercial properties.
- Must be knowledgeable in the use of all public real estate records.

C. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit evidence of certificates of insurance covering general/professional liability.

D. FEE SCHEDULE

The proposed fee schedule shall include the following items:

- State your commission rate for the selling of properties.

E. TERM OF CONTRACT

The contract period for the successful broker/firm will be from date of award until the date of sale of the property or termination for convenience of a party. Either party may choose to discontinue the contract; however, termination for convenience by either party shall require a 30 (thirty) day prior written notice.

F. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit FSSD to award a contract. FSSD reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

G. ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

H. SELECTION CRITERIA

1. Knowledge of local real estate market in Williamson County, TN.
2. Demonstrated capabilities for reach for adequately marketing the property.
3. Commercial real estate experience, qualifications and references.
4. A proven real estate track record.
5. Various industry sector knowledge.
6. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
7. Local reputation.
8. Fee schedule
9. Completeness of response to RFP as outlined in this solicitation.

I. RFP SUBMITTAL REQUIREMENTS

(A) By submitting a proposal, you represent that you have:

1. Thoroughly examined and become familiar with the scope of services outlined in this RFP; and
2. Are capable of performing quality work to achieve the objectives of FSSD.

(B) The following general information must accompany your proposal:

1. List the number of years the firm has been in business;
2. Provide a description of your firm including the size of the firm, location, number and nature of the professional staff to be assigned to FSSD; staff experience including a brief resume for each key person listed;
3. Provide a representative summary of experience your firm has in similar real estate listings and sales, particularly in Williamson County, TN.
4. Provide a list of at least three references where and when your firm provided similar commercial real estate services including names of contact persons for each reference.
5. Additional services offered through your firm.
6. State any other costs FSSD may anticipate relating to the real estate services to be provided







Franklin Special School District

SINCE 1906

David L. Snowden, Ph.D., Director of Schools • 507 New Highway 96 West • Franklin, TN 37064 • 615-794-6624 • 615-790-4716 (fax) • www.fssd.org

Date: October 6, 2021
To: Board of Education
From: David L. Snowden, Ph.D. *eds*
Subject: Rationale for the Recommendation to Hire PAC Services Coordinator and House Manager

The Performing Arts Center is on track to be completed March 2022. This exceptional facility has been designed with the intent to serve the students of our district and the Franklin Community. As we near the end of construction, we must begin to consider the management and supervision of this facility and the implementation of best practices for both FSSD and community use. In addition to scheduling usage, we believe we need an employee with experience in theater management to order supplies and furniture for initial setup, and set usage policies, procedures, and contracts for district and community use.

To protect the investment we have made in the Performing Arts Center, we believe having an employee dedicated to the PAC will facilitate appropriate training to district personnel on the use of the equipment and provide supervision during community use. The PAC Services Coordinator and House Manager will also report maintenance needs quickly and maintain an inventory of supplies and technology.

We expect this individual to be under the shared supervision of Dr. Esslinger and Dr. Decker. As part of the Teaching and Learning Team, this person will be expected to bring enriching programs to the PAC to enhance the educational experience of all FSSD students supporting the integration of curricula across all disciplines.

Additional details of the duties of this position are outlined in the job description provided.



JOB TITLE: Performing Arts Center Services Coordinator and House Manager

TERMS OF EMPLOYMENT: Full-time exempt

IMMEDIATE SUPERVISOR: Associate Director of Teaching and Learning and Associate Director of Finance and Administration

POSITION DESCRIPTION

- The Performing Arts Center Services Coordinator and House Manager will serve as the primary contact for school and community members wishing to use the PAC, conduct the day-to-day business, and coordinate educational programming.
-

ESSENTIAL FUNCTIONS

House Manager

Inaugural Year only:

- Order supplies and furniture for initial set up
- Establish policies and procedures for internal use of facilities
- Establish policies and procedures and contracts for use of facilities by outside parties
- Coordinate appropriate initial training for PAC Team and Fine Arts teachers district-wide
- Create an internal scheduling system for use of the PAC

Recurring responsibilities:

- Creates and Maintains a calendar for coordinating use of the event space by both FSSD and community members and/or groups with the understanding FSSD use takes priority
- Develops and Implements a Marketing Strategy/Plan for possible community use
- Manages the selection process of the PAC Team
- Coordinates and provides appropriate recurring training to PAC team members for appropriate use of all equipment in the PAC
- Coordinates the participation of the PAC Team for performances
- Manages invoicing groups for PAC usage including payment of the PAC Team members for serving during performances
- Assists in the maintenance of the building by communicating with the Facilities Supervisor and entering work orders
- Plans and implements a budget for PAC operations
- Enters Purchase Orders and places orders for supplies needed to maintain the PAC
- Responsible for setting up, opening and closing the PAC for use
- Operates, maintains and coordinates repairs on all PAC equipment (sound, lighting, etc.)
- Assists in the development and execution of policy, procedures and best practices around the use of the PAC
- Communicates with PAC users the requirements, expectations and procedures for using the PAC
- Maintains accurate inventory of equipment and supplies and ensures proper storage of equipment when the PAC is not in use
- Videotaping and/or streaming student performances in coordination with the school performance leader
- Manage PAC social media (ex. Twitter, YouTube, Instagram, etc.)
- Other duties may be assigned when appropriate

Services Coordinator

- Serves as an active member of the district Teaching and Learning Team
 - Work with other district leaders on district-wide initiatives
 - Serves as an active member of the district Leadership Team
 - Participates in Lunch and Learns (as appropriate) as well as school-based PLC meetings (as appropriate) to determine enrichment opportunities and integration of Fine Arts into classroom experiences
 - Maintains familiarity with state academic standards and district curriculum
 - Development and planning of student enrichment opportunities
 - Assist in the development of extracurricular clubs related to theatre and performance
 - Serve as a guest speaker in classrooms as appropriate
 - Coordination of educational programs/performances at the PAC that supplement classroom instruction
 - Assist schools in coordination of special assemblies and guest presenters at school sites or PAC as appropriate
-

QUALIFICATIONS:

- Knowledge of and experience using sound and lighting equipment
 - Excellent communication and organization skills
 - Ability to work with various groups in a professional manner
 - Experience with educational programming
 - Experience managing a performance space (preferred)
 - Bachelor's degree in Education, Theatre, Business or other related field preferred
-

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Typical office/theater environment:

- Frequent lifting and carrying items up to 50 lbs.
- Frequent twisting or bending at the waist or reaching overhead
- Frequent walking or traveling between buildings on or off campus
- Walking or standing for long periods of time
- Occasionally sitting at a desk or workstation
- Use of ladder or lift to inspect or manage theater systems
- Regularly required to climb, balance, stoop, kneel, crouch, crawl and reach
- Indoor/Outdoor environment

3.600 INSURANCE MANAGEMENT – 2nd Reading

This revision request is to further outline the stipulations of the post-retirement benefit for retirees of paying the cost of health insurance at retirement until the age of 65 who were employed prior to 2009-2010 without a break in service. This better meets the intent of this benefit provided by the Board for this group of personnel.

