

Board of Education Regular Meeting

August 14, 2023 6:30 PM

Johnson Elementary School, 815 Glass Lane, Franklin, Tennessee 37064

- I. **MEETING CALLED TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **RECOGNITIONS/GOOD NEWS AWARDS**
- IV. **PUBLIC INPUT**
- V. **REPORTS/PRESENTATIONS/DISCUSSIONS**
 - V.1. Teaching & Learning Spotlight
 - V.2. Opening Day Video
 - V.3. Construction Report
- VI. **APPROVAL OF BOARD AGENDA**
- VII. **APPROVAL OF CONSENT AGENDA**
 - VII.1. Minutes of Board Meeting dated July 17, 2023
 - VII.2. Minutes of Board Work Session dated July 21, 2023
- VIII. **BUSINESS BEFORE THE BOARD**
 - VIII.1. Policy Revision: Notification of Meetings (1.402) - *2nd Reading*
 - VIII.2. Policy Revision: Appeals To and Appearances Before the Board (1.404) - *2nd Reading*
 - VIII.3. Policy Revision: Application and Employment (5.106) - *2nd Reading*
 - VIII.4. Policy Revision: Assignment / Transfer (5.115) - *2nd Reading*
 - VIII.5. Policy Revision: Sick Leave (5.302) - *2nd Reading*
 - VIII.6. Policy Revision: Sick Leave Bank (5.3021) - *2nd Reading*
 - VIII.7. Policy Revision: Staff Rights and Responsibilities (5.600) - *2nd Reading*
 - VIII.8. Policy Revision: Physical Examinations and Immunizations (6.402) - *2nd Reading*
 - VIII.9. Policy Revision: Summer Instructional Programs (4.2041) - *1st Reading*
 - VIII.10. Policy Revision: Extracurricular Activities (4.300) - *1st Reading*

VIII.11. **Policy Revision: Library Materials (4.403) - *1st Reading***

VIII.12. **Policy Revision: Family and Medical Leave (5.305) - *1st Reading***

VIII.13. **Policy Revision: Student Surveys, Analyses, and Evaluations (6.4001) - *1st Reading***

IX. **DIRECTOR OF SCHOOLS REPORT**

X. **UPDATES**

X.1. **Teaching and Learning**

X.2. **Finance and Administration**

XI. **ANNOUNCEMENTS**

XII. **ADJOURNMENT**

FSSD Student Artist of the Month

Miguel Torres, age 14 • Poplar Grove Middle School



Former Poplar Grove Middle School student (and current Centennial High ninth-grader) **Miguel Torres** created this colorful piece of art during a lesson in Ms. Lauren Lowry's art class where students were introduced to a new form of artmaking, called Neurographic art. This is a process where students are taught specific ways to meditate through art. It allows them to de-stress while creating layers of unique abstract designs. This form of artmaking teaches students to use mindfulness as a tool to escape everyday stressors.

Miguel's artwork is currently displayed in the central office and is featured on our employee birthdays for the month of August. A special thank you to Chuck Sugg and **Sonic Drive-In** for sponsoring the student artist of the month program with a generous \$15 gift card.

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: August 1, 2023
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 August Board Meeting



Spotlight:

Targeted Support for 2023 Summer Learning Camp

Without a doubt, the effectiveness and success of the FSSD Summer Learning Camp (SLC) can be attributed to not only skilled and dedicated SLC teachers, administrators, and staff, but also to the targeted support provided by members of Teaching and Learning and Finance and Administration.

This includes everyone and everything from:

- Human resources expertise and guidance regarding staff hiring practices and questions.
- Food and culinary personnel who ensure nutritious and delicious sustenance for all students – breakfast, lunch, and snacks.
- The transportation department balancing the schedules and logistics of several summer programs in addition to top-notch service for SLC.
- Outstanding maintenance and custodial efforts for every corner of the schools utilized by SLC.
- MAC warmly welcoming SLC students.
- Instructional technology specialists and the technology department expertly supporting the registration process, student and teacher devices, Clever badges (so students can access digital academic resources), state-required testing, a considerable number of digital academic resources, and phones for SLC administrators and office staff.
- The federal programs and student performance supervisor skillfully organizing, providing training on, administering, and reporting on pre- and post-assessments.
- Timely and informative communications to parents about SLC registration, dates, times and other pertinent details.
- Experienced parent liaison and student support services supervisor advocacy for Spanish-speaking parents.
- From the T&L assistant: adroit assistance with daily supplies and materials for teachers, students, and administrators, budgeting, and the SLC ePlan funding application required by the state department.

- The special populations supervisor consulting with SLC administrators and teachers to ensure students with special needs are properly and fully supported. (A caveat: per Tennessee legislation, Individual Education Plan (IEP) goals are not addressed during SLC.)
- The safety supervisor carefully coordinating with law enforcement to staff SROs and crossing guards for SLC and with the SLC administrators to complete safety drills during the camp as well as to implement safe and secure drop-off and dismissal procedures.

I could write a short novel about each of these bullets and the educators associated with them! However, in this spotlight I will focus briefly on the SLC support around curricula. With work that is ongoing throughout the previous school year, Curriculum and Professional Learning Supervisor Mrs. Summer Carlton and Reading and RtI Coordinator Dr. Gina Looney select and secure the high-quality instructional resources utilized at SLC as well as furnish any necessary related professional learning for teachers and staff.

We rely on our district-adopted resources as the foundation for reading and math instruction, along with several additional supplemental resources. The Science, Technology, Reading, Engineering, Arts, Math (STREAM) Camp resources originated from the state-provided Defined Learning materials and consisted of STREAM challenges geared for specific grade levels. For the 2023 SLC, our instructional resources for classroom and intervention instruction are listed below:

Rising 1st – Rising 5th Graders

- ELA 95% Core Phonics (Rising 1st – 5th)
- 95% Phonological Awareness (Rising K)
- Wonders ELA (Rising 4th – Rising 5th)
- Moving with Math Extensions (Rising K – Rising 5th)
- iReady Math and Teacher Toolbox (Rising 1st – Rising 5th)
- Imagine Learning digital resource (Rising 1st – Rising 3rd)
- iReady Reading digital resource (Rising 4th – Rising 5th)
- Read Aloud Library: Vocabulary & Listening Comprehension (Rising K – Rising 2nd)
- Vocabulary Workshop (Rising 3rd – Rising 5th)

Rising 6th – Rising 9th Graders

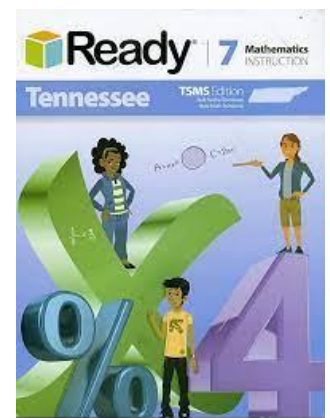
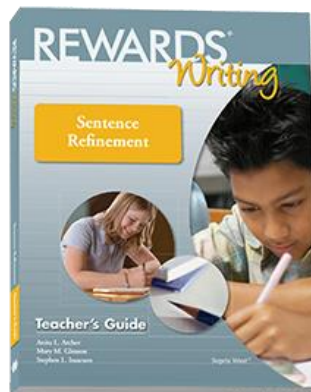
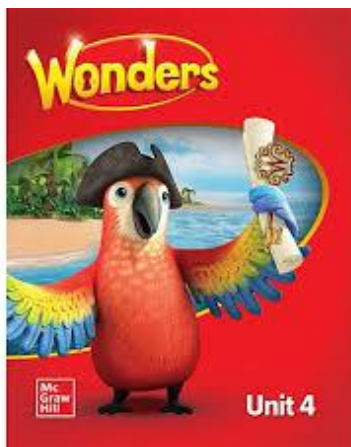
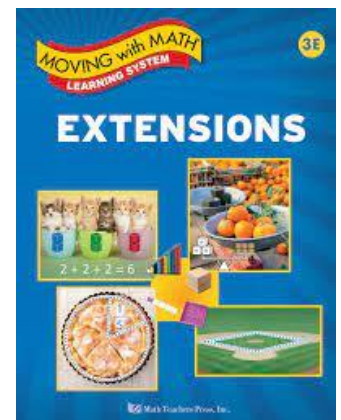
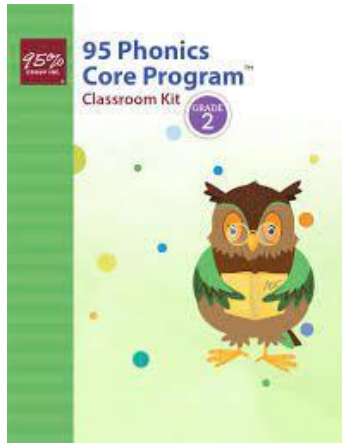
- Open Up ELA (Rising 6th)
- Savvas myPerspectives ELA (Rising 7th)
- StudySync ELA (Rising 8th – Rising 9th)
- iReady Math and Teacher Toolbox (Rising 6th – Rising 9th)
- Moving with Math Extensions (Rising 6th – Rising 9th)
- Achieve3000 digital ELA resource (Rising 6th – Rising 9th)
- Vocabulary Workshop (Rising 6th – Rising 9th)
- Rewards ELA Intervention (Rising 6th – Rising 9th)

There are, of course, a variety of components and actions crucial to the successful and effective use of these materials. You may note that for the first time in its three-year history, SLC served rising kindergarten students; their curricular needs were most definitely not overlooked! Dr. Looney and Mrs. Carlton prepared lesson plans and pacing guides, which they introduced to teachers at the SLC staff onboarding day; they distributed the instructional materials as well. SLC administrators Dr.

Cinamon Collins and Dr. Starr Wallace, with the backing of T&L, most definitely set teachers up to maximize student learning during the four weeks of SLC!

For all of the digital resources, Dr. Looney and Mrs. Carlton collaborate closely with the instructional technology specialists (during the summer of 2023: Dr. Josh Bracamontes, Mrs. Shelly Robinson, and Mrs. Amber Whitley) to integrate the use of FSSD's single sign on, Clever, and set up/troubleshoot any issues with login credentials for teachers and students. Further, they oversee the organization, distribution, and at the conclusion of SLC, the collection and inventory of curricula so that it may be used at subsequent camps if appropriate. Their collaboration with SLC educators and guidance around the SLC curricula did not end once the camp kicked off. Regular visits to SLC and check-ins with teachers and the administrators have been the norm for the last three summers. This June, Dr. Looney even taught a few brief fluency lessons!

Suffice it to say that it is a privilege for the Teaching and Learning and Finance and Administration teams to have the additional opportunity SLC presents to serve our students, staff, and families to the very best of our abilities.



Curriculum & Professional Learning – Summer Carlton

August 1 Opening Day

- Our opening day kicked off the school year with a ceremony including a welcome and opening remarks from Dr. Snowden, welcome from Teaching and Learning by Dr. Decker, an introduction of new employees by Dr. Esslinger, and a presentation from our keynote speaker, Dr. Marcia Tate. Dr. Tate is the former Executive Director of Professional Development for the DeKalb County Schools and is also a former teacher, reading specialist, language arts coordinator, and staff development director. As an educational consultant, she has taught over 500,000 administrators, teachers, parents, and community leaders throughout the world and has authored eleven books, eight of which are included in the best-selling Worksheets Don't Grow Dendrites series. Dr. Tate received her bachelor's degree at Spelman College, a master's at the University of Michigan, a specialist degree in educational leadership at Georgia State University, and a doctorate in education at Clark Atlanta University.

The focus for the remainder of the day of professional learning centered around new curricular resources, district collaborative planning time, and campus professional learning community time. Teachers, paraprofessionals, and other staff engaged in the below professional learning opportunities to equip them for the upcoming school year.

- **iReady Classroom Mathematics:** Kindergarten through fourth grade teachers attended a question-and-answer session over the new math adoption curricular resources. This was a follow-up to the implementation training teachers attended over the summer.
- **Big Ideas Math:** Math teachers in seventh and eighth grade attended a professional learning session for the new math adoption curriculum. This was a follow-up to the implementation training teachers attended over the summer.
- **Newsela:** Newsela is a new digital resource that provides relevant, accessible content that supports state standards and real-time instructional decision-making. This resource will be used by our fifth through eighth grade ELA, science and social studies teachers. Newsela provided a follow-up training to the implementation training teachers attended over the summer.
- **Bloomsights:** This digital resource provides educators and counselors with a continuous process to collect, analyze and evaluate student social emotional needs and inform decision making at the student, classroom and school level. Administrators and counselors on our fifth through eighth grade campuses received training for this new resource.
- **District-Wide Collaborative Planning Time:** Staff across the district had the opportunity to meet and collaborate with their peers from other campuses that teach the same content/grade level. This was structured time facilitated by a coach or lead teacher, with a provided agenda and questions.

Communications – Susannah Gentry

Student DEI Panel

- The third annual student panel on Diversity, Equity and Inclusion occurred July 12. Ms. Gentry worked with Dr. Kirkpatrick and Dr. Decker to ensure this panel of former FSSD students was able to freely and safely share their experiences and provide feedback on how the district can improve its efforts to provide a sense of belonging to every FSSD student. The students did an amazing job of articulating their appreciation of past practices, their hopes for future students

to feel a sense of belonging, and suggestions for school leaders, faculty, and staff going forward.

Professional Learning

- Ms. Gentry attended the National School Public Relations Association (NSPRA) conference in Chicago and participated in impactful sessions, such as “How to Breathe New Life into Your Content Calendar,” “Finding Our Way: A New Name and Brand for an Educational Cooperative” and “Tips, Tricks and Tools for Navigating School PR in Today’s World.” Engaging keynote speakers presented on topics including Robyn Benincasa’s “Building World-Class Teams: How to Achieve Breakthrough Performance Through Collaboration, Creativity and a Culture of ONE,” and Michael Bonner’s “Now What?”

Continuing Communications Efforts

- Updating the website with 2023-2024 information and creating administration pages on each school website. New video banners have also been updated on each school website.
- Utilizing social media to generate applications for hard-to-fill positions.
- Promoting significant hires for administration roles.
- Preparing communications for the Meet and Greet, opening of the school information, and the August 11 family engagement event.
- Working with *Livability* magazine to have a “brand story” placed in its digital edition in November and an ad in Williamson Inc’s print edition of Williamson County *Livability*.

Attendance – Celby Glass

Emergency Cards

- Celby worked with Robb Walters and Nichole Johnson to ensure that schools had student emergency cards in hand prior to the first day of school. Emergency cards provide important demographic and custodial information on each student and are referenced on a regular basis in schools’ front offices. Additionally, the cards would play a vital informational role if a campus ever needed to evacuate and reunify students with their parents at an offsite location.

Records Work

- Celby continues to work with the Vital Records Company on the process of digitally scanning inactive cumulative files that are more than two years old; thus, these records will no longer be housed at schools. Vital Records will provide a demonstration for the attendance secretaries, affording them the opportunity to see how this new procedure works and how to request an inactive student record be sent to them electronically.

Attendance Coordinator

- The attendance coordinator position was approved by the board and will soon be filled.

Annual Safety Trainings

- Celby has scheduled the annual fall faculty safety training at all campuses, and she is looking forward to meeting with faculty and staff to discuss best safety practices. Such items as lockdown procedures, shelter in place, and the distribution of bleeding control kits across campuses district-wide will be reviewed.
- On July 17 school administrators attended the annual summer safety training. The agenda featured topics such as our district’s threat assessment procedures and documentation of safety incidents. Captain Zollicoffer, who heads the Williamson County Sheriff’s Office SRO

Division, and Detective Haber and Detective Eaves with the Williamson County Sheriff's Office shared a presentation reviewing multiple areas of school safety including investigations, DCS referrals, and threat assessment. Marc Waltz, Fire and Safety Coordinator, Williamson County Schools, shared a presentation on what to expect regarding fire inspections this year, as well as updates to the fire code. Celby and Marc, along with others on the WCS Safety and Security team, share an office at the Williamson County Public Safety Center and work closely together on school safety initiatives. During the training, Celby reviewed safety topics such as the new state safety law that was enacted in July, how the Department of Homeland Security is more involved with school safety and will be conducting random, unannounced inspections at schools, DCS referrals and the laws, the WCSReady online safety platform, and upcoming safety projects that will be her focus for the 2023-2024 school year.

Student Support Services – Lee Kirkpatrick **Voluntary Pre-K (VPK)**

- The FSSD continues to actively solicit applications to ensure income-qualifying families who have three- and four-year-old children and live in the Franklin Special School district take advantage of this invaluable learning experience in preparation for kindergarten. As of July 21, the district had filled 66 of an anticipated 80 VPK grant-funded seats. Recruitment will continue until all student seats are occupied in the five district VPK classrooms.

School Counselors and Social Workers

- Professional learning on July 12 and 13 included sessions on classroom counseling, trauma informed practices, a presentation by The Responsive Counselor, Davis House Child Advocacy Center, Baptist Children's Village and Mercy Community Healthcare. The district welcomes Mrs. Briseyda Maria Gonzalez as a new school social worker.

Parent Liaisons and District Translator

- Mrs. Paola Kriplean transitions from part-time to full-time parent liaison serving MES, FES and the VPK program. Mr. Barrett Patton will serve both PGMS and JES. Mrs. Jessica Ruiz joins the district as a full-time parent liaison replacing Ms. Amelia Coe and will serve both PGES and PGMS.

English Language Learners

- Dr. Kirkpatrick (along with many other Teaching and Learning team members) participated in TN PULSE training this summer offered by TDOE. This is the new platform for Individual Learning Plans for English Learners, IEPs, 504s and ILP-Ds for students who demonstrate characteristics of dyslexia. The EL teaching team participated in professional learning around TN PULSE beginning on August 1 and continuing throughout the school year.

Reading & Rtl Coordinator – Gina Looney **Literacy/Rtl Update**

- The universal screening process will look slightly different as we begin a new school year. We will no longer use aimswebPlus in grades two-three as our universal screener, but rather i-Ready Reading. In addition, grade five will implement i-Ready Reading, so it will become the universal screening tool for them as well.
- The FSSD Dyslexia Screener has been updated to reflect based on the dyslexia law and third-grade retention legislation. We have updated the screening tool to make best use of our

existing universal screening assessments so less duplicate testing is needed for the process. We have redrawn some of our cut scores to be more in line with TCAP success rates.

- The RTI manual will also be updated to reflect these new cut scores and the district RTI team will convene shortly after school begins in August.
- The Story Bus closed another busy summer by serving 240+ students in three locations. The added stop at Wee MAC this year was a bonus for our tiniest people. The Story Bus staff is a dedicated group of women who truly enjoy sharing their love of reading with our bus visitors.



Literacy Related Professional Learning

- K-4 teachers will use new report cards and the recently-crafted essential standards as they monitor student success toward the must-learn standards this year. Feedback from the teachers has been very positive about these changes. T&L members recently shared the standards with a group of 24 K-4 teachers at a summer professional learning session. These educators were able to provide suggestions for tweaks to make this work even better!
- K-2 students will be using i-Ready Reading starting in August! We are excited to add this tool to our resources based on the tremendous success we've had with i-Ready Math. Teachers were able to attend summer professional learning to delve into this tool and be ready for the first steps in implementation.
- Two literacy coaches provided a productive fluency session for K-2 teachers. Teachers left with useful tools to utilize as they incorporate sufficient practice in their classrooms and a renewed understanding of the importance of fluency – in reading and math.

PAC Operations Manager – Jeremy Maxwell

FSSD Events

- July is typically a slow month for events. Along with Amber Whitley, Mr. Maxwell held video shoots for each leadership group for the opening day video. He also hosted several tours for prospective renters and interested groups including:
 - A composer for new musical to be debuted at the PAC
 - A local instrumental music organization and a drama group
 - New FSSD teachers as part of EQUiP training

New Year Preparation

- In preparation for the new year, Mr. Maxwell has been busy cleaning and organizing around the PAC:
 - The stage floor has been swept, mopped, and re-painted
 - New banners have been hung in front of the PAC
 - Indoor plants have been re-potted in matching blue planters
 - New gels for follow spots have been installed

Rentals

- The PAC continues to be a highly-sought-after resource for the community as more and more people find out about us. Responding to rental inquiries and questions is a daily task.

Special Populations – Cheryl Robey

Middle Tennessee Supervisors of Special Education Study Council Meeting

- Middle Tennessee supervisors of special education met to discuss the Supervisors of Special Education (SOS) Annual Conference. We look forward to the valuable collaboration that takes place during this conference every year. For the 2023-24 year, the conference will be scheduled in November at Paris Landing. Additionally, special education supervisors discussed and asked questions around TN Pulse and the role of contract companies in the new TN Pulse platform. Supervisors also discussed topics and specific trainings for supervisors next year and confirmed meeting dates for the 2023-24 school year.

FSSD Preschool Strategic Instructional Leadership Team Meeting

- On July 20, the FSSD Instructional Preschool Inclusion Leadership Team (ILT) met. The team debriefed feedback results, discussed the stakeholder mapping activity, and identified and charted anticipated engagement efforts for different stakeholder groups. These activities helped the group determine how, when, and how often the team should engage all the stakeholders in the process.

Unique Learning Needs Overview Session

- On June 22, the TDOE hosted a *Unique Learning Needs Session* for special education directors, program directors and coordinators, interventionists, and Title III/EL to review student groups supported by unique learning needs and to ensure that each student group has a plan for each identified unique learning need. All participants received information regarding next steps of how to address the needs of each specific student group. The Unique Learning Needs Crosswalk is a valuable resource for this process.

TN PULSE Train-the-Trainer Training

- On July 18, the TDOE hosted a *TN PULSE Train-the-Trainer Training* for district leaders that will be training staff on the new TN PULSE platform and those responsible for providing Tier 1 support for all users. The morning session focused on creating referral, eligibility and Individualized Education Plan (IEP) documents as well as progress reports and other school or case load specific reports. The afternoon session addressed the creation of documents for Section 504 Plans, Individualized Learning Plans (ILPs), and Individualized Learning Plans for Characteristics of Dyslexia (ILP-Ds).

District-wide SPED/Admin Collaboration

- Collaborative meetings between FSSD school administrators and Dr. Robey are taking place across the district. The focus of these meetings is to discuss special education staffing, caseloads, site-based concerns and needs, IEP and 504 compliance status and site-based trainings needs/supports.

FY24 IEP Monitoring Protocol Virtual Training

- On July 21, FSSD IEP coaches and Dr. Robey participated in the Virtual FY24 IEP Monitoring Protocol Training hosted by the Division of Federal Programs and Oversight's IEP Monitoring team. The session focused on the IEP monitoring protocol, which is annually updated to prepare IDEA directors and their teams to complete IEP monitoring obligations. The training specifically addressed adverse impact statements, measurable annual goals, transition/secondary transition and additional areas to consider. The information from this training will be shared with all special educators in FSSD to provide guidance in writing compliant IEPs.

FSSD IEP Coaches Meeting

- On July 26, FSSD IEP coaches met to discuss the structure of support that will be provided for special educators across the district for the 2023-24 school year. FSSD IEP coaches will provide support in schools for teachers and administrators three days throughout the school year to assist with IEP questions and needs.

Coaches also planned for the EQUiP training for new FSSD special educators that took place on July 27 and for the special education training held on the August 1 district professional learning day.

Special Education Enhancing the Quality of Introductory Professionals (EQUiP) Professional Learning

- On July 27, FSSD the IEP coaches, Special Populations Secretary Ms. Joy Crunk, and Dr. Robey facilitated a special education EQUIP professional learning for new FSSD special educators. The agenda focused on an overview of the new TN PULSE platform and a session titled "IEPs - Important Points to Keep in Mind - *Emphasis on Adverse Impact Statements & MAGs*."

FSSD Special Education Newsletter

- The August FSSD Special Education newsletter may be accessed at the following link:

<https://www.smores.com/s4vhy>

Instructional Technology – Shelly Robinson

Tennessee Educational Technology Association (TETA) Summer Institute Conference 2023

- This year, the Tennessee Educational Technology Association (TETA) held its annual Summer Institute conference at Arlington High School, in Arlington, TN. The Summer Institute Conference is geared toward district-level technology and instructional technology leaders, with a “teacher day” on the last day. Shelly Robinson had the privilege of not only attending the conference with Mrs. Whitley, but together they also co-presented a session. It was titled “Visible Learning: A Look into Dr. John Hattie and Effect Sizes,” highlighting the work of Professor John Hattie and which influences have the biggest impact on student learning. The presentation was shared during both the regular conference and on teacher day. In addition to co-leading that presentation, Mrs. Robinson also led a session on digital organization titled “Contained & Categorized: Digital Organization.” That session was also presented twice, during Summer Institute and on teacher day.
- In addition to presenting, Mrs. Robinson attended a variety of sessions to broaden her knowledge and network in instructional technology. These sessions included topics such as artificial intelligence (AI) platforms, GoGuardian, Google tools, and more!

PreK-4 Instructional Technology Support

- Mrs. Robinson has been excited to transition her role from primarily supporting grades seven and eight to supporting grades preK-4 in all things instructional technology. With this shift, Mrs. Robinson has embraced the opportunity to reach out to all elementary school administrators to set aside time to discuss their vision and needs when it comes to instructional technology support in their buildings. Moving forward, Mrs. Robinson looks forward to building relationships with the elementary level teachers as they navigate the 2023-2024 school year.

Training Presentations

- **EQulP:** Mrs. Robinson, along with Mrs. Whitley, and with the support of Mr. Bingham and Mr. Walters, co-presented at this year’s EQulP (introduction to the FSSD for new teachers) training. Through this professional learning, new teachers had the opportunity to learn about all of the digital platforms and resources available at FSSD. The event not only afforded Mrs. Robinson and Mrs. Whitley with the opportunity to meet the new teachers on a more personal level, but also helped ensure the teachers have the resources, skills and knowledge needed to start off the school year in their new classrooms.
- **Google:** With the recent shift to Google Education Plus (moving from Exchange and Zoom to Gmail, Google Calendar, and Google Meet), Mrs. Robinson, alongside Mrs. Whitley and Mr. Bingham, has been providing training to all FSSD employees throughout the summer. As all email content has been officially migrated over to Gmail, employees have begun growing accustomed to the various Google tools and features available to them.

Instructional Technology – Amber Whitley

Teacher Support

- Each year the instructional technology specialists (ITS) lead training for all new teachers during EQulP. The ITS team met with these teachers on July 26, and this day-long training focused on the many aspects of the district’s technology offerings. The morning was spent covering all aspects of Google, which includes Gmail, Calendar, Meet, and Classroom. After lunch, the ITSs discussed a variety of topics, from how to request support for troubleshooting to the vast resources provided by the district. This valuable time also ensures teachers are

able to sign into their varying accounts. Drew Bingham and Robb Walters attended and provided technology support as well.

- With the ITS restructure, Mrs. Whitley will support all fifth through eighth grade teachers and students in the coming year. She spent countless hours in July becoming familiar with resources that will be implemented across these grade levels, including the new adoptions of the math curricula and Newsela. She also ensured teachers would have access to all digital components as soon as their schedules were complete in Skyward by mapping and assigning content.

Administrative Support

- During the 2022-23 school year, Curriculum Associates furnished an i-Ready “Projected Proficiency Report” that provided information regarding the percentage of students that were projected to be proficient on TCAP at the end of the year if they met their typical i-Ready growth. Once TCAP scores returned, Amber worked with Dr. Wiemers to compare our results to the projections in order to see how closely they aligned. They found that in most cases, the percentage of students who ended up being proficient was very close to the projected proficiency of the students who met their typical growth goals in i-Ready.

Professional Learning

- During the summer, Mrs. Robinson and Mrs. Whitley provided seven professional learning sessions to all district employees covering the new features in Google that will be implemented in the 2023-24 school year. Approximately 250 employees attended these trainings over the summer. Feedback was extremely positive, and participants left having learned something new, even those individuals who have used Gmail for their personal accounts.
- In addition, Mrs. Whitley and Mrs. Robinson attended and presented at TETA’s Summer Institute in Arlington, Tennessee. Their sessions were positively received by educators and district leaders from across the state. Participants left excited with tangible next steps to implement in their buildings for the coming school year.

Student Performance & Federal Programs –Pax Wiemers

Student Performance

- **TCAP:** On June 9 we received the comprehensive data file for TCAP that included every student’s scale score and performance level (i.e., Exceeded Expectations, Met Expectations, Approaching Expectations, and Below Expectations). This file and other reports in the Pearson site also enabled us to calculate the district’s success rates (i.e., proficiency percentages) for every grade level and subject area. From the district file, school spreadsheets were created and shared with school administrators in order to provide them with their students’ results and determine school-level success rates. *Some highlights from the district TCAP data include the following:*
 - **Third grade ELA** rose from a 54.9% success rate in 2022 to 69.4% in 2023, a significant increase in a critical year for our third grade students.
 - **Third grade science** increased from 55.1% success rate in 2022 to a whopping 72.2% in 2023.
 - The district’s 2022 cohort of fourth grade students had a 55.4% success rate in math, and this same group grew to a 66.1% success rate in 2023 in **fifth grade math**.
 - **Seventh grade science** rose from a 51.6% success rate in 2022 to 64.4% in 2023, while **Algebra I** improved from a lofty 80.7% to an elite 84.3%.

District-level performance information from WIDA and TCAP testing was shared with the leadership team at the July leadership meeting.

- **BTCs:** We have four new or returning assistant principals that will serve on our building testing coordinator (BTC) team this year, and each will bring experience and skills to his/her school. Much of the past several weeks has been spent in ensuring that all of the BTCs have access to the various platforms that we utilize for various assessments, communicating expectations and details about this year, and planning for our meetings throughout the year.
- **Honors:** With many new teachers across our three 5-8 schools, Dr. Wiemers visited each school and provided an honors orientation with the honors class teachers during the first two weeks of the school year. In these meetings, Dr. Wiemers and the teachers reviewed the honors program guidelines for the current year, discussed best practices, and resolved questions. Parents of students in honors classes will complete the honors parent commitment form for their school, and Dr. Wiemers encouraged teachers to also review the expectations with their students, with the goal of providing clear communication and setting expectations to ensure a quality program.