There were no changes requested by the Board upon 1st Reading.

Franklin Special Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: Proposed
		Rescinds: 3.600	Issued: 08/13/18

1 The insurance program shall provide coverages in a minimum of the following broad categories:

- 2 1. **Property:** Buildings and contents against fire, extended coverage, vandalism and malicious
3 mischief, boiler and machinery explosion; and vehicles;
- 4 2. **Liability:** Board members, Director of Schools, and employees resulting from discharging their
5 duties;
- 6 3. **Worker's compensation;** and
- 7 4. **Fidelity:** Blanket bond and fiscal agent's bond as required by statute.!

8 The Director of Schools shall continually review the insurance program to ensure that adequate
9 protection is being provided at a reasonable price.

10 **GROUP HEALTH**

11 The Board shall provide group health insurance for all full-time (30 hours or more per week)
12 employees.^{1 2} The Director of Schools, after consultation with personnel, shall recommend carriers of
13 insurance for programs in which the Board makes partial or full payments. The Board shall approve all
14 insurance carriers.

15 An employee requesting a leave of absence may continue health insurance coverage upon payment of
16 the premium to the central office. If no arrangements are made for continuance of this coverage through
17 the central office, the insurance will terminate at the end of the month in which employee goes off the
18 payroll.

19 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected
20 information.^{2 3}

21 **ANNUITIES**^{3 4}

22 Board-approved companies for tax-sheltered annuities shall include all companies presently having
23 contracts with employees.

24 The addition of a company to the list of board-approved companies shall be considered on written request
25 of agents of the company.

26 Written request for a change in annuity deductions shall be reported to the payroll office on or before
27 the first day of the month in which such change is to be effective.

1 RETIREES⁴

2 A post-retirement benefit shall be available to retirees which will pay the cost of health insurance at
3 retirement until the age of 65. This shall only apply to retirees and current employees who were employed
4 by ~~an~~ the LEA ~~within Tennessee~~ prior to 2009-2010 without a break in service. This benefit is available
5 provided that the employee:

- 6 1. Is eligible for ~~retirement~~ an unreduced or disability benefit under the eligibility standards as set
7 by the Tennessee Retirement System and the Benefits Administration through the State of
8 Tennessee: the employee should refer to these publications for specific guidelines.
- 9 2. Provides and works an appropriate notice prior to retirement (two (2) weeks for classified
10 employees; thirty (30) days for certified employees). This requirement may be waived due to
11 emergencies or other extraordinary circumstances.

12 Retired employees will be permitted to pay the difference in an individual plan and a family plan on a
13 monthly basis and continue coverage if they so desire.

14 STUDENTS

15 Group accident insurance with no board contribution is available to students on a voluntary basis.
16 Teachers shall be eligible to participate in the student accident insurance program.

Legal References

1. TCA 49-2-102; TCA 8-19-101 *et seq.*
2. TCA 49-2-209
3. 45 CFR § 164.32 *et seq.*
4. TCA 49-2-208
5. ~~TCA 49-5-906~~

Cross References

- Payroll Procedures 2.802
Salary Deductions 2.803

Franklin Special Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 08/13/18
		Rescinds: 3.600	Issued: 03/13/17

- 1 The insurance program shall provide coverages in a minimum of the following broad categories:
- 2 1. **Property:** Buildings and contents against fire, extended coverage, vandalism and malicious
- 3 mischievous, boiler and machinery explosion; and vehicles;
- 4 2. **Liability:** Board members, director of schools and employees resulting from discharging their
- 5 duties;
- 6 3. **Worker's compensation;** and
- 7 4. **Fidelity:** Blanket bond and fiscal agent's bond as required by statute.
- 8 The director of schools shall continually review the insurance program to ensure that adequate protection
- 9 is being provided at a reasonable price.

10 GROUP HEALTH

11 The board shall provide group health insurance for all full-time (30 hours or more per week) employees.¹

12 The director of schools, after consultation with personnel, shall recommend carriers of insurance for

13 programs in which the board makes partial or full payments. The board shall approve all insurance

14 carriers.

15 An employee requesting a leave of absence may continue health insurance coverage upon payment of

16 the premium to the central office. If no arrangements are made for continuance of this coverage through

17 the central office, the insurance will terminate at the end of the month in which employee goes off the

18 payroll.

19 The director of schools/designee shall develop procedures to ensure the privacy of HIPAA protected

20 information.²

21 ANNUITIES³

22 Board-approved companies for tax-sheltered annuities shall include all companies presently having

23 contracts with employees.

24 The addition of a company to the list of board-approved companies shall be considered on written request

25 of agents of the company.

26 Written request for a change in annuity deductions shall be reported to the payroll office on or before

27 the first day of the month in which such change is to be effective.

1 RETIREES⁴

2 A post-retirement benefit shall be available to retirees which will pay the cost of health insurance at
3 retirement until the age of 65. This shall only apply to retirees and current employees who were employed
4 by an LEA within Tennessee prior to 2009-2010 without a break in service. This benefit is available
5 provided that the employee is eligible for retirement under the eligibility standards as set by the
6 Tennessee Retirement System and the Benefits Administration through the State of Tennessee: the
7 employee should refer to these publications for specific guidelines.

8 Retired employees will be permitted to pay the difference in an individual plan and a family plan on a
9 monthly basis and continue coverage if they so desire.

10 STUDENTS

11 Group accident insurance with no board contribution is available to students on a voluntary basis.
12 Teachers shall be eligible to participate in the student accident insurance program.

Legal References

1. TCA 49-2-209
2. 45 CFR § 164.306, 164.316
3. TCA 49-2-208
4. TCA 49-5-906

Cross References

Salary Deductions 2.803

4.2061 SPECIAL PROGRAMS – HOMEBOUND INSTRUCTION – 2nd Reading

This policy revision is from review due to a change to State Board of Education Regulation 0520-01-13-.01 for homebound instruction. Noted is the addition of specifying the *treating* physician to certify or recertify the homebound need. Duplicate language has been removed and references have been updated.

There were no changes requested by the Board upon 1st Reading.

Franklin Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Programs Homebound Instruction	Descriptor Code: 4.2061	Issued Date: <i>Proposed</i>
		Rescinds: 4.2061	Issued: 10/08/18

1 HOMEBOUND INSTRUCTION

2 The homebound instruction program is for students who because of a medical condition are unable to
3 attend the regular instructional program.¹ The homebound instruction program shall consist of three (3)
4 hours of instruction per week **while school is in session** for a period of time determined, on a case-by-
5 case basis, by the district.