Federal Programs

- **SIPs:** The School Improvement Plan (SIP) process opened in InformTN on May 1, and Dr. Wiemers sent school administrators an email with all the resources they'd need for conducting their summer planning, including a training video to walk them through the platform and processes, a step-by-step planning sheet with guidance and links to resources, and a shared folder of other planning resources. During the summer, Dr. Wiemers supported schools with questions and technical support during the creation of their school plans. These plans are due to be submitted by September 1, at which time a district-level team will review and provide feedback on each one.
- **Family Engagement:** As a requirement for receiving Title I funding, the district must gather annual input on our parent-family engagement policy. This policy is then utilized by our Title I schools in crafting their own school engagement policies with families. On Friday, August 11, at the PAC Connector Gallery, we hosted a drop-in event for parents from 11 AM to 2 PM. Parents were able to come and go anytime during that time frame and, while they were with us, members of Teaching and Learning walked them through various stations in which they could provide feedback or suggestions on the engagement policy, share ideas about other ways to engage families, and give input on how we should expend our remaining funds in the ESSER 3.0 grant. We are excited for this new opportunity to connect with our families and give parents a voice.
- **Budgets:** Now that we have entered into the new fiscal year, there will be lots of upcoming work to update budgets for state and federal grants. Once the final expenditure reports (FERs) are approved, then the budget applications will be opened in ePlan for editing. It's hard to believe, but the first two ESSER grants have already concluded and been fully expended. That leaves us with the final year of ESSER 3.0 and, based on our accounting, we have \$135,230 remaining in that grant (out of the original nearly \$2.9 million). Additionally, we have two McKinney-Vento grants that will need updating. One of these is the ARP Homeless 2.0 grant, which will conclude at the end of 2023. The other is the Title IX/McKinney-Vento subgrant, which provides us with an extra \$16,000 per year to support any eligible students and families.



Bond Fund/Capital Projects Status Update – August, 2023

Central Office Complex:

1. Phase 1: Facilities & Transportation Center:
 - a. Phase IA: Exterior & Structural Repairs– GMP is \$1,866,681 – this phase is substantially complete.
 - b. Phase IB: Interior Buildout: GMP is \$3,609,228
 - i. Exterior sidewalks and mechanical yards installed. Interior trim out of light fixtures and HVAC grilles ongoing.
 - ii. Conditioned air anticipated in August which will allow for the start of the interior finishes.
2. Phase 2: Central Office Building & Sitework:
 - a. The GMP for phase 2 is included in your board packets. The amount inclusive of all sitework and alternates is \$29,063,922. The total GMP for all phases of the Central Office Complex is \$34,539,831.
 - b. Site grading & building pad work is ongoing
 - c. The building pad is substantially complete. The excavation for retaining walls is ongoing. We anticipate receiving building permit and starting concrete foundations by the end of August.
 - d. You can check out 2 time-lapse updates on the work done for Phase 2 here:
 - i. [Central Office - May 2023](#)
 - ii. [Central Office - June 2023](#)

Johnson Roof Replacement:

1. JES Roof: Guaranteed Maximum Price currently is set at \$1,401,927.
2. Roof membrane work began ongoing and is about 50% complete. The anticipated completion is currently September, 2023

FES Re-roof of 1999 addition: Guaranteed Maximum Price is currently set at \$879,794.

1. Roofing 90% complete. The edge metal work anticipated to be completed by the end of August, 23.



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: August 9, 2023
RE: Agenda for the Franklin Special School District Board of Education meeting to be held on Monday, August 14, 2023 at 6:30 p.m., to be held at Johnson Elementary School, 815 Glass Lane, 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.
- IV. PUBLIC INPUT *Please limit comments to three (3) minutes per speaker* 6:45 p.m.
- V. REPORTS/PRESENTATIONS/DISCUSSIONS 6:55 p.m.
 1. Teaching and Learning Report
 2. Finance and Administration Report
- VI. APPROVAL OF BOARD AGENDA 7:05 p.m.
- VII. APPROVAL OF CONSENT AGENDA 7:10 p.m.
 1. Minutes of Board Meeting dated July 17, 2023
 2. Minutes of Board Work Session dated July 21, 2023
- VIII. BUSINESS BEFORE THE BOARD 7:15 p.m.
 1. Policy Revision: Notification of Meetings (1.402) – 2nd Reading
 2. Policy Revision: Appeals To and Appearances Before the Board (1.404) – 2nd Reading
 3. Policy Revision: Application and Employment (5.106) - 2nd Reading
 4. Policy Revision: Assignment / Transfer (5.115) – 2nd Reading
 5. Policy Revision: Sick Leave (5.302) – 2nd Reading
 6. Policy Revision: Sick Leave Bank (5.3021) – 2nd Reading
 7. Policy Revision: Staff Rights and Responsibilities (5.600) – 2nd Reading
 8. Policy Revision: Physical Examinations and Immunizations (6.402) – 2nd Reading
 9. Policy Revision: Summer Instructional Programs (4.2041) – 1st Reading
 10. Policy Revision: Extracurricular Activities (4.300) – 1st Reading
 11. Policy Revision: Library Materials (4.403) – 1st Reading
 12. Policy Revision: Family and Medical Leave (5.305) – 1st Reading
 13. Policy Revision: Student Surveys, Analyses, and Evaluations (6.4001) – 1st Reading
- IX. DIRECTOR OF SCHOOLS REPORT 7:35 p.m.
- X. UPDATES 7:40 p.m.
 1. Teaching and Learning
 2. Finance and Administration
- XI. ANNOUNCEMENTS 7:45 p.m.
- XII. ADJOURNMENT 7:50 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

July 17, 2023
Franklin, Tennessee

The Franklin Special School District Board of Education met at 6:30 p.m. on Monday, July 17, 2023, at Poplar Grove Elementary, 2959 Del Rio Pike, Franklin. A link to the recording may be found at <https://youtube.com/live/yK50OaByW40?feature=share>.

The following members were present: Chair Robert Blair, Alicia Barker, Allena Bell, Robin Newman, Tim Stillings and Kevin Townsel.

Others present were: Dr. David Snowden, Dr. David Esslinger, Dr. Mary Decker, Carol Riordan, Amanda Parks, Lisa Chatman, Dr. Cheryl Robey, Amy Fisher, Leslie Duke, Drew Bingham, Celby Glass, Dr. Gina Looney, Dr. Pax Wiemers, Jeremy Maxwell, Robbin Cross, Amber Whitley, Shelly Robinson, Summer Carlton, principals, other district leadership team members, FSSDEA's Jennifer Lampley, media and community.

I. MEETING CALLED TO ORDER

The meeting was called to order at 6:30.

II. PLEDGE OF ALLEGIANCE

Poplar Grove Elementary Principal Dr. Erickson welcomed those in attendance and led the Pledge of Allegiance. Chair Robert Blair called for a moment of silence before being seated.

III. RECOGNITIONS/GOOD NEWS – (all on file)

1. **2024 TOSS Regional Mid-Cumberland Superintendent of the Year Presentation** - Dr. Dale Lynch, Executive Director of TOSS (TN Organization of School Superintendents), was present to recognize Dr. Snowden for being named 2024 TOSS Regional Mid-Cumberland Superintendent of the Year. Dr. Lynch recognized the Board on behalf of the 145 superintendents across Tennessee for the work they do before presenting Dr. Snowden, our distinguished Director of Schools of 23 years, as the 2024 Mid-Cumberland Superintendent of the Year.
2. **Good News Awards: Student Artist of the Month** – FMS rising 8th grader Grace Thompson is featured for the employee July birthday cards. Thanks to Sonic Drive-in and Chuck Sugg for sponsoring the student artist of the month with a \$15 gift card (on file).

IV. PUBLIC INPUT

No one from the public addressed the Board during this time allotted.

V. REPORTS / PRESENTATIONS / DISCUSSIONS

1. **Teaching and Learning Spotlight** – "2023 Leadership Retreat" – Presented by Dr. Decker; updates from the T&L Department for July was also provided for the Board prior to the meeting (on file).

2. **Finance and Administration Report – Bond Fund Capital Projects Status Update -** presented by Dr. Esslinger (on file).

VI. APPROVAL OF BOARD AGENDA

Alicia Barker made a **motion** to approve the Board Agenda as presented. Allena Bell **seconded** the motion, which **passed 6-0**.

VII. APPROVAL OF CONSENT AGENDA

Robin Newman made a **motion** to approve the Consent Agenda as presented. Alicia Barker **seconded** the motion, which **passed 6-0**.

Approved under Consent Agenda (on file) were:

1. **Minutes of Board Meeting dated June 12, 2023**
2. **Minutes of Budget Work Session dated June 20, 2023**
3. **2023-2024 Consolidated Application Approval for IDEA/ESEA**
4. **Bids: Transportation Department Type D Bus Purchase**
5. **2023-2024 Board Annual Agenda**
6. **2023-2024 Board Member Development Opportunities (Pursuant to 1.204)**
7. **Budget Amendments**

VIII. BUSINESS BEFORE THE BOARD

1. **FSSD Budget FY 2023-2024 –** The final general purpose and debt service budget documents including a summary and complete revenues and expenditures have been provided to you for review. During the work sessions, much was accomplished through great questions and discussions by the Board members. We are extremely appreciative of your diligence during the 2023-2024 budgetary process. I would also like to recognize the work done by Dr. Esslinger, the finance personnel, and the school and district administrators and supervisors during this process.

We always appreciate the Board’s continued focus on providing FSSD employees with an extremely competitive and quality compensation package to recognize their dedication to the students and families of the FSSD. The proposed 2023-2024 budget provides a 5% COLA (Cost of Living Increase) for all FSSD employees. Additionally, the budget provides a step increase or the equivalent of a step increase for all employees, even those who are at the top of their salary scale. Also included in the budget are new positions for Attendance Coordinator and Transportation Operation Specialist.

Also, through the budgetary process, we presented and discussed budgets for federal, capital projects, Food & Culinary Services and MAC.

The administration recommended approval of all the budgets presented during the budgetary process.

Mr. Stillings and Mr. Townsel declared that under Policy 1.107 neither had a direct conflict of interest in the voting of the budget based on employed family members. Tim Stillings made a **motion** to approve the 2023-2024 budgets as presented. Allena Bell **seconded** the motion. By roll call vote, the motion **passed 6-0**.

- 2. FSSD Tax Rate FY 2023-2024** - Once the 2023-2024 budgets are approved, a tax rate is set for both the General Purpose and Debt Service budgets. The tax rate to fund the proposed budgets is \$0.5371 cents for the General Purpose and \$0.1680 cents for the Debt Service, for a total of \$0.7051. This is the same combined rate as the 2022-2023 budget. The administration recommended approval of the 2023-2024 FSSD Tax Rate.

Tim Stillings made a **motion** to approve the FSSD 2023-2024 tax rate of \$0.5371 cents for the General Purpose and \$0.1680 cents for the Debt Service, for a total of \$0.7051 as presented. Robin Newman **seconded** the motion, which **passed** unanimously by roll call vote 6-0.

- 3. Policy Revision: Notification of Meetings (1.402) – 1st Reading** - Revisions are to bring the policy to current practice. State law, Public Chapter 300, now requires that notice of board meetings include information on how individuals may provide public comment on agenda items. Additionally, each board meeting with actionable items on the agenda is required to have a time dedicated to public comment. The law allows Boards to establish reasonable restrictions on the length of the comment period, number of speakers, and the length of time per speaker. This is an area in which Boards have significant flexibility; TSBA encourages modifying our policy to meet local needs. The administration recommended approval of the 1st Reading as presented.

Tim Stillings made a **motion** to approve the 1st Reading of revisions to Policy 1.402 Notification of Meetings, as presented. Kevin Townsel **seconded** the motion. After discussion, the motion **passed 6-0**.

- 4. Policy Revision: Appeals To and Appearances Before the Board (1.404) – 1st Reading** – Revisions are to bring the policy to current practice. As in Policy 1.402, revisions have been made to this policy for your consideration based on Public Chapter 300, which now requires that notice of board meetings include information on how individuals may provide public comment on agenda items. Additionally, each board meeting with actionable items on the agenda is required to have a time dedicated to public comment. Boards are allowed to establish reasonable restrictions on the length of the comment period, number of speakers, and the length of time per speaker. The policy revisions bring it to current practice and adds language based on new legislation. The administration recommends approval of the 1st Reading as presented.

Tim Stillings made a **motion** to approve the 1st Reading of revisions to Policy 1.404 Appeals To and Appearances Before the Board as presented. Alicia Barker **seconded** the motion, which **passed 6-0**.

- 5. Policy Revision: Emergency Preparedness Plan (3.202) – 1st Reading** - A new law that affects many aspects of school safety (Public Chapter 367) requires several policy changes. PC 367 affects our Policies 3.202, 3.204 and 3.205. For our Policy 3.202, this new legislation requires: an armed intruder drill, an incident command drill, and an emergency safety bus drill, which are all reflected in our revisions to this policy. TSBA has provided recommended language. The administration recommends approval of the 1st Reading as presented.

Kevin Townsel made a **motion to approve the 1st Reading** of revisions to Policy 3.202 Emergency Preparedness Plan as presented **and to waive the 2nd Reading**. Allena Bell **seconded** the motion, which **passed 6-0**.

- 6. Policy Revision: Threat Assessment Team (3.204) – 1st Reading** – Also affected by PC 367, new legislation requires that **all** Boards have a policy on this topic. We have had the policy in place, and revisions update legal references only for this particular policy. The administration recommends approval of the 1st Reading as presented.

Kevin Townsel made a **motion to approve the 1st Reading** of revisions to Policy 3.204 Threat Assessment Team as presented **and to waive the 2nd Reading**. Robin Newman **seconded** the motion, which **passed 6-0**.

- 7. Policy Revision: Security (3.205) – 1st Reading** – Finally in this series of policies affected by PC 367, there is a requirement for all exterior doors to remain locked during school hours. For events occurring after school hours, Boards can choose to create a local plan on how to admit community members. TSBA has provided language regarding information about the default practice found in the new legislation. Per state law, the default practice will be in effect if the Board does not include an alternate local plan. The administration recommends approval of the 1st Reading as presented.

Kevin Townsel made a **motion to approve the 1st Reading** of revisions to Policy 3.205 Security as presented **and to waive the 2nd Reading**. Allena Bell **seconded** the motion, which **passed 6-0**.

- 8. Policy Revision: Application and Employment (5.106) – 1st Reading** - Passed at the last meeting on the 1st Reading, language has been deleted regarding employment of support employees upon final review by TSBA (page 2). The administration recommends approval of the 1st Reading as presented.

Kevin Townsel made a **motion to approve the 1st Reading** of Policy 5.106 Application and Employment as presented. Robin Newman **seconded** the motion, which **passed 6-0**.

- 9. Policy Revision: Assignment / Transfer (5.115) – 1st Reading** - Revisions are based on our attorney's recommendations and bring the policy to current practice. The administration recommends approval of the 1st Reading as presented.

Tim Stillings made a **motion** to approve the 1st Reading of Policy 5.115 Assignment / Transfer as presented. Kevin Townsel **seconded** the motion, which **passed** 6-0.

- 10. Policy Revision: Sick Leave (5.302) – 1st Reading** - Revisions use TSBA suggested language based on recent legislation. For districts that operate sick leave banks, state law contains restrictions on how those days can be used by employees. In addition to other revisions, this policy has an added section outlining the purpose and general governing Tennessee Code Annotated of a sick leave bank. Policy 5.3021, which follows this revision request, outlines how the sick leave bank operates within the district. The administration recommends approval of the 1st Reading as presented.

Kevin Townsel made a **motion** to approve the 1st Reading of Policy 5.302 Sick Leave as presented. Allena Bell **seconded** the motion, which **passed** 6-0.

- 11. Policy Revision: Sick Leave Bank (5.3021) – 1st Reading** – Also based on recent legislation, revisions use TSBA suggested language. For districts that operate sick leave banks, state law contains restrictions on how those days can be used by employees. Public Chapter 151 adds additional options for employees by creating an option to use this time to care for minor children in addition to being used for the employee's own illness. The administration recommends approval of the 1st Reading as presented.

Kevin Townsel made a **motion** to approve the 1st Reading of Policy 5.3021 Sick Leave Bank as presented. Robin Newman **seconded** the motion, which **passed** 6-0.

- 12. Policy Revision: Staff Rights and Responsibilities (5.600) – 1st Reading** – Legislative updates with Public Chapter 153 are reflected in revisions to this policy amending TCA 49-5-209, the Educators Bill or Rights, and in accordance with TCA 49-6-4301 and 49-5-714. The administration recommends approval of the 1st Reading as presented.

Tim Stillings made a **motion** to approve the 1st Reading of Policy 5.600 Staff Rights and Responsibilities as presented. Kevin Townsel **seconded** the motion, which **passed** 6-0.

- 13. Policy Revision: Physical Examinations and Immunizations (6.402) – 1st Reading** – This policy, along with others are affected by Public Chapter 353, which includes new options for parents/guardians regarding certain extracurricular activities and district actions. Specifically for 6.402, this new law gives parents/guardians the ability to **opt-out** of health screenings conducted as part of the coordinated school health program. To align with these changes, TSBA has provided recommended language. The administration recommends approval of the 1st Reading as presented.

Alicia Barker made a **motion** to approve the 1st Reading of revisions to Policy 6.402 Physical Examinations and Immunizations as presented. Robin Newman **seconded** the motion, which **passed** 5-1, Mr. Townsel voting against.

VIII. DIRECTOR OF SCHOOLS REPORT

- **Dr. Amanda Muniz (MES) and Dr. JP Orman (PGMS)** were introduced to the Board as new principals for the 2023-24 school year.
- **Summer MAC Programming** – Our Summer MAC program was held this year at Johnson Elementary with “It’s a Good Day to Read a Book” as our theme. Each week used a unique idea around a book with activities to extend learning in art, writing, STEM, cooking, and sports. We had 243 students enrolled in the program in grades K-8. Our students enjoyed fieldtrips to Chuck E Cheese, Bowling, and The Adventure Science Center. Students also participated in our summer reading program where they logged the books they read and earned a prize for their efforts; this program was also encouraged through the FSSD Story Bus coming to visit. We also provided the opportunity for students to create clay art with Third Coast Clay and learn the art of painting with local artist, Shannon Haas, several times throughout the summer. We had a wonderful partnership with The Gentry Foundation this summer that provided tutoring, STEM classes, and a Book Club for our students; we are so appreciative of their support! MAC would also like to thank the administrative and custodial teams at Johnson Elementary for their support in helping to make this such a wonderful summer for our FSSD students!

We would also be remiss without a big thanks to our MAC Supervisor, Amanda Parks, and her office staff who organizes our programming behind the scenes and always does an excellent job.

- **Rebecca Lounsbury FSSD Summer Feeding Recap** – A total of 7,828 breakfasts and 13,441 lunches were served on the 23 weekdays between May 31 and June 30. Meals were served through Summer Learning Academy, Young Scholars, MAC, Wee Mac, Street delivery, Boy & Girls Club and Franklin Housing. Johnson Elementary was our open site where families could walk in and have breakfast and lunch with us. This year FCS tried to expand our reach by adding 4 apartment complexes to our routes: The Magnolia, The Whitney, The Madison and The Grandville. We took the Grandville off our route in mid-June as no children were coming to take meals. The other 3 apartment complexes were added to our Franklin Estate and Cadet routes. Street delivery in the Franklin Estates/ Franklin area served 1,515 breakfast and 2,272 lunches and the Cadet/ Liberty Area served 826 breakfast and 1,227 lunches. The Johnson Open Site had an average of 7-9 children eat with us at lunch daily. We only served 15 breakfasts during this time period. This summer we were awarded a Youth Ambassador from No Kid Hungry, Alexis Kriplean. Alexis is the daughter of Paola Kriplean, our Parent Liaison at MES. Alexis has spent the summer learning about all the moving parts of a successful summer program. Alexis will wrap up the summer with teaching nutrition and cooking classes with the MAC students July 24-26. The last day of meal service for Summer 2023 will be July 21.” Thanks to Mrs. Cross and the FCS staff for making this program a success year after year!
- **Young Scholars Institute Recap** - YSI had a successful two weeks! Our final enrollment for both weeks was 583 Junior Scholars and 245 Senior Scholars. YSI was also able to provide 35 scholarships across both weeks. Students were engaged in an

exciting week of challenging and exploratory classes. Some of our exciting classes included arts and crafts such as painting, knitting, and drawing, problem-solving such as chess and Lego projects, language classes, cooking classes, sports, Harry Potter book club, music and drama such as dancing, theater, violin and guitar lessons, and science such as aerospace workshop, crime scene investigator and STEM classes. A big thank you to the hard work from Summer Carlton and T&L, and of our directors, Eric Ellison, Crystal Lepping, Hollie Osteen, and Travis King, and all of our YSI teachers and staff!

- **Summer Learning Camp and STREAM Recap** – We were thrilled to have approximately 335 students who completed the FSSD Summer Learning Camp/Learning Loss Bridge program. The feedback from parents, students, and staff has been extremely positive. This year rising kindergartners were included in Summer Learning Camp for a half-day experience. In addition to P.E., the summer's new offerings include art and a behavior therapist on staff. The STREAM component was once again integrated into the Summer Learning Camp day. Thanks to Dr. Decker, Summer Carlton and T&L, and the host of others to make these camps a success.
- **EQUIP Training** - The new teacher induction program will be conducted **July 26-28**. The first two days will have the entire group, with the last day focusing on SPED teachers only. We look forward to working with our new teachers and administrators as the new school year begins!
- **Progress Report of the Brand Analysis work conducted by BrandMETTLE** – July 21st at 7:00 am is a scheduled Work Session for the Board. Matt Brown, Co-Founder of BrandMETTLE, is prepared to present a report of the analysis with considerations of recommendations for next steps to include in our Strategic Plan. The Work Session will be held at the Teacher Center.

XII. UPDATES

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

- Demographics Report for July 2023

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

- Personnel Change Report June/July 2023
- Investment Report
- Revenue and Expenditure Reports
- Sales Tax Revenue Comparison Report for July

XI. ANNOUNCEMENTS

- Dr. Esslinger gave a report on the sales tax.
- Mr. Townsel noted the passing of Mrs. Mary Mills, one of our FSSD Legacies and valued member of the community.

- Mr. Blair noted that he is very proud of each of the summer offerings keeping our students engaged.

XIV. ADJOURNMENT

Chair Blair adjourned the meeting at 7:12 p.m.




Robert Blair, Chair

8/14/23

Date

ATTEST:



Kevin Townsel, Secretary

8/14/23

Date

July 21, 2023
Franklin, Tennessee

The Franklin Special School District Board of Education met at 7:00 a.m. on Friday, July 21, 2023, at the Teacher Center at Moore Elementary, 1061 Lewisburg Pike, Franklin.

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

Others present were: Dr. David Snowden, Dr. David Esslinger, Dr. Mary Decker, Carol Riordan, Susanna Gentry, Leslie Duke, members of the Teaching & Learning Department, and administrators.

MEETING CALLED TO ORDER

The meeting was called to order at 7:05 a.m.. The purpose of the work session was to meet with Matt Brown, Co-Founder of BrandMETTLE. FSSD has contracted with BrandMETTLE to conduct brandscape analysis and audits with consideration of recommendations for next steps to include in our Strategic Plan moving forward. This work is ongoing and will evolve with BrandMETTLE, our Board and administration.

ADJOURNMENT

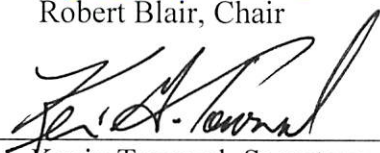
The meeting was adjourned at 8:50 with no action taken by the Board.



Robert Blair, Chair

8/14/23

Date

ATTEST: 

Kevin Townsel, Secretary

8/14/23

Date

1.402 NOTIFICATION OF MEETINGS – 2nd Reading

Revisions are to bring the policy to current practice.

State law, Public Chapter 300, now requires that notice of board meetings include information on how individuals may provide public comment on agenda items. Additionally, each board meeting with actionable items on the agenda is required to have a time dedicated to public comment. The law allows Boards to establish reasonable restrictions on the length of the comment period, number of speakers, and the length of time per speaker. This is an area in which Boards have significant flexibility; TSBA encourages modifying our policy to meet local needs.

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

Franklin Special Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: Proposed
		Rescinds: 1.402	Issued: 07/18/16

1 The Board shall ensure adequate public notice¹ of all regular meetings by publishing a complete
2 schedule for the entire school year. This schedule shall be posted in the central office, each school, and
3 on the school system's website and sent to the president of the local education association.²

4 In the event of a special board meeting, notice shall be provided at least forty-eight (48) hours prior to
5 the meeting **and shall be posted in the same locations** and in the same manner as regular board
6 meetings. All notices of special board meetings shall state the time, place and purpose of the meeting.

7 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
8 unexpected occurrence or set of circumstances demanding immediate action.”² In such exceptions,
9 notice shall be given to all appropriate parties as is practical.

10 **Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary**
11 **hearings, shall include information on how community members can participate in the public comment**
12 **portion of the board meeting.**³
13

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. **Public Acts of 2023, Chapter No. 300**

Cross References

School Board Meetings 1.400

Franklin Special Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 07/18/16
		Rescinds: 1.402	Issued: 09/14/98

- 1 The Board shall ensure adequate public notice¹ of all regular meetings by publishing a complete
2 schedule for the entire school year. This schedule shall be posted in the central office, each school, and
3 on the school system's website and sent to the president of the local education association.²
- 4 In the event of a special board meeting, notice shall be provided at least forty-eight (48) hours prior to
5 the meeting and in the same manner as regular board meetings. All notices of special board meetings
6 shall state the time, place and purpose of the meeting.
- 7 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
8 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions,
9 notice shall be given to all appropriate parties as is practical.
10

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)

1.404 APPEALS TO AND APPEARANCES BEFORE THE BOARD – 2nd Reading

Revisions are to bring the policy to current practice.

As in Policy 1.402, revisions have been made to this policy for your consideration.

Public Chapter 300 now requires that notice of board meetings include information on how individuals may provide public comment on agenda items. Additionally, each board meeting with actionable items on the agenda is required to have a time dedicated to public comment. The law allows Boards to establish reasonable restrictions on the length of the comment period, number of speakers, and the length of time per speaker.

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

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: <i>Proposed</i>
		Rescinds: 1.404	Issued: 08/08/16

1 APPEALS TO THE BOARD

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

8 APPEARING BEFORE THE BOARD

9 Individuals speaking to the Board shall address remarks to the Chair and may direct questions to
10 individual board members or staff members only upon approval of the Chair. Each person speaking shall
11 state his name, address, and subject of presentation. Remarks will be limited to three (3) minutes unless
12 time is extended by the Board. The Chair shall have the authority to terminate the remarks of any
13 individual ~~who is disruptive~~ who violates state law or does not adhere to Board rules.¹ Members of the
14 Board and the director may have the privilege of asking questions of any person who addresses the
15 Board.

16 *Public Comment Period*²

17 There shall be a public comment period for each meeting with actionable items on the agenda, with the
18 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The
19 total public comment period shall be for no more than fifteen (15) minutes. If an individual wishes to
20 address the Board ~~on an item on the agenda~~, he/she may sign up on the form provided before the
21 beginning of the board meeting to request time to speak. Each speaker shall be given no more than three
22 (3) minutes. Delegations must select only one (1) individual to speak on their behalf unless otherwise
23 determined by the Board.

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

28 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
29 the office of the Director of Schools.

30 *Adding an Item to the Agenda*

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

Legal References

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

Cross References

- School Board Meetings 1.400
- Public Hearings 1.401
- Agendas 1.403
- Discrimination/Harassment of Employees 5.500
- Complaints and Grievances 5.501
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Student Concerns 6.305

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: <i>Proposed</i>
		Rescinds: 1.404	Issued: 08/08/16

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4 responsibility, and the Board ~~will~~ shall not hear complaints or concerns which have not advanced through
5 the proper administrative procedure ~~from the point of origin~~. If all steps of the administrative procedure
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13 individual ~~who is disruptive~~ who violates state law or does not adhere to Board rules.¹ Members of the
14 Board and the director may have the privilege of asking questions of any person who addresses the
15 Board.

16 *Public Comment Period*²

17 There shall be a public comment period for each meeting with actionable items on the agenda, with the
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20 address the Board ~~on an item on the agenda~~, he/she may sign up on the form provided before the
21 beginning of the board meeting to request time to speak. Each speaker shall be given no more than three
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24 The Chair may recognize individuals not on the agenda for remarks to the Board if it is determined that
25 such is in the public interest. A majority vote of members present can overrule the decision of the Chair.
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27 vote of the Board.

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30 *Adding an Item to the Agenda*

31 Individuals desiring to appear before the Board ~~must~~ shall submit a written request with descriptive
32 materials to the office of the Director of Schools six (6) days before the meeting. If the request is

1 approved by the Executive Committee, the item will be placed on the agenda. Individuals placed on the
2 agenda will be recognized at the beginning of the meeting and given time to speak when their topic of
3 interest is addressed on the agenda. All requests submitted will be included in the board packet.

Legal References

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400
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Agendas 1.403
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Student Concerns 6.305

5.106 APPLICATION AND EMPLOYMENT – 2nd Reading

Revisions delete duplicate language under the section on Employment as well as removing the sentence on contracts for support employees, as this does not apply.

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

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: Proposed
		Rescinds: 5.106	Issued: 06/12/23

1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal
4 history background checks, fingerprinting and pre-employment drug screening of applicants for teaching
5 positions and any other positions that require proximity to children.¹ If applying for a teaching position,
6 the Director of Schools/designee shall also check the applicant's license status in the State Board of
7 Education's database to determine if there is a hold on that applicant's license, and if so, the reasoning
8 behind the hold.²

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
10 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
11 prosecution.³

12 Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant.
13 The Board may reimburse the applicant if the position is offered and accepted.⁴

14 *Professional Employees*

15 The application shall include a transcript of credits earned at the colleges or universities attended along
16 with references from persons such as previous employers, college professors, and supervisors of student
17 teachers. Other information shall include whether such applicant has been dismissed for cause from a
18 school district.⁵ If previously employed by a local board of education, the applicant shall provide
19 evidence of acceptable resignation.

20 No person shall be employed:

- 21 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
22 of Education;⁶
- 23 2. Who has been identified by the Department of Children's Services, or on a similar registry in
24 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
25 child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 26 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
27 of Health, or on a similar registry in another jurisdiction;⁷
- 28 4. Who does not present a physician's certificate showing a satisfactory health record or has any
29 contagious or communicable disease in such form that might endanger the health of school
30 children;⁸
- 31 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee
32 and of the United States of America;⁹

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 2 employment for cause;
- 3 7. Who does not receive a satisfactory background check; or
- 4 8. Who does not pass a pre-employment drug screening.

5 *Support Employees*

6 No person shall be employed:

- 7 1. Who has any contagious or communicable disease in such form that might endanger the health
- 8 of the children;⁸
- 9 2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse,
- 10 severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the
- 11 health, safety, or welfare of children;⁷
- 12 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 13 of Health;⁷
- 14 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 15 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 16 employment for cause;
- 17 6. Who does not receive a satisfactory background check¹⁰; or
- 18 7. Who does not pass a pre-employment drug screening.

19 **EMPLOYMENT**

20 *Professional Employees*

21 After checking references and receiving written recommendations, the Director of Schools shall hire and

22 assign qualified applicants.