6 To qualify for the homebound program, a student shall have a medical condition that will require the
7 student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at
8 least ten (10) instructional days for a student who has a chronic medical condition. The student shall be
9 certified by a **his/her treating** physician as having a medical condition that prevents him/her from
10 attending the regular instructional program. The services provided to the homebound student shall reflect
11 the student's capabilities and be determined by the homebound instructor, after consultation with
12 appropriate professional staff of the student's assigned school.

13 Recertification shall be obtained after the expiration of each period of homebound instruction if the
14 student's **treating** physician certifies, in writing, that the student has a medical condition that prevents
15 him/her from returning to the regular instructional program.

16 ~~HOMEBOUND PROGRAM FOR PREGNANT STUDENTS~~

17 ~~The homebound instruction program for pregnant students shall consist of three (3) hours of instruction~~
18 ~~per week for a period of six (6) weeks.~~

19 ~~The student's physician shall recommend, in writing, the six-week period for which the student shall be~~
20 ~~eligible for homebound instruction.~~

21 ~~A homebound instruction program for longer than the six (6) week period shall only be provided to a~~
22 ~~student who is certified in writing by her physician as having health complications arising from the~~
23 ~~pregnancy that prevent her from returning to regular classes.~~

Legal References

1. TCA 49-10-1101; TRR/MS 0520-01-02-.10

Cross References

Virtual Education Program 4.212
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404

Franklin Special Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Special Programs Homebound Instruction	Descriptor Code: 4.2061	Issued Date: 10/08/18
		Rescinds: 4.2061	Issued: 06/12/17

1 **HOMEBOUND INSTRUCTION**

2 The homebound instruction program is for students who are unable to attend the regular instructional
3 program, because of a medical condition.¹ The homebound instruction program shall consist of three (3)
4 hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

5 To qualify for the homebound program, a student shall have a medical condition that will require the
6 student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at
7 least ten (10) instructional days for a student who has a chronic medical condition. The student shall be
8 certified by a physician as having a medical condition that prevents him/her from attending the regular
9 instructional program. The services provided to the homebound student shall reflect the student’s
10 capabilities and be determined by the homebound instructor, after consultation with appropriate
11 professional staff of the student's assigned school.

12 Recertification shall be obtained after the expiration of each period of homebound instruction if the
13 student’s physician certifies, in writing, that the student has a medical condition that prevents him/her
14 from returning to the regular instructional program.

15 **HOMEBOUND PROGRAM FOR PREGNANT STUDENTS**^{1,2}

16 The homebound instruction program for pregnant students shall consist of three (3) hours of instruction
17 per week for a period of six (6) weeks.²

18 The student's physician shall recommend, in writing, the six-week period for which the student shall be
19 eligible for homebound instruction.

20 A homebound instruction program for longer than the six (6) week period shall only be provided to a
21 student who is certified in writing by her physician as having health complications arising from the
22 pregnancy that prevent her from returning to regular classes.

Legal References

1. TCA 49-10-1101; Public Acts of 2018, Chapter No. 625
2. TRR/MS 0520-01-02-.10

Cross References

- Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404

4.400 TEXTBOOKS AND INSTRUCTIONAL MATERIALS –

New title – 2nd Reading

4.401 TEXTBOOKS – *Deletion – 2nd Reading*

TSBA has provided a model policy for direction on **combining** the current policies for instructional materials (4.400) and textbooks (4.401) to clarify the relationship between textbooks and instructional materials.

With approval of this update, the title of Policy 4.400 changes from “Instructional Materials” and is rewritten to combine policies, and Policy 4.401, “Textbooks”, will be deleted.

Also included in the rewriting of this policy under the “Selection” heading is the provision for seeking a waiver to use materials that are not included on the list approved by the State Textbook Commission, based on a new State Board of Education regulation. To date we have selected materials on the State list and have not requested a waiver.

There were no changes requested by the Board upon 1st Reading.

Franklin Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbooks and Instructional Materials	Descriptor Code: 4.400	Issued Date: <i>Proposed</i>
		Rescinds: 4.400, 4.401	Issued: 07/21/14

1 **General**

2 All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality
3 learning experiences for students **in accordance with state law.**¹ The Board shall provide a wide range of
4 textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and
5 support the educational programs.

6 **SELECTION**²

7 The responsibility to select textbooks and instructional materials, as recommended by the State Textbook
8 Commission, rests with the local textbook selection committees, subject to approval by the Board. **Use
9 of textbooks and instructional materials not on the list approved by the State Textbook Commission is
10 permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.**

11 The Director of Schools shall establish a procedure for providing citizens of the community with an
12 opportunity to examine proposed textbooks and instructional materials prior to their final
13 adoption,³ including public notice of the time and location at which textbooks and instructional materials
14 may be examined. Once approved by the Board, the Director of Schools/designee shall post the list of
15 all approved textbooks and instructional materials on the school district's website and send a copy of the
16 list to the Commissioner of Education.²

17 **DISTRIBUTION**

18 The Director of Schools shall designate an employee to be responsible for the purchase and distribution
19 of textbooks and instructional materials in each school. Students shall receive these items at no cost.

20 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**⁴

21 Textbooks and instructional materials are property of the Board and shall be returned at the end of the
22 school year, upon completion of the course, or upon withdrawal from a course or school.
23 Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and
24 instructional materials received and used by their children. The Director of Schools shall be responsible
25 for developing an administrative procedure regarding the replacement of lost or damaged textbooks and
26 instructional materials.

27 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**³

28 A list of textbooks and instructional materials shall be revised annually by principals under the direction
29 of the Director of Schools.

1 Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional
2 materials including, but not limited to, teaching materials, teaching aids, handouts, and tests that are
3 developed by and graded by their child's teacher.

4 **COMPLAINTS & RECONSIDERATION**

5 The Director of Schools shall develop forms and procedures to enable citizens to give input, feedback,
6 or file complaints regarding the selection or content of approved textbooks. Following the conclusion
7 of this administrative process, a complainant may appeal an outcome to the Board.