23 *Initial Employment for Professional Employees*

24 The Director of Schools shall notify such person, in writing, of the offer and conditions of employment.

25 Upon receipt of employment notification, such person shall respond within the timeline established by

26 state law.¹² From the date of the written acceptance, such person is considered to be under employment

27 with the district and is subject to all rights, privileges and duties.

28 *Initial Employment for Support Employees*

29 ~~After checking references and receiving written recommendations from principals and/or supervisors,~~

30 ~~the Director of Schools shall hire and assign qualified applicants. The contract of each support employee~~

31 ~~shall contain a statement regarding the required ninety (90) day probationary period.~~

Legal References

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Application and Employment</h2>	Descriptor Code: <h3 style="text-align: center;">5.106</h3>	Issued Date: <h3 style="text-align: center;">06/12/23</h3>
		Rescinds: <h3 style="text-align: center;">5.106</h3>	Issued: <h3 style="text-align: center;">08/09/21</h3>

1 **APPLICATION**

2 An individual desiring a position shall make application to the Director of Schools on forms developed
 3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal
 4 history background checks, fingerprinting and pre-employment drug screening of applicants for teaching
 5 positions and any other positions that require proximity to children.¹ If applying for a teaching position,
 6 the Director of Schools/designee shall also check the applicant’s license status in the State Board of
 7 Education’s database to determine if there is a hold on that applicant’s license, and if so, the reasoning
 8 behind the hold.²

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
 10 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
 11 prosecution.³

12 Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant.
 13 The Board may reimburse the applicant if the position is offered and accepted.⁴

14 *Professional Employees*

15 The application shall include a transcript of credits earned at the colleges or universities attended along
 16 with references from persons such as previous employers, college professors, and supervisors of student
 17 teachers. Other information shall include whether such applicant has been dismissed for cause from a
 18 school district.⁵ If previously employed by a local board of education, the applicant shall provide
 19 evidence of acceptable resignation.

20 No person shall be employed:

- 21 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
 22 of Education;⁶
- 23 2. Who has been identified by the Department of Children’s Services, or on a similar registry in
 24 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
 25 child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 26 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
 27 of Health, or on a similar registry in another jurisdiction;⁷
- 28 4. Who does not present a physician's certificate showing a satisfactory health record or has any
 29 contagious or communicable disease in such form that might endanger the health of school
 30 children;⁸
- 31 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee
 32 and of the United States of America;⁹

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 2 employment for cause;
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- 10 severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the
- 11 health, safety, or welfare of children;⁷
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- 13 of Health;⁷
- 14 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 15 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 16 employment for cause;
- 17 6. Who does not receive a satisfactory background check¹⁰; or
- 18 7. Who does not pass a pre-employment drug screening.

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20 *Professional Employees*

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22 assign qualified applicants.

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24 The Director of Schools shall notify such person, in writing, of the offer and conditions of employment.

25 Upon receipt of employment notification, such person shall respond within the timeline established by

26 state law.¹² From the date of the written acceptance, such person is considered to be under employment

27 with the district and is subject to all rights, privileges and duties.

28 *Initial Employment for Support Employees*

29 After checking references and receiving written recommendations from principals and/or supervisors,

30 the Director of Schools shall hire and assign qualified applicants. The contract of each support employee

31 shall contain a statement regarding the required ninety (90) day probationary period.

Legal References

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
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12. TCA 49-5-406(b)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

5.115 ASSIGNMENT / TRANSFER – 2nd Reading

Revisions are based on our attorney's recommendations and bring the policy to current practice.

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

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Assignment / Transfer	Descriptor Code: 5.115	Issued Date: <i>Proposed</i>
		Rescinds: 5.115	Issued: 04/13/20

1 **ASSIGNMENT**

2 The Director of Schools shall assign personnel to the various schools or departments by June 15
3 preceding the school year for which such persons are employed while allowing each principal or
4 immediate supervisor to assign more specific responsibilities within each school.¹

5 Assignment of employees shall be made by the Director of Schools based on the recommendation of the
6 appropriate division director and/or building principal. The assignment will be determined by the
7 applicant's training, experience and ability to perform the duties of the position and in the best interest
8 of the schools.

9 Extra assignments for which supplements are provided and upon which initial employment was based
10 may not be relinquished in part by the employee without the approval of the person making the
11 assignment. Other assignments for which supplemental salary is provided shall be made on an annual
12 contract basis.

13 **PROFESSIONAL PERSONNEL**

14 When personnel certification and qualification are equal, seniority within the system shall be considered
15 in assignment.

16 **SUPPORT PERSONNEL**

17 A time schedule shall be developed by each employee's immediate supervisor with schedules varying
18 according to each individual's position, assignment and contract requirements.

19 The Director of Schools shall transfer and/or reassign employees as he/she deems necessary.¹ The
20 Director of Schools is responsible for developing and disseminating procedures for transfer.

21 **TRANSFER** (to move from one school or administrative unit to another)

22 The Director of Schools shall transfer employees as necessary for the efficient operation of the schools.²
23 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The Director of Schools
24 is responsible for developing and disseminating procedures for transfer.

25 All employees transferred shall receive written notification of the transfer ~~with reason(s)~~ prior to the
26 transfer.

- 1 ~~If a transfer is performance-based, the transfer shall be preceded by a written statement of deficiencies~~
2 ~~and when feasible, a reasonable opportunity to improve.~~
- 3 The board shall be notified of transfers at its next regular scheduled meeting.
- 4 Transfers shall be made in accordance with board policy and state law.
- 5 **REASSIGNMENT (to move to another assignment within the same school or administrative unit)**
- 6 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be
7 reassigned as necessary for efficient operation of the schools. The Director of Schools is responsible for
8 developing and disseminating procedures for reassignments.
- 9 Reassignments shall be made by the employee's immediate supervisor with approval by the Director of
10 Schools.

Legal References

1. TCA 49-2-301(b)(1)(L); TCA 49-5-401; TCA 49-2-303(b)(3)
2. TCA 49-2-301(b)(1)(CC); TCA 49-5-510

Cross References

Nepotism 1.108
Line and Staff Relations 5.101
Job Descriptions 5.103
Recruitment of Employees 5.105

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Assignment / Transfer</h2>	Descriptor Code: <h3 style="text-align: center;">5.115</h3>	Issued Date: <h3 style="text-align: center;">04/13/20</h3>
		Rescinds: <h3 style="text-align: center;">5.115</h3>	Issued: <h3 style="text-align: center;">10/20/14</h3>

1 **ASSIGNMENT**

2 The director of schools shall assign personnel to the various schools or departments by June 15 preceding
 3 the school year for which such persons are employed while allowing each principal or immediate
 4 supervisor to assign more specific responsibilities within each school.¹

5 Assignment of employees shall be made by the director of schools based on the recommendation of the
 6 appropriate division director and/or building principal. The assignment will be determined by the
 7 applicant's training, experience and ability to perform the duties of the position and in the best interest
 8 of the schools.

9 Extra assignments for which supplements are provided and upon which initial employment was based
 10 may not be relinquished in part by the employee without the approval of the person making the
 11 assignment. Other assignments for which supplemental salary is provided shall be made on an annual
 12 contract basis.

13 **PROFESSIONAL PERSONNEL**

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 18 according to each individual's position, assignment and contract requirements.

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- 1 If a transfer is performance-based, the transfer shall be preceded by a written statement of deficiencies
2 and when feasible, a reasonable opportunity to improve.
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- 4 Transfers shall be made in accordance with board policy and state law.
- 5 **REASSIGNMENT (to move to another assignment within the same school or administrative**
6 **unit)**
- 7 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be
8 reassigned as necessary for efficient operation of the schools. The director of schools is responsible for
9 developing and disseminating procedures for reassignments.
- 10 Reassignments shall be made by the employee's immediate supervisor with approval by the director of
11 schools.

Legal Reference:

1. TCA 49-2-301 (b)(1)(L); TCA 49-5-401
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510 ; TCA 49-2-303 (b)(3)

Cross References:

Nepotism 1.108
Line and Staff Relations 5.101
Recruitment 5.105

5.302 SICK LEAVE – 2nd Reading

Revisions use TSBA suggested language based on recent legislation.

For districts that operate sick leave banks, state law contains restrictions on how those days can be used by employees. In addition to other revisions, this policy has an added section outlining the purpose and general governing rules of the sick leave bank. Policy 5.3021, which follows this revision request, outlines how the sick leave bank works.

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

Franklin Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: Proposed
		Rescinds: 5.302	Issued: 05/13/19

- 1 Full-time personnel shall earn one (1) day of sick leave for each month employed during the school year,
2 and these days shall accumulate for an unlimited number of days.¹
- 3 Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or
4 illness, or death of a member of the immediate family of an employee, including the employee's wife or
5 husband, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-
6 in-law, son-in-law, brother-in-law, and sister-in-law.²
- 7 A certificate from the physician on forms furnished by the Board may be required in support of any claim
8 for sick leave pay.³ Furthermore, if the employee does not return to work ~~for FY 2016-17 after three~~
9 ~~(3) consecutive absences for FY 2017-18 and thereafter~~ after five (5) consecutive absences due to
10 illness, he/she will be required to present a physician's statement with the reason for the absence on
11 FMLA forms furnished by the Director of Schools/designee. Frequent absence and/or misuse of sick
12 leave by an individual are sufficient grounds for requiring a physician's certificate stating the reason for
13 absence. Failure to comply may be deemed insubordination. A falsified statement shall be grounds for
14 dismissal.
- 15 An employee in need of sick leave shall be allowed to use unearned sick leave up to the amount of days
16 which such employee may accumulate during the remainder of the school year in which he/she is
17 employed. Such advance use of sick leave shall be charged to sick leave accumulated in the same year.
18 Upon termination of the employment of such employee before such days are earned or at the end of the
19 school year, there shall be deducted from the final salary of such employee an amount sufficient to cover
20 the excess sick leave days used by him/her, and if such final salary is insufficient for this purpose, the
21 employee shall be liable for reimbursement of any amount in excess of his/her final salary.⁴
- 22 The principal shall notify the director's office at once if a teacher will be absent for twenty (20)
23 consecutive teaching days. The substitute teacher, beyond this point, must have a certificate or permit
24 and must be paid according to the district's teacher salary scale.
- 25 If an employee has used his/her accumulated sick leave and must be absent for reasons defined in this
26 policy, the employee must apply for unpaid leave on a form provided by the Director of Schools/
27 designee.
- 28 Permanent, cumulative sick leave records for each active ~~professional~~ employee shall be kept in the
29 Director of Schools' office.
- 30 An employee, upon employment, may transfer his/her accumulated sick leave from another Tennessee
31 school system, provided that the Director of Schools of the system in which the accumulated leave was
32 held provides notarized verification.^{5,3}

1 Accumulated sick leave for maternity/paternity, adoption, or ~~placement of a child in foster care with the~~
 2 ~~employee shall be allowed for a period not to exceed twelve (12) weeks. If both adoptive or foster parents~~
 3 ~~are employees, only one parent may request to use accumulated sick leave. Written verification from the~~
 4 ~~adoption/foster care agency or other entity handling the adoption or foster care placement shall be~~
 5 ~~required before the leave is granted.~~⁶ newly place minor child may be used in accordance with FSSD
 6 Board Policy 5.305 Family Medical Leave.

7 **SICK LEAVE BANK**

8 The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an
 9 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

10 To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition
 11 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall
 12 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and
 13 regulations consistent with state law.⁶ Employees wishing to participate shall initially give a maximum
 14 of two (2) days of sick leave. These days are to be deducted from the employee's personal accumulation
 15 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
 16 nontransferable.⁷

17 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
 18 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
 19 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
 20 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
 21 employee.⁷

22 An employee who is a member of the sick leave bank may request an allotment of days (for the
 23 employee's personal illness or on account of an illness of his/her minor child) in the manner designated
 24 by the trustees. The need for these days shall be verified by a statement from a physician.⁸

25 By written notice to the trustees, an employee may withdraw from bank participation on June 30th of any
 26 year.⁹ Membership withdrawal results in forfeiture of all days contributed.

27 The sick leave bank shall be operated in accordance with state law.¹⁰

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. Public Acts of 2023, Chapter No. 151
9. TCA 49-5-808(j)
10. TCA 49-5-801 *et seq*

Cross References

- Workers' Compensation 3.602
- Orientation and Probation 5.107
- Short Term Leaves of Absence 5.300
- Family and Medical Leave 5.305
- Physical Assault Leave 5.307

Franklin Special Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 05/13/19
		Rescinds: 5.302	Issued: 04/10/17

1 Full-time personnel shall earn one (1) day of sick leave for each month employed during the school year,
2 and these days shall accumulate for an unlimited number of days.¹

3 Sick leave shall be defined as: illness of an employee from natural causes or accident; quarantine; or
4 illness or death of a member of the immediate family of an employee, including the employee’s wife or
5 husband, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-
6 in-law, son-in-law, brother-in-law, and sister-in-law.²

7 A certificate from the physician on forms furnished by the Board may be required in support of any claim
8 for sick leave pay.³ Furthermore, if the employee does not return to work [for FY 2016-17] after three
9 (3) consecutive absences [for FY 2017-18 and thereafter] five (5) consecutive absences due to illness,
10 he/she will be required to present a physician’s statement with the reason for the absence on FMLA
11 forms furnished by the director of schools/designee. Frequent absence and/or misuse of sick leave by an
12 individual are sufficient grounds for requiring a physician’s certificate stating the reason for absence.
13 Failure to comply may be deemed insubordination. A falsified statement shall be grounds for dismissal.

14 An employee in need of sick leave shall be allowed to use unearned sick leave up to the amount of days
15 which such employee may accumulate during the remainder of the school year in which he/she is
16 employed. Such advance use of sick leave shall be charged to sick leave accumulated in the same year.
17 Upon termination of the employment of such employee before such days are earned or at the end of the
18 school year, there shall be deducted from the final salary of such employee an amount sufficient to cover
19 the excess sick leave days used by him/her, and if such final salary is insufficient for this purpose, the
20 employee shall be liable for reimbursement of any amount in excess of his/her final salary.⁴

21 The principal shall notify the director’s office at once if a teacher will be absent for twenty (20)
22 consecutive teaching days. The substitute teacher, beyond this point, must have a certificate or permit
23 and must be paid according to the district’s teacher salary scale.

24 If an employee has used his/her accumulated sick leave and must be absent for reasons defined in this
25 policy, the employee must apply for unpaid leave on a form provided by the director of schools/designee.

26 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
27 director of schools' office.

28 An employee, upon employment, may transfer his/her accumulated sick leave from another Tennessee
29 school system, provided that the director of schools of the system in which the accumulated leave was
30 held provides notarized verification.⁵

31 Accumulated sick leave for maternity/paternity, adoption, or placement of a child in foster care with the
32 employee shall be allowed for a period not to exceed twelve (12) weeks. If both adoptive or foster parents

- 1 are employees, only one parent may request to use accumulated sick leave. Written verification from the
- 2 adoption/foster care agency or other entity handling the adoption or foster care placement shall be
- 3 required before the leave is granted.⁶

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(7)
4. TCA 49-5-710(a)(9)
5. TCA 49-5-710(a)(5)
6. TCA 49-5-710(a)(2)

Cross References

Family and Medical Leave 5.305
Physical Assault Leave 5.307

5.3021 SICK LEAVE BANK – 2nd Reading

Revisions use TSBA suggested language based on recent legislation.

For districts that operate sick leave banks, state law contains restrictions on how those days can be used by employees. Public Chapter 151 adds additional options for employees by creating an option to use this time to care for minor children in addition to being used for the employee's own illness.