8 The Director of Schools shall develop procedures for the inspection of materials and distribute these
9 procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

Surplus Property Sales 2.403
Reconsideration of Instructional Materials and Textbooks
4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Franklin Special Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date: 07/21/14
		Rescinds: 4.400	Issued: 11/20/00

- 1 All classrooms and learning centers shall be equipped with the instructional materials needed to provide
2 quality learning experiences for students.
- 3 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
4 generate critical thinking, and support the educational programs. The director of schools shall develop
5 procedures to review and reconsider instructional materials that are allegedly inappropriate.
- 6 A list of textbooks and instructional materials shall be revised annually by building administrators under
7 the direction of the director of schools.
- 8 Upon request, parents/guardians shall have the ability to inspect the following items: instructional
9 materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by
10 their child’s teacher. The director of schools shall develop procedures for the inspection of materials
11 and distribute these procedures to each principal.¹

Legal References

1. 20 USCS § 1232h(a); TCA 49-6-7003

Franklin Special Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Textbooks	Descriptor Code: 4.401	Issued Date: 07/21/14
		Rescinds: 4.401	Issued: 01/13/14

1 **SELECTION**¹

2 The selection of textbooks shall be completed according to the laws and policies required by the State
3 of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with
4 the local textbook selection committees subject to approval by the Board. The director of schools shall
5 establish a procedure for providing the citizens of the community with an opportunity to examine
6 proposed textbooks prior to their final adoption,² including public notice of time and location at which
7 textbooks may be examined. Once the proposed textbooks have been approved by the Board, the director
8 of schools shall post the list of all approved textbooks and instructional materials on the school system’s
9 website and send a copy of the list to the commissioner of education.

10 **COMPLAINTS & RECONSIDERATION**

11 The director of schools shall develop forms and procedures to enable citizens to give input, feedback, or
12 file complaints regarding the selection or content of approved textbooks. Following the conclusion of
13 this administrative process, a complainant may appeal an outcome to the Board.

14 **DISTRIBUTION**

15 The director of schools shall designate an employee to be responsible for the purchase and distribution
16 of textbooks in each school. The principal shall be responsible for seeing that each student receives the
17 required textbooks at no cost to the student.

18 **CARE OF TEXTBOOKS – moves to Procedures Manual**

19 Textbooks are property of the Board and shall be returned at the end of the school year, upon completion
20 of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they
21 will be responsible for the textbooks received and used by their children.

22 The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed
23 books:

Age of Book	Amount Collected
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

28 The Board shall approve and periodically review a schedule of fines for damaged books. In cases where
29 the book is damaged to the extent it is no longer useable, the amount collected shall conform to the

1 reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent
2 damages, loses or defaces the textbook either through willful intent or neglect.⁴

3 Following an interview with parties and an investigation, if needed, the principal may assess the
4 appropriate fine and notify the parents in writing.

5 The principal may include with the notice a provision stating that failure to pay the fine imposed within
6 a reasonable time may result in the imposition of one of the following sanctions:³

- 7 1. Refusal to issue any additional textbooks until restitution is made;
- 8 2. Withholding of all report cards, diplomas, certificates of progress, or transcripts until restitution
9 is made; or
- 10 3. Not allowing the pupil to take interim or final examinations or to earn course credit in the
11 course for which the textbook is prescribed until restitution is made.

12 The principal may waive the assessment of fines when in his/her judgment the student is the victim of
13 uncontrollable circumstances and not responsible for the damages.

14 **INSPECTION**

15 A list of textbooks used by the schools shall be revised annually by building administrators under the
16 direction of the director of schools. Textbooks shall be available for inspection by parents/guardians
17 upon request, and the director of schools shall develop procedures for the inspection of materials and
18 distribute these procedures to each principal.⁵

Legal References

1. TCA 49-6-2207(c), (e)-(f); TCA 49-6-2202(d)
2. 20 USCS § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B)
4. TCA 49-3-310(1)(C)
5. 20 USCA § 1232h(a); TCA 49-6-7003

Cross References

Personal Property Sales 2.403
Reconsideration of Instructional Materials 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

6.402 PHYSICAL EXAMINATIONS AND IMMUNIZATIONS – 2nd Reading

State law now includes an additional vaccine exemption in TCA 49-6-5001.

If in the future any COVID-19 or variant vaccine is required for students, an exemption will be granted for individuals whose religious tenets and practices conflict with vaccination.

This is in addition to exemption provided by TCA 49-6-5001 due to medical reasons if the student has a written statement from his or her doctor excusing him/her from such immunization.

TSBA has provided updated language for this additional exemption.

There were no changes requested by the Board upon 1st Reading.

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: Proposed
		Rescinds: 6.402	Issued: 02/08/21

1 PHYSICAL EXAMINATIONS¹

2 The principal shall ensure that there is a complete physical examination of each student prior to²:

- 3 1. Entering school for the first time. This applies to Pre-K, Kindergarten, and other students for
4 whom there is no health record; and
5
- 6 2. Participation as a member of any athletic team or in any other strenuous physical activity
7 program.³

8 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be
9 on file in the principal's office.

10 Screening tests as required by the Tennessee Department of Education and the Department of Health
11 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates
12 a condition that might interfere with their student's progress.

13 The school district will not conduct physical examinations of a student without parental consent or by
14 court order, unless the health or safety of the student or others is in question.⁴³

15 IMMUNIZATIONS

16 No students entering school, including those entering kindergarten, those from out-of-state, and those
17 from nonpublic schools, will be permitted to enroll without proof of immunization as determined by the
18 Commissioner of Public Health.^{2,5}⁴ It is the responsibility of the parent(s)/guardian(s) to have their
19 children immunized and to provide such proof by submitting a TN Immunization Certificate to the
20 principal of the school which the student is to attend.^{5,4}

21 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
22 written statement that such measures conflict with the one of the following:

- 23 1. His/her religious tenets and practices **if** in the absence of an epidemic or immediate
24 threat **hereof** of an epidemic. This exemption will continue to be an option in the event of a
25 **COVID-19 or any variant outbreak,**^{6,5} or
26
- 27 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
28 him/her from such immunization.^{7,6}

29 Proof of religious exemptions will be in writing and accompanied by a Tennessee Immunization
30 Certificate documenting proof of a health examination by a licensed medical doctor (MD) or doctor of

- 1 osteopathic medicine (DO). Proof of medical exemptions will be documented on a Tennessee
- 2 Immunization Certificate signed by a physician (MD or DO) or the health department.
- 3 A list of transfer students shall be kept at each school in order that their records may be monitored by
- 4 the Department of Health.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400
Vaccination(s) Refusal Due to Personal Religious Beliefs 6.402.1

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 02/08/21
		Rescinds: 6.402	Issued: 10/08/12

1 **PHYSICAL EXAMINATIONS¹**

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time.² This applies to Pre-K, Kindergarten, and other students for
4 whom there is no health record; and
5
- 6 2. Participation as a member of any athletic team or in any other strenuous physical activity
7 program.³

8 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be
9 on file in the principal's office.

10 Screening tests as required by the Tennessee Department of Education and the Department of Health
11 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates
12 a condition that might interfere with their student's progress.

13 The school district will not conduct physical examinations of a student without parental consent or by
14 court order, unless the health or safety of the student or others is in question.⁴

15 **IMMUNIZATIONS**

16 No students entering school, including those entering kindergarten, those from out-of-state, and those
17 from nonpublic schools, will be permitted to enroll without proof of immunization as determined by the
18 Commissioner of Public Health.^{2,5} It is the responsibility of the parent(s)/guardian(s) to have their
19 children immunized and to provide such proof by submitting a TN Immunization Certificate to the
20 principal of the school which the student is to attend.⁵

21 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
22 written statement that such measures conflict with the one of the following:

- 23 1. His/her religious tenets and practices, in the absence of an epidemic or immediate threat thereof;⁶
24 or
25
- 26 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
27 him/her from such immunization.⁷

28 Proof of religious exemptions will be in writing and accompanied by a Tennessee Immunization
29 Certificate documenting proof of a health examination by a licensed medical doctor (MD) or doctor of

- 1 osteopathic medicine (DO). Proof of medical exemptions will be documented on a Tennessee
- 2 Immunization Certificate signed by a physician (MD or DO) or the health department.
- 3 A list of transfer students shall be kept at each school in order that their records may be monitored by
- 4 the Department of Health.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
5. TCA 49-6-5001(a),(c)
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400
Vaccination(s) Refusal Due to Personal Religious Beliefs 6.402.1

5.3023 COVID-19 SICK LEAVE – *New Policy 1st Reading*

The previous adoption of this policy expired as of June 30th, and deleted at the July meeting.

Due to the fact that many personnel have been negatively impacted again this year by COVID-19, many have requested the reinstatement of a COVID Sick Leave policy.

The administration requests that this policy is reinstated and retroactive back to July 1, 2021, and that it carry through December 17, 2021 for an employee being unable to work because the employee has a confirmed diagnosis of COVID-19.

This policy was tabled at the September meeting for review at the October meeting.

Franklin Special Board of Education			
Monitoring: Review: After December 17, 2021	Descriptor Term: COVID-19 Sick Leave	Descriptor Code: 5.3023	Issued Date: Proposed
		Rescinds: Deletion 5.3023	Issued: 07/19/21

- 1 Employees are entitled to up to ten (10) days of paid COVID-19 leave between July 1, 2021 and
- 2 December 17, 2021 if they are unable to work because the employee has a confirmed diagnosis of
- 3 COVID-19. The request for COVID leave must be accompanied with evidence of a positive test result.
- 4 This additional leave will expire December 17, 2021.

Cross References

Sick Leave 5.302

Franklin Special Board of Education

Monitoring: Review: After June 30, 2021	Descriptor Term: COVID-19 Sick Leave	Descriptor Code: DELETED	Issued Date: 07/19/21
		Rescinds: 5.3023	Issued: 01/11/12

1 Employees are entitled to up to ten (10) days of paid 2021 COVID-19 leave between January 1, 2021
2 and June 30, 2021 if they are unable to work or telework because the employee:

- 3 1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 4 2. Has been advised by a health care provider to self-quarantine related to COVID-19; or
- 5 3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

6 This additional leave will expire on June 30, 2021.

Cross References

Sick Leave 5.302

	FES					JES					LES					MES					PGES			
	Female	Male	Teachers	Avg		Female	Male	Teachers	Avg		Female	Male	Teachers	Avg		Female	Male	Teachers	Avg		Female	Male	Teachers	Avg
Pre-Kindergarten (P3)	1	3	2	2.0		2	3	1	5.0		3	2	1	5.0		1	3	1	4.0		1	1	1	0
Pre-Kindergarten (P4)	16	14	1	30.0		8	8	1	16.0		6	11	1	17.0		6	13	1	19.0		10	13	1	23
Kindergarten	26	32	3	19.3		31	30	4	15.3		42	44	5	17.2		43	51	5	18.8		26	29	3	18.33
Pre-First	0	0	0	0.0		0	0	0	0.0		0	0	0	0.0		0	0	0	0.0		0	0	0	0
Grade 1	27	25	3	17.3		23	36	4	14.8		59	42	6	16.8		48	51	5	19.8		33	31	4	16
Grade 2	43	29	4	18.0		20	25	4	11.3		42	42	5	16.8		43	55	5	19.6		22	33	4	13.75
Grade 3	24	23	3	15.7		32	22	3	18.0		24	45	4	17.3		47	44	5	18.2		29	44	4	18.25
Grade 4	37	18	3	18.3		25	25	3	16.7		43	50	5	18.6		51	44	5	19.0		38	26	4	16
Total Students	174	144		318		141	149		290		219	236		455		239	261		500		159	177		336

Asian	9		3%			30		11%			18		4%			54		11%			10		3%	
Black	38		13%			69		26%			36		8%			48		10%			21		7%	
Hispanic-All Races	36		13%			63		23%			139		32%			76		16%			132		42%	
Native American	1		0%			1		0%			0		0%			2		0%			2		1%	
Hawaiian/Pacific Islander	1		0%			1		0%			5		1%			5		1%			0		0%	
White	199		70%			105		39%			235		54%			292		61%			146		47%	
TOTAL WITHOUT PRE-K	284					269					433					477					311			

	FIS					FMS					PGMS												
	Female	Male	Teachers	Avg		Female	Male	Teachers	Avg		Female	Male	Teachers	Avg									
Grade 5	130	151	12	23.4											35	37	4	18					
Grade 6	128	134	12	21.8											36	36	4	18					
Grade 7						123	133	13	19.7						34	56	4	22.5					
Grade 8						114	141	12	21.3						53	46	4	24.75					
Total Students	258	285		543		237	274		511						158	175		333					

Grade	Average Size
K-3	17.0
4-6	18.9
7-8	22.0

Asian	36		7%			27		5%							14		4%						
Black	80		15%			99		19%							17		5%						
Hispanic-All Races	124		23%			134		26%							120		36%						
Native American	3		1%			4		1%							3		1%						
Hawaiian/Pacific Islander	0		0%			2		0%							2		1%						
White	300		55%			245		48%							177		53%						
TOTAL WITHOUT PRE-K	543					511									333								
TOTAL WITHOUT PRE-K	3161				TOTAL WITH PRE-K	3286			TOTAL PRE-K	125													

FSSD Demographics - 10/1/2021

FSSD Tuition Students

FY 2020-2021

	Non Employee	Employee	Total
<u>Franklin Elementary School</u>			
Kindergarten		4	4
First Grade		6	6
Second Grade			0
Third Grade		3	3
Fourth Grade		2	2
FES Total	0	15	15
<u>Johnson Elementary School</u>			
Kindergarten	2	3	5
First Grade	2	3	5
Second Grade	1	6	7
Third Grade	1	3	4
Fourth Grade		4	4
JES Total	6	19	25
<u>Liberty Elementary School</u>			
Kindergarten			0
First Grade			0
Second Grade		1	1
Third Grade		1	1
Fourth Grade		1	1
LES Total	0	3	3
<u>Moore Elementary School</u>			
Kindergarten		2	2
First Grade		1	1
Second Grade		3	3
Third Grade		1	1
Fourth Grade		3	3
MES Total	0	10	10
<u>Freedom Intermediate School</u>			
Fifth Grade		1	1
Sixth Grade	1	6	7
FIS Total	1	7	8
<u>Freedom Middle School</u>			
Seventh Grade	1	4	5
Eighth Grade		5	5
FMS Total	1	9	10
<u>Poplar Grove Elementary School</u>			
Kindergarten		3	3
First Grade		2	2
Second Grade		3	3
Third Grade		5	5
Fourth Grade	1	8	9
PGES Total	1	21	22
<u>Poplar Grove Middle School</u>			
Fifth Grade		4	4
Sixth Grade	1	6	7
Seventh Grade		8	8
Eighth Grade	2	1	3
PGMS Total	3	19	22
Grand Total	12	103	115