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

Franklin Special Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave Bank	Descriptor Code: 5.3021	Issued Date: <i>Proposed</i>
		Rescinds: 5.3021	Issued: 08/11/14

1 The purpose of the Sick Leave Bank¹ is to provide sick leave to contributors to the Bank, **as well as that**
2 **of the contributor's minor child,** who have suffered an unplanned personal illness, injury, disability, or
3 quarantine, provided their available sick leave or any other applicable leave has been exhausted.

4 **TRUSTEES**

5 The Sick Leave Bank shall be administered by a Committee of Trustees in accordance with the
6 provisions outlined below. The Committee shall be composed of five (5) members. Membership will
7 include two (2) certified employees and two (2) classified employees. The fifth Trustee shall be the
8 Director of Schools or his/her designee, who shall chair the committee.²

9 **PROVISIONS**

- 10 1. All full-time employees (30 or more hours per week) shall be eligible to participate in the Sick
11 Leave Bank.
- 12
- 13 2. Eligible employees may join the Sick Leave Bank by donating two (2) sick leave days. The
14 Trustees may assess additional days, as they deem advisable. Donations of sick leave to the Bank
15 are non-refundable and non-transferable.
- 16
- 17 3. Sick Leave Bank days may be granted only for instances of illness or injury of the individual
18 member, **as well as that of the contributor's minor child,** which would prevent the member from
19 satisfactorily performing the duties of his/her position.
- 20
- 21 4. A member shall not receive any sick leave from the Bank until after exhaustion of all accumulated
22 sick, vacation and personal leave, including all paid Board extension.
- 23
- 24 5. Employees shall enroll during August, September or October of each year. Employees must
25 have an accumulation of at least two (2) sick leave days to enroll. Enrollment shall be made
26 without regard to pre-existing conditions of health at the time of contribution. New employees
27 may contribute within the first thirty (30) days after their effective dates of employment or at the
28 beginning of the new enrollment period. All donations to the Bank are "final" and will not be
29 returned to the donor unless the Bank is dissolved.³
- 30
- 31 6. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave
32 only after having been a member of the Bank for thirty (30) days.
- 33

- 1 7. Each member must sign an enrollment form stating that they are aware of the provisions of the
2 Bank and relieving the Board of Education, the Education Association, and the Trustees from
3 any liability as a result of action taken by the trustees.
4
- 5 8. Employees shall receive benefits from the Bank for their contracted period of employment. No
6 benefits shall be paid for those days when an employee would not normally be in pay status.
7
- 8 9. Grants of sick leave from the Bank shall not be made to any member on account of any elective
9 surgery, or illness of any member of the participant's family **except for the contributor's minor**
10 **child**, or during any period the member is receiving disability benefits from Social Security, the
11 State Retirement Plan, or under the Workers' Compensation Law.
12
- 13 10. The form and manner of application or use of leave from the Bank shall be prescribed by the
14 Trustees and made available at each school and the Director of Schools' office. The Trustees
15 shall either approve or deny all applications within ten (10) days of the receipt of the application.
16 Any recommendation for approval to draw from the Bank must have support of at least three (3)
17 trustees. The decision of the Trustees shall be final.
18
- 19 11. Leave grants from the Bank, approved by the Trustees, shall not be for more than twenty (20)
20 consecutive days for which the individual would otherwise lose pay. Applicants may submit
21 requests for extensions of such leave grants before or after their prior grants expire. The
22 maximum number of days any participant may receive in any fiscal year is sixty (60). The
23 maximum number of days any participant may receive as a result of any one illness or recurring
24 diagnosed illness or accident is ninety (90). If a member is physically or mentally unable to make
25 a request to the Sick Leave Bank for use of sick leave days, a family member or agent may file
26 the request.
27
- 28 12. If a member does not use all days advanced from the Bank, the unused days will be returned to
29 the Bank. All days collectively contributed to the Bank and not used in any one fiscal year shall
30 be carried over to the next fiscal year.
31
- 32 13. All requests to draw from the Bank must be accompanied by a physician's statement confirming
33 the cause of illness or injury and must be signed by the physician. An applicant may be required
34 to undergo, at the applicant's expense, a medical review by a physician approved by the Trustees.
35 Refusal to comply will result in denial of the pending request for use of sick leave days from the
36 Bank. Sick leave granted a member of the Bank need not be repaid by the individual except as
37 all members are uniformly assessed.
38
- 39 14. All records for the Sick Leave Bank shall be kept at the Central Office in the Payroll Department,
40 which handles regular sick leave records. The Trustees shall inform this office of all applications
41 they approve and the amount of additional leave granted any member. Payments will begin on
42 the next regularly scheduled payroll for the member.
43
- 44 15. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
45 a. Resignation or termination of employment with the local system;

- 1 b. Cancellation of participation which is effective on June 30 next;
- 2 c. Refusal to honor such assessment as may be required by the Trustees;
- 3 d. Being on approved leave of absence with the exception of personal illness or disability
- 4 leave;
- 5 e. Retirement.
- 6
- 7 16. The Bank shall be dissolved when membership falls below twenty (20) or upon a majority vote
- 8 of the Trustees following an open hearing by the Bank membership.
- 9
- 10 17. The enrollment authorization shall remain in effect for the current and subsequent years unless
- 11 cancelled in writing. Cancellation shall be effective on the following June 30. Membership
- 12 withdrawal shall result in the forfeiture of all days contributed.

Legal References

- 1. TCA 49-5-801
- 2. TCA 49-5-804
- 3. TCA 49-5-810

Cross References

- Sick Leave 5.302
- Family and Medical Leave 5.305

Franklin Special Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave Bank	Descriptor Code: 5.3021	Issued Date: 08/11/14
		Rescinds: 5.3021	Issued: 03/12/01

1 The purpose of the Sick Leave Bank¹ is to provide sick leave to contributors to the Bank who have
2 suffered an unplanned personal illness, injury, disability, or quarantine, provided their available sick
3 leave or any other applicable leave has been exhausted.

4 **TRUSTEES**

5 The Sick Leave Bank shall be administered by a Committee of Trustees in accordance with the
6 provisions outlined below. The Committee shall be composed of five (5) members. Membership will
7 include two (2) certified employees and two (2) classified employees. The fifth Trustee shall be the
8 Director of Schools or his/her designee, who shall chair the committee.²

9 **PROVISIONS**

- 10 1. All full-time employees (30 or more hours per week) shall be eligible to participate in the Sick
11 Leave Bank.
- 12
- 13 2. Eligible employees may join the Sick Leave Bank by donating two (2) sick leave days. The
14 Trustees may assess additional days, as they deem advisable. Donations of sick leave to the Bank
15 are non-refundable and non-transferable.
- 16
- 17 3. Sick Leave Bank days may be granted only for instances of illness or injury of the individual
18 member, which would prevent the member from satisfactorily performing the duties of his/her
19 position.
- 20
- 21 4. A member shall not receive any sick leave from the Bank until after exhaustion of all accumulated
22 sick, vacation and personal leave, including all paid Board extension.
- 23
- 24 5. Employees shall enroll during August, September or October of each year. Employees must
25 have an accumulation of at least two (2) sick leave days to enroll. Enrollment shall be made
26 without regard to pre-existing conditions of health at the time of contribution. New employees
27 may contribute within the first thirty (30) days after their effective dates of employment or at the
28 beginning of the new enrollment period. All donations to the Bank are “final” and will not be
29 returned to the donor unless the Bank is dissolved.³
- 30
- 31 6. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave
32 only after having been a member of the Bank for thirty (30) days.
- 33

- 1 7. Each member must sign an enrollment form stating that they are aware of the provisions of the
2 Bank and relieving the Board of Education, the Education Association, and the Trustees from
3 any liability as a result of action taken by the trustees.
4
- 5 8. Employees shall receive benefits from the Bank for their contracted period of employment. No
6 benefits shall be paid for those days when an employee would not normally be in pay status.
7
- 8 9. Grants of sick leave from the Bank shall not be made to any member on account of any elective
9 surgery or illness of any member of the participant's family, or during any period the member is
10 receiving disability benefits from Social Security, the State Retirement Plan, or under the
11 Workers' Compensation Law.
12
- 13 10. The form and manner of application or use of leave from the Bank shall be prescribed by the
14 Trustees and made available at each school and the Director of Schools' office. The Trustees
15 shall either approve or deny all applications within ten (10) days of the receipt of the application.
16 Any recommendation for approval to draw from the Bank must have support of at least three (3)
17 trustees. The decision of the Trustees shall be final.
18
- 19 11. Leave grants from the Bank, approved by the Trustees, shall not be for more than twenty (20)
20 consecutive days for which the individual would otherwise lose pay. Applicants may submit
21 requests for extensions of such leave grants before or after their prior grants expire. The
22 maximum number of days any participant may receive in any fiscal year is sixty (60). The
23 maximum number of days any participant may receive as a result of any one illness or recurring
24 diagnosed illness or accident is ninety (90). If a member is physically or mentally unable to make
25 a request to the Sick Leave Bank for use of sick leave days, a family member or agent may file
26 the request.
27
- 28 12. If a member does not use all days advanced from the Bank, the unused days will be returned to
29 the Bank. All days collectively contributed to the Bank and not used in any one fiscal year shall
30 be carried over to the next fiscal year.
31
- 32 13. All requests to draw from the Bank must be accompanied by a physician's statement confirming
33 the cause of illness or injury and must be signed by the physician. An applicant may be required
34 to undergo, at the applicant's expense, a medical review by a physician approved by the Trustees.
35 Refusal to comply will result in denial of the pending request for use of sick leave days from the
36 Bank. Sick leave granted a member of the Bank need not be repaid by the individual except as
37 all members are uniformly assessed.
38
- 39 14. All records for the Sick Leave Bank shall be kept at the Central Office in the Payroll Department,
40 which handles regular sick leave records. The Trustees shall inform this office of all applications
41 they approve and the amount of additional leave granted any member. Payments will begin on
42 the next regularly scheduled payroll for the member.
43
- 44 15. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
45 a. Resignation or termination of employment with the local system;

- 1 b. Cancellation of participation which is effective on June 30 next;
- 2 c. Refusal to honor such assessment as may be required by the Trustees;
- 3 d. Being on approved leave of absence with the exception of personal illness or disability
- 4 leave;
- 5 e. Retirement.
- 6
- 7 16. The Bank shall be dissolved when membership falls below twenty (20) or upon a majority vote
- 8 of the Trustees following an open hearing by the Bank membership.
- 9
- 10 17. The enrollment authorization shall remain in effect for the current and subsequent years unless
- 11 cancelled in writing. Cancellation shall be effective on the following June 30. Membership
- 12 withdrawal shall result in the forfeiture of all days contributed.

Legal References

- 1. TCA 49-5-801
- 2. TCA 49-5-804
- 3. TCA 49-5-810

Cross References

- Sick Leave 5.302
- Family and Medical Leave 5.305

5.600 STAFF RIGHTS AND RESPONSIBILITIES – 2nd Reading

Legislative updates with Public Chapter 153 are reflected in revisions to this policy amending TCA 49-5-209, the Educators Bill of Rights, and in accordance with TCA 49-6-4301 and 49-5-714.

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

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: <i>Proposed</i>
		Rescinds: 5.600	Issued: 10/23/17

1 In fulfilling any **citizenship** rights and responsibilities, employees shall give proper consideration to the
2 educational welfare of students and ensure that no conflict exists with their actual duties.

3 Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious
4 discrimination/harassment.¹

5 ~~1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;²~~

6 ~~2. Academic freedom within the confines of state law and board policy in order to create an~~
7 ~~atmosphere of freedom in the classroom;~~

8 Educators have the right to:²

- 9 1. Be treated with civility and respect;
- 10 2. Have their professional judgment and discretion respected;
- 11 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
- 12 appropriate agencies;
- 13 4. Provide students with a safe environment;
- 14 5. Defend themselves and their students from physical violence or harm;³
- 15 6. Share information regarding a student's educational experience, health, or safety with the
- 16 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
- 17 7. Review all instructional material or curriculum before being utilized by students; ~~and~~
- 18 8. Not be required to use his/her personal money to appropriately equip a classroom;
- 19 9. Report students who commit offenses of assault and battery or vandalism on school property
- 20 endangering the life, health, or safety of others pursuant to state law;⁵ and
- 21 10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to
- 22 a physical assault or other violent criminal act committed during the course of employment.⁶

32 Each staff member has the responsibility to:

- 1 1. Make themselves familiar with and abide by; the laws of the state ~~as these affect their work~~, the
2 policies of the Board, and the procedures designed to implement them;⁵
- 3 2. To adhere to the Teacher Code of Ethics, **to the extent applicable;**^{7 6}
- 4 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
5 students and the students' right to know;
- 6 4. Be courteous and helpful in interacting and responding to parents **(s)/guardian(s)**, visitors, and
7 members of the public;
- 8 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
9 State Board **of Education rules and** regulations, board policy and administrative procedures; and
- 10 6. Wear appropriate dress for work according to ~~board guidelines and~~ local school rules.

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

Cross References

- Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804
Staff-Student Relations 5.610
Ethics 5.611

Franklin Special Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: 10/23/17
		Rescinds: 5.600	Issued: 03/14/16

1 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the
2 educational welfare of students and ensure that no conflict exists with their actual duties.

3 Each staff member has the right to:¹

- 4 1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;²
5 2. Academic freedom within the confines of state law and board policy in order to create an
6 atmosphere of freedom in the classroom;

7 Educators have the right to:

- 8 1. Be treated with civility and respect as well as having his/her professional judgement and
9 discretion respected;
10
11 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
12 appropriate agencies;
13
14 3. Provide students with a safe environment;
15
16 4. Defend themselves and their students from physical violence or harm;³
17
18 5. Share information regarding a student's educational experience, health, or safety with the
19 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
20
21 6. Review all instructional material or curriculum before being utilized by students; and
22
23 7. Not be required to use his/her personal money to appropriately equip a classroom.

24 Each staff member has the responsibility to:

- 25 1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the
26 policies of the board and the procedures designed to implement them;⁵
27
28 2. To adhere to the Teacher Code of Ethics;⁶
29
30 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
31 students and the students' right to know;

- 1 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the
2 public;
- 3 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
4 state board regulations, board policy and administrative procedures; and
- 5 6. Wear appropriate dress for work according to board guidelines and local school rules.

Legal References

1. Public Chapter No. 360
2. 42 USCS § 2000e-2(a)—(b); TCA 49-6-8002—
8006
3. TCA 49-6-4008
4. 20 USCA 1232g
5. TCA 49-5-201
6. TCA 49-5-1001—1005

Cross References

- Curriculum Development 4.200
Controversial Issues 4.800
Religion in the Curriculum 4.804

6.402 PHYSICAL EXAMINATIONS AND IMMUNIZATIONS – 2nd Reading

This policy, also 4.300 and 6.4001 are affected by Public Chapter 353:

Public Chapter 353 includes new options for parents/guardians regarding certain extracurricular activities and district actions. Specifically, this new law:

- (1) requires parents/guardians to **opt-in** before their minor child joins a school club or participates in the activities of a club (**Policy 4.300**);
- (2) requires parents/guardians to **opt-in** before a minor child participates in a non-instructional survey, analysis, or evaluation (**Policy 6.4001**); and
- (3) gives parents/guardians the ability to **opt-out** of health screenings conducted as part of the coordinated school health program (**Policy 6.402**). To align with these changes, we have updated the respective policies on these topics.

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: 10/18/21

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.