FSSD Tuition Students

FY 2021-2022

	Non Employee	Employee	Total
<u>Franklin Elementary School</u>			
Kindergarten		2	2
First Grade		4	4
Second Grade		6	6
Third Grade	1	0	1
Fourth Grade		3	3
FES Total	1	15	16
<u>Johnson Elementary School</u>			
Kindergarten	1	1	2
First Grade		3	3
Second Grade	2	2	4
Third Grade	1	6	7
Fourth Grade	1	2	3
JES Total	5	14	19
<u>Liberty Elementary School</u>			
Kindergarten		1	1
First Grade			0
Second Grade			0
Third Grade			0
Fourth Grade		2	2
LES Total	0	3	3
<u>Moore Elementary School</u>			
Kindergarten		1	1
First Grade		3	3
Second Grade		1	1
Third Grade		3	3
Fourth Grade		1	1
MES Total	0	9	9
<u>Freedom Intermediate School</u>			
Fifth Grade		8	8
Sixth Grade	2	0	2
FIS Total	2	8	10
<u>Freedom Middle School</u>			
Seventh Grade	1	6	7
Eighth Grade	2	6	8
FMS Total	3	12	15
<u>Poplar Grove Elementary School</u>			
Kindergarten		5	5
First Grade	1	3	4
Second Grade		2	2
Third Grade	2	3	5
Fourth Grade		4	4
PGES Total	3	17	20
<u>Poplar Grove Middle School</u>			
Fifth Grade		7	7
Sixth Grade		4	4
Seventh Grade	1	5	6
Eighth Grade		9	9
PGMS Total	1	25	26
Grand Total	15	103	118

FRANKLIN SPECIAL SCHOOL DISTRICT
Investment Report
August 31, 2021

Local Government Investment Pool

Interest Rate for August: .02%

General Investment Account

Beginning Balance	\$ 5,380,919.17
Interest	68.94
Withdrawals	(1,800,000.00)
Deposits	
Total Invested	\$ 3,580,988.11

Debt Service Investment Account

Beginning Balance	\$ 351,171.83
Interest	5.96
Withdrawals	-
Deposits	
Total Invested	\$ 351,177.79

Capital Projects Investment Account

Beginning Balance	\$ 2.69
Interest	-
Withdrawals	-
Deposits	-
Total Invested	\$ 2.69

Construction Investment Account

Beginning Balance	\$ 27,796,321.03
Interest	449.46
Withdrawals	(2,101,779.32)
Deposits	-
Total Invested	\$ 25,694,991.17

FRANKLIN SPECIAL SCHOOL DISTRICT
Investment Report
August 31, 2021

First Tennessee Bank

General Purpose Checking	
Beginning Balance	\$ 1,187,519.00
Receipts	2,249,194.53
Receipts - Loan from First Horizon (Tax Anticipation)	
Receipts - Loan	
Interest	116.35
Transfer from Investments	1,800,000.00
Transfer to Investments	
Pmt of Tax Anticipation Loan First Horizon	
Pmt of Loan to - Debt	
Disbursements	(4,891,295.31)
Ending Balance	\$ 345,534.57
Debt Service Checking	
Beginning Balance	\$ 692,726.34
Receipts	7,429.94
Receipts - Loan Payment fr GP	
Interest	59.14
Transfer from Investments	
Transfer to Investments	
Loan to Capital Proj	
Disbursements	
Ending Balance	\$ 700,215.42
Capital Projects Checking	
Beginning Balance	\$ 193,713.82
Receipts	73,480.94
Interest	18.46
Loan fr Debt Service	
Transfer from GP Loan	
Reimb fr GP-Exp	
Disbursements	(57,581.65)
Ending Balance	\$ 209,631.57
Construction Checking	
Beginning Balance	\$ 39,676.64
Receipts	
Interest	12.72
Transfer fr LGIP	2,101,779.32
Transfer to LGIP	
Disbursements	(2,101,779.32)
Ending Balance	\$ 39,689.36

Fnd T	Acct	Obj	Prj	Loc	Prq	Acct	2021-22		September 2021-22		2021-22		Uncollected	
							Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance		
141														
	141 R	46981					0.00	64,499.63	0.00	0.00	0.00	64,499.63		
							0.00	0.00	0.00	0.00	0.00	0.00		
	141 R	47143					0.00	0.00	0.00	0.00	0.00	0.00		
							0.00	0.00	0.00	0.00	0.00	0.00		
	141 R	47145					0.00	0.00	0.00	0.00	0.00	0.00		
							0.00	0.00	0.00	0.00	0.00	0.00		
	141 R	47304					0.00	0.00	0.00	0.00	0.00	0.00		
							0.00	0.00	0.00	0.00	0.00	0.00		
	141 R	47590					0.00	0.00	7,166.34	9,689.15	-9,689.15	0.00		
							0.00	0.00	0.00	0.00	0.00	0.00		
	141 R	48130					0.00	0.00	0.00	0.00	0.00	0.00		
							5,000.00	5,000.00	0.00	0.00	0.00	5,000.00		
	141 R	48990					0.00	0.00	0.00	0.00	0.00	0.00		
							0.00	0.00	0.00	0.00	0.00	0.00		
	141 R	49700					0.00	0.00	0.00	0.00	0.00	0.00		
							55,000.00	55,000.00	0.00	0.00	0.00	55,000.00		
	141 R	49800					0.00	0.00	0.00	0.00	0.00	0.00		
							56,687,558.00	56,692,057.63	2,213,265.27	4,512,150.83	52,179,906.80			
	141													

General Purpose

Fund	T Acct	Obj	Pri	Loc	Prq	Acct	General Purpose	2021-22		September 2021-22		2021-22		Encumbered		Unencumbered	
								Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance				
141	E	71100	---	---	---	---	Regular Education Program	27,161,989.00	27,161,989.00	2,193,217.90	4,071,089.43	86,490.90	23,004,408.67				
141	E	71150	---	---	---	---	Alternative Schools	89,000.00	89,000.00	42,407.95	42,407.95	0.00	46,592.05				
141	E	71200	---	---	---	---	Special Education Program	6,151,982.00	6,151,982.00	465,851.57	706,784.89	71,531.19	5,373,665.92				
141	E	72110	---	---	---	---	Attendance	0.00	0.00	0.00	0.00	0.00	0.00				
141	E	72120	---	---	---	---	Health Services	246,791.00	245,903.00	16,608.85	27,926.33	856.30	217,120.37				
141	E	72130	---	---	---	---	Other Student Support	1,018,757.00	1,018,757.00	83,822.30	151,116.60	12,199.11	855,441.29				
141	E	72210	---	---	---	---	Regular Instruction Program	2,932,547.00	2,997,045.63	240,844.35	452,595.22	15,259.81	2,529,191.60				
141	E	72220	---	---	---	---	Special Education Instruction	1,384,290.00	1,384,290.00	120,427.37	215,547.14	54,336.20	1,114,406.66				
141	E	72250	---	---	---	---	TECHNOLOGY	1,188,218.00	1,188,218.00	125,723.57	408,241.33	62,623.18	717,353.49				
141	E	72310	---	---	---	---	Board Of Education Services	1,515,880.00	1,515,880.00	13,242.74	338,923.92	292,280.17	884,675.91				
141	E	72320	---	---	---	---	Director of Schools	490,988.00	490,988.00	35,438.83	91,826.83	13,912.70	385,248.47				
141	E	72410	---	---	---	---	Office Of The Principal	3,674,138.00	3,674,138.00	289,747.09	733,624.70	51,248.68	2,889,264.62				
141	E	72510	---	---	---	---	Fiscal Services	719,965.00	719,965.00	59,445.97	151,892.12	504.42	567,568.46				
141	E	72520	---	---	---	---	Human Resources	360,539.00	360,539.00	25,147.32	66,467.16	5,861.00	288,210.84				
141	E	72610	---	---	---	---	Operation Of Plant	3,513,915.00	3,513,915.00	289,117.56	847,643.17	128,399.48	2,537,872.35				
141	E	72620	---	---	---	---	Maintenance Of Plant	742,036.00	682,036.00	61,697.54	157,829.10	64,956.69	459,250.21				
141	E	72710	---	---	---	---	Transportation	2,059,958.00	2,059,958.00	155,329.39	328,648.55	109,719.73	1,621,589.72				
141	E	72810	---	---	---	---	Central And Other	142,304.00	142,304.00	7,362.84	30,429.32	10,987.73	100,886.95				
141	E	73100	---	---	---	---	Food Supplies	0.00	0.00	0.00	0.00	0.00	0.00				
141	E	73300	---	---	---	---	Community Service	358,335.00	358,335.00	0.00	1,009.57	0.00	357,325.43				
141	E	73400	---	---	---	---	Early Childhood Education	502,026.00	581,838.89	45,059.77	67,951.61	180.91	513,706.37				
141	E	81300	---	---	---	---	Education Debt Service	0.00	0.00	0.00	0.00	0.00	0.00				
141	E	82130	---	---	---	---	Principal	216,700.00	216,700.00	0.00	36,454.00	182,453.00	-2,207.00				
141	E	82230	---	---	---	---	Interest	42,265.00	42,265.00	0.00	1,000.00	4,817.00	36,448.00				
141	E	82330	---	---	---	---	Other Debt Service	0.00	0.00	0.00	0.00	0.00	0.00				
141	-	-----	---	---	---	---	General Purpose	54,512,623.00	54,596,047.52	4,260,492.91	8,929,408.94	1,168,618.20	44,498,020.38				

142	End T Acct	Obj	Pri	Loc	Prq	Acct	2021-22		September 2021-22		2021-22		Encumbered		Unencumbered	
							Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance	Amount	Balance		
							194,390.00	1,786,184.77	17,007.29	24,813.74	343,964.14	1,417,406.89				
						Regular Education Program										
						Special Education Program	798,233.00	899,493.08	64,363.73	89,393.85	17,780.98	792,318.25				
						Attendance	0.00	8,000.00	0.00	0.00	0.00	8,000.00				
						Health Services	14,000.00	655,199.04	49,939.62	86,262.78	21,683.00	547,253.26				
						Other Student Support	153,019.00	473,598.77	19,625.43	37,984.59	650.00	434,964.18				
						Regular Instruction Program	185,095.00	269,095.00	1,796.32	9,532.96	17,915.95	241,646.09				
						Special Education Instruction	7,425.00	101,424.18	384.32	3,236.94	0.00	98,187.24				
						TECHNOLOGY	0.00	312,235.15	1,547.21	60,403.08	8,835.23	242,996.84				
						Director of Schools	0.00	0.00	0.00	0.00	0.00	0.00				
						Office Of The Principal	0.00	0.00	0.00	0.00	0.00	0.00				
						Fiscal Services	0.00	0.00	0.00	0.00	0.00	0.00				
						Human Resources	0.00	0.00	0.00	0.00	0.00	0.00				
						Operation Of Plant	0.00	250,000.00	0.00	0.00	0.00	250,000.00				
						Maintenance Of Plant	0.00	150,000.00	0.00	0.00	0.00	150,000.00				
						Transportation	15,850.00	505,850.00	1,856.22	2,097.91	254.94	503,497.15				
						Food Supplies	1,206.00	1,206.00	0.00	0.00	0.00	1,206.00				
						Community Service	0.00	0.00	0.00	0.00	0.00	0.00				
						Early Childhood Education	0.00	0.00	0.00	0.00	0.00	0.00				
						Regular Capital Outlay	0.00	418,228.56	0.00	0.00	0.00	418,228.56				
						Operating Transfer	54,479.00	238,857.74	0.00	0.00	0.00	238,857.74				
						Federal Programs	1,423,697.00	6,069,372.29	156,520.14	313,725.85	411,084.24	5,344,562.20				