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~~ recommended by the Tennessee Department of Education and the
11 Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any
12 screening result that indicates 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.~~ Parent(s)/guardian(s) may
15 excuse their student from participating in health screenings that are part of a coordinated school health
16 program by submitting a request in writing to the school nurse or principal.³

17 IMMUNIZATIONS

18 ~~No students entering school, including those entering kindergarten, those from out of state, and those~~
19 ~~from nonpublic schools, will~~ Students will not be permitted to enroll or attend without proof of
20 immunization as determined by the Commissioner of Public Health unless circumstances outlined in
21 state or federal law prevent a student from producing such records.^{2,4} It is the responsibility of the
22 parent(s)/guardian(s) to have their children immunized and to provide such proof by submitting a TN
23 Immunization Certificate to the principal of the school which the student is to attend.⁴

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

- 26 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
27 epidemic.⁵ ~~This exemption will continue to be an option in the event of a COVID-19 or any~~
28 ~~variant outbreak;~~⁵ or
29
- 30 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
31 him/her from such immunization.⁶

~~1 Proof of religious exemptions will be in writing and accompanied by a Tennessee Immunization
2 Certificate documenting proof of a health examination by a licensed medical doctor (MD) or doctor of
3 osteopathic medicine (DO). Proof of medical exemptions will be documented on a Tennessee
4 Immunization Certificate signed by a physician (MD or DO) or the health department.~~

~~5 A list of transfer students shall be kept at each school in order that their records may be monitored by
6 the Department of Health.~~

7 The Director of Schools shall ensure that appropriate immunization records are maintained for each
8 student.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_screening_Guidelines_2022.pdf ; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2)-(3)
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: 10/18/21
		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.

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.³

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.^{2,4} 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.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 threat of an
24 epidemic. This exemption will continue to be an option in the event of a COVID-19 or any
25 variant outbreak;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.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

4.2041 SUMMER INSTRUCTIONAL PROGRAMS – *1st Reading*

State Board of Education Policy 3.300 - Promotion and Retention was updated during the State Board of Education's May meeting. This policy change requires local Boards of Education to include additional information on make-up days for summer programs in their policies. TSBA has provided updated language for consideration to align with these new requirements.

Franklin Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.2041	Issued Date: Proposed
		Rescinds: 4.2041	Issued: 08/09/21

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

10 These programs shall be organized and operated in accordance with state law as well as guidelines
11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
13 for those students attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 The Director of Schools shall present a recommended summer programming plan to the Board each
16 year, no later than April, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 **ATTENDANCE REQUIREMENTS²**

2 Priority students, as defined by state law, shall not be required to attend summer programs.

3 The Director of Schools shall be responsible for developing administrative procedures regarding the
4 attendance requirements of priority students in each program.

5 **THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS**

6 Students who are required to attend summer programming in order to be promoted to fourth grade shall
7 attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of the
8 twenty (20) days required for summer school attendance. If more days are missed, students may make
9 up a total of two (2) within the time frame of summer learning camp. Missed days will be documented,
10 and options for make up days will be provided by the summer learning camp administrators.

11 Parents shall be provided information on the summer program attendance policy by the summer
12 learning camp administrators.

13 The Director of Schools/designee shall develop administrative procedures regarding the documentation
14 of student attendance including make up days and the administration of the post-test for students who
15 participate in summer programming.

Legal References

1. TRR/MS 0520-01-03-.03(9); Public Acts of 2023, Chapter No. 144
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

Cross References

Extended Contracts 5.112

Franklin Special Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.2041	Issued Date: 08/09/21
		Rescinds:	Issued:

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- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 ATTENDANCE REQUIREMENTS²

- 2 Priority students, as defined by state law, shall not be required to attend summer programs.
- 3 The Director of Schools shall be responsible for developing administrative procedures regarding the
- 4 attendance requirements of priority students in each program.

Legal References

1. TRR/MS 0520-01-03-.03(9)
2. Public Acts of 2021, Special Legislative Session, Chapter No. 1
3. TCA 49-6-3003

Cross References

Extended Contracts 5.112

4.300 EXTRACURRICULAR ACTIVITIES – *RENAMED* – *1st Reading*
WAS NAMED COCURRICULAR ACTIVITIES

Note: This policy has been rewritten to bring it up to date in practice and language.

This policy, also 6.4001 and 6.402 are affected by Public Chapter 353:

Public Chapter 353 includes new options for parents/guardians regarding certain extracurricular activities and district actions. Specifically, this new law:

- (1) requires parents/guardians to **opt-in** before their minor child joins a school club or participates in the activities of a club (**Policy 4.300**);
- (2) requires parents/guardians to **opt-in** before a minor child participates in a non-instructional survey, analysis, or evaluation (**Policy 6.4001**); and
- (3) gives parents/guardians the ability to **opt-out** of health screenings conducted as part of the coordinated school health program (**Policy 6.402**). To align with these changes, we have updated the respective policies on these topics.

Franklin Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: Proposed
		Rescinds: 4.300	Issued: 09/14/98

1 *General*

2 The following shall be adhered to:

- 3 1. The Board shall initially approve extracurricular activities at the district-level to ensure proper
4 support and supervision.
- 5 2. Each student activity shall be under the guidance and direction of a staff member.
- 6 3. All extracurricular activities at the school level shall have the approval of the principal.
- 7 4. Student activities occurring before or after regularly scheduled school hours must be under the
8 supervision of the principal/designee.
- 9 5. Secret organizations shall not be operated in any school.
- 10 6. A student shall not be required to attend an extracurricular activity that is scheduled at a time
11 which conflicts with his/her religious practices.¹
- 12 7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled
13 athletic programs and major events which cannot be scheduled otherwise.
- 14 8. Student groups shall not participate in state or national activities which are not listed as
15 approved activities by a regional accrediting association or the state and national principals'
16 associations without the approval of the Director of Schools.
- 17 9. A student on out-of-school suspension shall not be permitted to participate in extracurricular
18 activities.
- 19 10. Activities which restrict participation because of race, color, religion, sex, disabilities, or
20 national origin are strictly forbidden.²

21 **STUDENT CLUBS & ORGANIZATIONS³**

22 All students under the age of eighteen (18) shall present a signed and dated statement from their
23 parent/guardian before joining any club or organization or participating in activities of a club or
24 organization. The Director of Schools shall develop administrative procedures outlining this
25 recordkeeping process.

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter No. 353

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Attendance 6.200

Franklin Special Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Cocurricular Activities	Descriptor Code: 4.300	Issued Date: 09/14/98
		Rescinds: IDE	Issued: 11/08/93

- 1 The Board recognizes the value of student activities - clubs, programs, plays, publications, trips, projects,
2 intramural activities, field days and other activities - in promoting goals of the school system. Such
3 activities are a vital part of the educational program and should be planned and supervised as carefully
4 as other components of the instructional program.
- 5 The principal of each school shall be responsible for the organization and adequate supervision of all
6 student activities, with the assistance of delegated members of the faculty, and the cooperation and
7 involvement of parents and the community at large when applicable.
- 8 Activities which restrict participation because of race, color, religion, sex, or national origin are
9 forbidden.¹
- 10 Activities sponsored by outside groups or agents will be carefully reviewed and approved only if they
11 are sanctioned by the school.

Legal References

1. Title IX, Education Amendment of 1972, 20 U.S.C. § 1681, et seq.; 34 CFR § 106.41

4.403 LIBRARY MATERIALS – *1st Reading*

A new state law, Public Chapter 472, changes the process for school districts to respond to challenged library materials. Previously, state law required that all complaints proceed to the Board of Education. The new law includes flexibility for districts by permitting the Board to create a process with several tiers of review.

Franklin Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: Proposed
		Rescinds: 4.403	Issued: 08/08/22

1 *General*

2 The library media specialist, with oversight from the principal and the district curriculum and
3 professional learning supervisor, shall be responsible for library collection development. Library
4 materials shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere
5 to the following criteria:

- 6 1. Materials shall be suitable for and consistent with the educational mission of the school;
7
- 8 2. Materials shall be appropriate for the age and maturity levels of the students who may access
9 them. The determining factor will be based on an assessment of any mature themes or content
10 (i.e., violence, sexual content, vulgar language, substance abuse);
11
- 12 3. Materials shall contain literary, historical, and/or artistic value and merit; and
13
- 14 4. The collection as a whole shall offer a variety of viewpoints.

15 The library media specialist shall be responsible for periodically reviewing the district's library
16 collection in line with these established standards. **The school shall post the list of library materials**
17 **online.**

18 **COMPLAINTS**²

19 **Tier I**

20 If a complaint is made by an employee, student, or parent/guardian, ~~this process is to be followed:~~ **the**
21 **person receiving the complaint shall:**

- 22 1. Inform the complainant of the selection procedures and make no commitments.
23
- 24 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
25
- 26 3. Inform the principal (and other appropriate personnel).
27
- 28 4. Keep challenged materials available for use during the reconsideration process.
29

30 Upon receipt of the completed form, the principal ~~shall~~ **may** notify the Director of Schools. The
31 principal ~~shall~~ **may** request review of the challenged materials by an ad hoc materials review

1 committee within fifteen (15) days. The review committee is appointed by the principal and **includes**
2 **should include** certified library media personnel, representatives from classroom teachers, one or more
3 parents, and may include one or more students. The principal will inform the Director of Schools of the
4 review committee's progress.

5
6 ~~The review committee shall take the following steps after receiving the challenged materials:~~ **After**
7 **receiving the challenged materials, the following steps should occur:**

- 8
- 9 1. Read, view, or listen to the contested material in its entirety;
- 10
- 11 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 12
- 13 3. Determine the extent to which the material is appropriate for the age and maturity levels
14 of the students who have access to the materials and whether the material is suitable for,
15 and consistent with, the educational mission of the school; **and**
- 16
- 17 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
18 the material for its strength and value; ~~and~~
- 19
- 20 5. ~~Present a recommendation to the Director of Schools and the Board.~~

- 21
- 22
- 23 8. ~~The Board shall review the recommendation presented by the review committee and make the~~
24 ~~determination whether the material is appropriate for the age and maturity levels of the students~~
25 ~~who have access to the materials and whether the material is suitable for, and consistent with,~~
26 ~~the educational mission of the school.~~
- 27
- 28 9. ~~If it is determined that the material is not appropriate for the age and maturity levels of the~~
29 ~~students who have access to them or is not suitable for, and consistent with, the educational~~
30 ~~mission of the school, the Board shall require the school to remove the material from the library~~
31 ~~collection.~~
- 32

33 **Tier Two**

34
35 The complainant may appeal the principal's decision. The appeal shall be to the Director of
36 Schools. He/she shall review the recommendation presented by the review committee along with
37 the principal's recommendation and make the determination whether the material is appropriate for
38 the age and maturity levels of the students who have access to the materials and whether the
39 material is suitable for, and consistent with, the educational mission of the school.

40 **Tier Three**

41
42
43 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the
44 material to determine whether the material is appropriate for the age and maturity levels of the
45 students who have access to the materials and whether the material is suitable for, and consistent
46 with, the educational mission of the school.

1 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of
2 the students who have access to them or is not suitable for, and consistent with, the educational
3 mission of the school, the material shall be removed from the library collection.

4

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Franklin Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 08/08/22
		Rescinds:	Issued:

1 *General*

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3 professional learning supervisor, shall be responsible for library collection development. Library
4 materials shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere
5 to the following criteria:

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9 them. The determining factor will be based on an assessment of any mature themes or content
10 (i.e., violence, sexual content, vulgar language, substance abuse);
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- 12 3. Materials shall contain literary, historical, and/or artistic value and merit; and
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- 14 4. The collection as a whole shall offer a variety of viewpoints.

15 The library media specialist shall be responsible for periodically reviewing the district’s library
16 collection in line with these established standards.

17 **COMPLAINTS**

18 If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

- 19 1. Inform the complainant of the selection procedures and make no commitments.
20
- 21 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
22
- 23 3. Inform the principal (and other appropriate personnel).
24
- 25 4. Keep challenged materials available for use during the reconsideration process.
26
- 27 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
28
- 29 6. The principal shall request review of the challenged materials by an ad hoc materials review
30 committee within fifteen (15) days. The review committee is appointed by the principal and
31 includes certified library media personnel, representatives from classroom teachers, one or
32 more parents, and may include one or more students. The principal will inform the Director of

1 Schools of the review committee's progress.
2

- 3 7. The review committee shall take the following steps after receiving the challenged materials:
4
5 a. Read, view, or listen to the contested material in its entirety;
6 b. Check general acceptance of the material by reading recognized and evaluative reviews;
7 c. Determine the extent to which the material is appropriate for the age and maturity levels
8 of the students who have access to the materials and whether the material is suitable for,
9 and consistent with, the educational mission of the school;
10 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
11 the material for its strength and value; and
12 e. Present a recommendation to the Director of Schools and the Board.
13
14 8. The Board shall review the recommendation presented by the review committee and make the
15 determination whether the material is appropriate for the age and maturity levels of the students
16 who have access to the materials and whether the material is suitable for, and consistent with,
17 the educational mission of the school.
18
19 9. If it is determined that the material is not appropriate for the age and maturity levels of the
20 students who have access to them or is not suitable for, and consistent with, the educational
21 mission of the school, the Board shall require the school to remove the material from the library
22 collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

5.305 FAMILY AND MEDICAL LEAVE – *1st Reading*

Public Chapter 399 gives employees who are required by law to hold a valid license of qualification for employment and who have been employed with the school district for at least twelve consecutive months, **six weeks** of paid leave that can be used after the birth, stillbirth, or adoption of a newly placed minor child.

In addition, language has been added specific to our district to grant other categories of employees who have been employed with the school district for at least twelve consecutive months **three weeks** of paid leave based on the same guidelines.

This leave must be used within twelve months of the qualifying event and does not have to be used consecutively. Additionally, leave under PC 399 counts towards federally granted leave under the Family Medical Leave Act. TSBA has proposed language for provisions on this new option with PC 399 for our incorporation into our policy.

Franklin Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: <i>Proposed</i>
		Rescinds: 5.305	Issued: 04/13/20

1 PURPOSE

2 To entitle employees to take reasonable leave for medical reasons, for the birth, adoption or foster care
3 placement of a child, and for the care of a child, spouse, or parent who has a serious health condition.

4 ELIGIBILITY

5 ~~Anyone who has been employed for at least twelve (12) months by the school system and has worked~~
6 ~~at least 1,250 hours during the previous twelve-month period immediately preceding the request for~~
7 ~~FMLA leave shall be eligible to use FMLA leave.² Hours used for leave, even leave under the Family~~
8 ~~& Medical Leave Act (FMLA), shall not be credited for service for purposes of FMLA eligibility¹.~~
9 **RESTATED** Anyone who has been employed for at least twelve (12) months by the school district and
10 anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be
11 credited for service for purposes of FMLA eligibility¹) during the previous twelve (12) month period
12 shall be eligible to use FMLA leave.²

13 GENERAL PRINCIPLES

14 ~~The FMLA provides that~~ An eligible employee shall be granted, upon request, up to twelve (12) weeks
15 unpaid leave during a fixed calendar year for the following reasons:

- 16 1. The birth of a child;
- 17
- 18 2. The placement of a child with the employee for adoption or foster care;
- 19
- 20 3. A serious health condition of the employee that makes the employee unable to perform the
- 21 essential functions of his or her job position;
- 22
- 23 4. The care of a spouse, child or parent of the employee who has a serious health condition; or
- 24
- 25 5. Any qualifying circumstances arising out of the fact that a spouse, child, parent or next of kin of
- 26 the employee is on covered active duty or has been notified of an impending call or order to
- 27 covered active duty, in the Armed Forces.