Fnd T	Acct	Obj	Pri	LOC	Frg	Acct	2021-22		2021-22		September 2021-22		2021-22		Uncollected	
							Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance				
143						Food Service										
143	R 43521					Lunch Payments-Children	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
143	R 43522					Lunch Payments-Adults	49,000.00	0.00	49,000.00	0.00	0.00	2,212.25	46,787.75	0.00	46,787.75	0.00
143	R 43523					Income From Breakfast	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
143	R 43525					Ala Carte Sales	150,000.00	0.00	150,000.00	0.00	0.00	5,950.75	144,049.25	0.00	144,049.25	0.00
143	R 43990					Other Charges For Services	65,000.00	0.00	65,000.00	1,225.11	9,885.48	9,885.48	55,114.52	0.00	55,114.52	0.00
143	R 44530					Sale of Equipment	1,000.00	0.00	1,000.00	0.00	900.50	900.50	99.50	0.00	99.50	0.00
143	R 44560					Damage Recovered from Individu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
143	R 44570					Contributions & Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
143	R 44990					Other Local Revenue	0.00	0.00	0.00	170.00	360.54	360.54	-360.54	0.00	-360.54	0.00
143	R 46520					School Food Service	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
143	R 46980					Other State Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
143	R 47111					USDA School Lunch Program	1,235,000.00	0.00	1,235,000.00	0.00	0.00	0.00	1,235,000.00	0.00	1,235,000.00	0.00
143	R 47112					USDA Commodities	149,670.00	0.00	149,670.00	0.00	0.00	0.00	149,670.00	0.00	149,670.00	0.00
143	R 47113					Breakfast	642,000.00	0.00	642,000.00	0.00	0.00	0.00	642,000.00	0.00	642,000.00	0.00
143	R 47114					USDA Other	16,000.00	0.00	16,000.00	0.00	0.00	258,817.22	-242,817.22	0.00	-242,817.22	0.00
143	R 47115					USDA Food Service Equipment Gr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
143	R 47590					Other Federal Through State	140,000.00	0.00	140,000.00	20,042.27	27,031.63	27,031.63	112,968.37	0.00	112,968.37	0.00
143	-					Food Service	2,457,670.00	0.00	2,457,670.00	21,437.38	305,158.37	305,158.37	2,152,511.63	0.00	2,152,511.63	0.00

Fund T Acct	Obj	Pri	Loc	Prg	Acct	2021-22		September 2021-22		2021-22	Encumbered	Unencumbered
						Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance	
143					Food Service							
143 E	73100				Food Supplies	2,459,137.00	2,459,137.00	227,049.06	449,357.68	821,778.13	1,188,001.19	
143 -					Food Service	2,459,137.00	2,459,137.00	227,049.06	449,357.68	821,778.13	1,188,001.19	

2021-22	2021-22	September	2021-22	2021-22	Encumbered	Unencumbered
Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance	
1,341,799.00	1,341,799.00	102,974.44	260,613.63	8,151.24	1,073,034.13	
0.00	0.00	0.00	0.00	0.00	0.00	
1,341,799.00	1,341,799.00	102,974.44	260,613.63	8,151.24	1,073,034.13	

146 Community Service (MAC)

146 E 73300 --- --- --- Community Service

146 E 99100 --- --- --- Operating Transfer

146 - --- --- --- Community Service (MAC)

End T Acct	Obj	Pri	Loc	Prq	Acct	2021-22		2021-22		September 2021-22		2021-22		Uncollected	
						Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance				
156					Debt Service										
156 R	40610				Current Year Property Tax	6,540,270.00	0.00	6,540,270.00	0.00	0.00	0.00	0.00	6,540,270.00		
156 R	40620				Prior Year Property Tax	50,000.00	0.00	50,000.00	6,803.22	12,166.15	37,833.85				
156 R	40630				Interest & Penalty	10,500.00	0.00	10,500.00	585.93	948.79	9,551.21				
156 R	40640				Pick-Up Taxes	20,000.00	0.00	20,000.00	2,173.06	4,009.92	15,990.08				
156 R	4410				Interest Earned	1,000.00	0.00	1,000.00	57.75	186.12	813.88				
156 R	4490				Other Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00				
156 R	49800				Transfers In	0.00	0.00	0.00	0.00	0.00	0.00				
156 -					Debt Service	6,621,770.00	0.00	6,621,770.00	9,619.96	17,310.98	6,604,459.02				

Fnd T Acct	Obj	Pri	Loc	Prq	Acct	2021-22		September 2021-22		2021-22	Encumbered	Unencumbered
						Original Budget	Revised Budget	Monthly Activity	FYTD Activity			
156					Debt Service							
156 E	72310				Board Of Education Services	132,110.00	132,110.00	169.20	169.20	301.91	0.00	131,808.09
156 E	82130				Principal	3,235,000.00	3,235,000.00	0.00	0.00	0.00	0.00	3,235,000.00
156 E	82230				Interest	2,796,803.00	2,796,803.00	0.00	0.00	0.00	0.00	2,796,803.00
156 E	82330				Other Debt Service	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00
156 -					Debt Service	6,165,413.00	6,165,413.00	169.20	169.20	301.91	0.00	6,165,111.09

End T Acct	Obj	Prj	Loc	Prq	Acct	2021-22 Original Budget	2021-22 Budget Revisions	2021-22 Revised Budget	September 2021-22 Monthly Activity	2021-22 FYTD Activity	Uncollected Balance
						69,488,065.00	1,637,551.76	71,125,616.76	2,394,282.43	5,255,404.00	65,870,212.76
Grand Revenue Totals											

Number of Accounts: 327

***** End of report *****

2021-22	2021-22	September 2021-22	2021-22	Encumbered	Unencumbered
Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance
87,821,171.00	92,550,270.81	6,071,405.39	16,831,179.71	8,992,899.10	66,726,192.00
Grand Expense Totals					

Number of Accounts: 4461

***** End of report *****

FRANKLIN SPECIAL SCHOOL DISTRICT
Comparison of Sales Tax Revenue
FY 2020-21 to FY 2021-22

Received	For the	Actual Sales Tax Revenue				Increase (Decrease)		% Chg FY19-20	% Chg FY20-21	% Chg FY21-22	% Chg FY21-22
		FY18-19	FY19-20	FY20-21	FY21-22	Month-to-	Year-to-	compared to	compared to	compared to	compared to
During	Month of					Month	Date	FY18-19	FY19-20	FY20-21	FY20-21
Aug	May	\$ 487,292	\$ 493,498	\$ 486,669	\$ 596,966	\$ 110,297	\$ 110,297	1.3%	-1.4%	22.7%	22.7%
Sep	June	516,846	507,478	533,432	620,365	\$ 86,933	\$ 197,230	-1.8%	5.1%	16.3%	19.3%
Oct	July	476,218	493,500	523,021	612,954	\$ 89,933	\$ 287,163	3.6%	6.0%	17.2%	18.6%
Nov	Aug	498,698	505,911	532,701							
Dec	Sept	485,992	492,597	544,613							
Jan	Oct	506,973	514,543	555,813							
Feb	Nov	522,901	542,968	562,186							
Mar	Dec	683,074	744,403	816,850							
Apr	Jan	441,423	479,353	555,149							
ADA Adjustment		(234,092)	(67,495)	(306,074)							
May	Feb	416,114	439,802	462,905							
June	March	487,736	479,700	561,919							
July	April	481,548	426,422	593,537							
Total YTD		\$ 5,770,723	\$ 6,052,681	\$ 6,422,720	\$ 1,830,285	\$ 287,163					

FY 2021-2022 Budgeted Total \$ 6,500,000

Actual Over (Under) Budget \$ (4,669,715)

% of Budget Received YTD 28.2%