28 ~~Granting of leave under this policy shall be subject to, and in accordance with, the provisions of~~
29 ~~applicable federal and state laws.~~ An employee may substitute accrued paid leave for unpaid time. Use
30 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of
31 FMLA leave.

32 MATERNITY/PATERNITY LEAVE

- 1 1. *Relationship between FMLA leave and Tennessee Maternity Act leave* - FMLA leave shall run
2 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
3 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
4 childbirth and nursing of a newborn child.³
5
- 6 2. *Sick Leave* - In accordance with state law ~~and district policy~~, any employee who goes on
7 maternity/paternity leave shall be allowed to use all or a portion of the employee's accumulated
8 sick leave and/or annual leave for maternity/paternity leave purposes for a period not to exceed
9 twelve (12) weeks. **In order to be eligible to use sick leave**, written request of the eligible
10 employee accompanied by a statement from the employee's physician verifying pregnancy shall
11 be submitted.
12

13 Upon verification by a written statement from an adoption agency or other entity handling an
14 adoption or placement of a foster child, an eligible employee may ~~also~~ be allowed to use
15 **accumulated sick leave and annual** leave for all or a portion of up to twelve (12) weeks, ~~not to~~
16 ~~exceed the employee's leave balance for adoption or placement of a foster child if the child is~~
17 ~~one (1) year old or less. This shall not apply in case of stepchild or adult adoption. If both adoptive~~
18 ~~or both foster parents are full-time employees of the district, however, only one (1) parent is~~
19 ~~entitled to use such leave.~~⁴ ~~In the absence of available sick leave or annual leave for this purpose,~~
20 ~~the leave shall remain unpaid.~~ **If both adoptive parents are teachers employed by the district,**
21 **however, only one (1) parent is entitled to use such leave.**⁴
22

- 23 3. Spouses who are both eligible employees of the school district are limited to a combined total of
24 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
25 for birth and care of a newborn child, for placement of a child for adoption or foster care, or to
26 care for a parent who has a serious health condition. Under certain circumstances, spouses who
27 share leave for the birth or adoption of a child may be eligible for limited amounts of additional
28 leave for other qualifying FMLA reasons.⁵
29

- 30 4. *Paid Parental Leave* – **Under state law, an additional six (6) work weeks of paid leave is available**
31 **to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An**
32 **eligible employee taking leave under this provision shall not be required to utilize any other type**
33 **of accrued leave during this period. Eligible employees include teachers, principals, supervisors,**
34 **or other individuals required by law to hold a valid license of qualification for employment who**
35 **have been employed with a school district full time for at least twelve (12) consecutive months.**
36

37 **For employees who do not qualify for the paid parental leave outlined above and who have been**
38 **employed full-time with the school district for twelve (12) consecutive months prior to the start**
39 **of the leave, Franklin Special School District will award three (3) weeks of paid leave after a**
40 **birth, stillbirth, or adoption of a newly placed minor child.**
41

42 **Employees shall provide notice to the school district thirty (30) days prior to the intended use of**
43 **the leave. If the employee learns about the need for leave less than thirty (30) days in advance,**
44 **the employee shall give notice as soon as reasonably possible in order to be eligible for the paid**
45 **leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be**

1 used within twelve (12) months of the qualifying event. The leave shall run concurrently with
2 FMLA leave.⁶

3 LEAVE FOR A SERIOUS HEALTH CONDITION ⁶ ⁷

4 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she
5 is unable to work because of a serious health condition or to care for an immediate family member with
6 a serious health condition. ~~Granting of such leave shall be subject to the provisions of applicable federal
7 and state laws.~~ Employees shall contact Human Resources to determine if the reason for leave qualifies
8 as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave
9 is not foreseeable, the employee shall notify Human Resources as soon as practicable, generally, either
10 the same or next business day.

11 LEAVE FOR MILITARY FAMILY MEMBERS

12 1. *Qualifying Exigency Leave*⁷ - Eligible employees are entitled to up to twelve (12) workweeks of
13 leave because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter,
14 or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of
15 an impending call to active duty, or has been notified of an impended call to active duty status,
16 in the Armed Forces. Qualifying exigencies may include:

- 17
- 18 a. Issues arising from the service member’s short notice deployment ~~(i.e., less days of
19 notice) for a period of seven days from the date of notification;~~
 - 20
 - 21 b. Military events and related activities (e.g. official ceremonies, ~~programs, or events
22 sponsored by the military or family support or assistance programs and informational
23 briefings sponsored or promoted by the military, military service organizations, or the
24 American Red Cross that are related to the active duty or call to active duty status of a
25 covered service member~~); support programs);
 - 26
 - 27 c. Making or updating financial and legal arrangements ~~to address a covered service
28 member's absence;~~
 - 29
 - 30 d. Attending counseling ~~provided by someone other than a health care provider for oneself,
31 the covered service member, or the child of the covered service member, the need for
32 which arises from the active duty or call to active duty status of the covered service
33 member;~~
 - 34
 - 35 e. Taking up to fifteen (15) days leave to spend time with a covered service member who is
36 on short-term, ~~temporary~~ rest and recuperation leave during deployment;
 - 37
 - 38 f. Attending post-deployment activities, ~~including attending arrival ceremonies,
39 reintegration briefings and events, and other official ceremonies or programs sponsored
40 by the military for a period of 90 days following the termination of the covered service
41 member's active duty status, and addressing issues arising from the death of a covered
42 service member;~~ or
 - 43

g. Any other event that the employee and employer agree is a qualifying exigency.

2. *Military Caregiver Leave*^{8 9} - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period” to care for the covered service member or covered veteran. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

~~The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8, 2013.~~ The “single twelve (12) month period” for leave to military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE^{9 10}

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When ~~a licensed~~ **an** employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*^{10 11} - For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice* - Once it has been established that the leave requested qualifies for FMLA, the Director of Schools / designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave

1 statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall
2 run concurrently with FMLA leave.^{+1 12} The notice may be given orally or in writing. If
3 the notice is oral, it shall be confirmed in writing, no later than the following pay day.^{+2 13}
4

5 2. Certification Requirement^{+3 14}
6

- 7 a. The Director of Schools ~~shall~~ **may** require that a request for leave be supported by
8 certification issued by a health care provider with the following information:
9 i. the date on which the serious health condition commenced;
10 ii. the probable duration of the condition;
11 iii. the appropriate medical facts within the knowledge of the health care provider
12 regarding the condition; and
13 iv. a statement that the eligible employee is needed to care for the son, daughter,
14 spouse, or parent and an estimate of the amount of time that such employee is
15 needed.
16
17 b. If there is any reason to doubt the validity of the certification provided, the Director of
18 Schools may require, at the expense of the school district, an opinion of a second health
19 care provider.
20

21 3. Period Near the End of an Academic Term (Professional Employees)^{+4 15}
22

- 23 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
24 Schools of schools may require the employee to continue taking leave until the end of the
25 term if the leave is at least three (3) weeks of duration and the return of employment
26 would occur during the three (3) week period before the end of the term.
27
28 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
29 may require the employee to continue taking leave until the end of the term if the leave
30 is greater than two (2) weeks duration and the return to employment would occur during
31 the two (2) week period before the end of the term.

32 **REQUIREMENTS OF THE BOARD**^{+5 16}

- 33 1. The employee shall be restored to the same position of employment or an equivalent position
34 with no loss of benefits, pay, or other terms of employment.
35
36 2. The employee shall be kept under any group health plan for the duration of the leave.
37
38 3. The board may recover the premium paid under the following conditions:
39 a. The employee fails to return from leave after the period of leave has expired; ~~or~~ **and**
40 b. The employee fails to return to work for a reason other than the continuation,
41 recurrence, or onset of a serious health condition or other circumstances beyond the
42 control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Franklin Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Family and Medical Leave</h2>	Descriptor Code: <h3 style="text-align: center;">5.305</h3>	Issued Date: <h3 style="text-align: center;">04/13/20</h3>
		Rescinds: <h3 style="text-align: center;">5.305</h3>	Issued: <h3 style="text-align: center;">10/14/19</h3>

1 **PURPOSE**

2 To entitle employees to take reasonable leave for medical reasons, for the birth, adoption or foster care
 3 placement of a child, and for the care of a child, spouse, or parent who has a serious health condition.

4 **ELIGIBILITY**

5 Anyone who has been employed for at least twelve (12) months by the school system and has worked at
 6 least 1,250 hours during the previous twelve-month period immediately preceding the request for FMLA
 7 leave shall be eligible to use FMLA leave.² Hours used for leave, even leave under the Family & Medical
 8 Leave Act (FMLA), shall not be credited for service for purposes of FMLA eligibility¹.

9 **GENERAL PRINCIPLES**

10 The FMLA provides that an eligible employee shall be granted, upon request, up to twelve (12) weeks
 11 unpaid leave during a fixed calendar year for the following reasons:

- 12 1. The birth of a child;
- 13
- 14 2. The placement of a child with the employee for adoption or foster care;
- 15
- 16 3. A serious health condition of the employee that makes the employee unable to perform the
 17 essential functions of his or her job position;
- 18
- 19 4. The care of a spouse, child or parent of the employee who has a serious health condition; or
- 20
- 21 5. Any qualifying circumstances arising out of the fact that a spouse, child, parent or next of kin of
 22 the employee is on covered active duty or has been notified of an impending call or order to
 23 covered active duty, in the Armed Forces.

24 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of
 25 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use
 26 of accrued paid leave shall run concurrently with and be counted toward the employee’s total period of
 27 FMLA leave.

28 **MATERNITY/PATERNITY LEAVE**

- 29 1. *Relationship between FMLA leave and Tennessee Maternity Act leave* - FMLA leave shall run
 30 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible

1 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
2 childbirth and nursing of a newborn child.³

- 3
- 4 2. *Sick Leave* - In accordance with state law and district policy, upon written request of the eligible
5 employee accompanied by a statement from the employee's physician verifying pregnancy shall
6 be submitted, any employee who goes on maternity/paternity leave shall be allowed to use all or
7 a portion of the employee's accumulated sick leave and/or annual leave for maternity/paternity
8 leave purposes for a period not to exceed twelve (12) weeks.

9

10 Upon verification by a written statement from an adoption agency or other entity handling an
11 adoption or placement of a foster child, an eligible employee may also be allowed to use sick
12 leave and annual leave for all or a portion of up to twelve (12) weeks, not to exceed the
13 employee's leave balance for adoption or placement of a foster child if the child is one (1) year
14 old or less. This shall not apply in case of stepchild or adult adoption. If both adoptive or both
15 foster parents are full-time employees of the district, however, only one (1) parent is entitled to
16 use such leave.⁴ In the absence of available sick leave or annual leave for this purpose, the leave
17 shall remain unpaid.

18

19 Spouses who are both eligible employees of the school district are limited to a combined total of
20 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
21 for birth and care of a newborn child, for placement of a child for adoption or foster care, or to
22 care for a parent who has a serious health condition. Under certain circumstances, spouses who
23 share leave for the birth or adoption of a child may be eligible for limited amounts of additional
24 leave for other qualifying FMLA reasons.⁵

25 **LEAVE FOR A SERIOUS HEALTH CONDITION⁶**

26 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she
27 is unable to work because of a serious health condition or to care for an immediate family member with
28 a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal
29 and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies
30 as Family and Medical Leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice.
31 If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable -
32 generally, either the same or next business day.

33 **LEAVE FOR MILITARY FAMILY MEMBERS**

- 34 1. *Qualifying Exigency Leave⁷* - Eligible employees are entitled to up to twelve (12) workweeks of
35 leave because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter,
36 or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of
37 an impending call to active duty, or has been notified of an impended call to active duty status,
38 in the Armed Forces. Qualifying exigencies may include:
- 39
- 40 a. Issues arising from the service member's short notice deployment (i.e., less days of
41 notice) for a period of seven days from the date of notification;
- 42

- 1 b. Military events and related activities (e.g. official ceremonies, programs, or events
2 sponsored by the military or family support or assistance programs and informational
3 briefings sponsored or promoted by the military, military service organizations, or the
4 American Red Cross that are related to the active duty or call to active duty status of a
5 covered service member);
6
- 7 c. Making or updating financial and legal arrangements to address a covered service
8 member's absence;
9
- 10 d. Attending counseling provided by someone other than a health care provider for oneself,
11 the covered service member, or the child of the covered service member, the need for
12 which arises from the active duty or call to active duty status of the covered service
13 member;
14
- 15 e. Taking up to fifteen (15) days leave to spend time with a covered service member who is
16 on short-term, temporary rest and recuperation leave during deployment;
17
- 18 f. Attending post-deployment activities, including attending arrival ceremonies,
19 reintegration briefings and events, and other official ceremonies or programs sponsored
20 by the military for a period of 90 days following the termination of the covered service
21 member's active duty status, and addressing issues arising from the death of a covered
22 service member; or
23
- 24 g. Any other event that the employee and employer agree is a qualifying exigency.
25
- 26 2. *Military Caregiver Leave*⁸ - An eligible employee who is the spouse, son, daughter, parent, or
27 next of kin of a covered service member or covered veteran with a serious injury or illness is
28 entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period” to
29 care for the covered service member or covered veteran. A covered service member is a current
30 member of the Armed Forces, including a member of the National Guard or Reserves, who is
31 undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is
32 otherwise on the temporary disability retired list, for a serious injury or illness.
33

34 A covered veteran is an individual who was a member of the Armed Forces at any time during
35 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy
36 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or
37 therapy.
38

39 The calculation of this 5-year period shall not include the interval of October 28, 2009 through
40 March 8, 2013. The “single twelve (12) month period” for leave to military caregiver leave begins
41 on the first day the employee takes leave for this reason and ends twelve (12) months later. An
42 eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide
43 care for a covered service member. The maximum of twenty-six (26) workweeks may include no
44 more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child,
45 for placement of a child for adoption or foster care, for care of a parent who has a serious health
46 condition, or for the employee's own serious health condition.

1 INTERMITTENT LEAVE⁹

2 Eligible employees may take FMLA leave intermittently when medically necessary to care for a
3 seriously ill family member, or because of the employee's own serious health condition, or for the care
4 for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee
5 requests foreseeable leave for planned medical treatment and the employee would be on leave for greater
6 than 20% of the total number of working days in the period during which the leave would extend, the
7 school may require that such employee elect either to take the leave for periods of a particular duration,
8 not to exceed the duration of the planned medical treatment or to transfer temporarily to an available
9 alternative position offered by the school system for which the employee is qualified, and that has
10 equivalent pay and benefits and better accommodates recurring periods of leave.

11 RESTRICTIONS

12 1. Notice Requirements

- 13
- 14 a. *Employee Notice*¹⁰ - For foreseeable leave, the employee shall provide the director of
15 schools with at least thirty (30) days written notice before the beginning of the anticipated
16 leave.
- 17
- 18 b. *District Notice* - Once it has been established that the leave requested qualifies for FMLA,
19 the director of schools/ designee shall notify the employee within three (3) business days
20 (absent extenuating circumstances) that any leave taken pursuant to state leave statutes
21 (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run
22 concurrently with FMLA leave.¹¹ The notice may be given orally or in writing. If the
23 notice is oral, it shall be confirmed in writing, no later than the following pay day.¹²

24 2. Certification Requirement¹³

- 25
- 26
- 27 a. The director shall require that a request for leave be supported by certification issued by
28 a health care provider with the following information:
- 29 i. the date on which the serious health condition commenced;
- 30 ii. the probable duration of the condition;
- 31 iii. the appropriate medical facts within the knowledge of the health care provider
32 regarding the condition; and
- 33 iv. a statement that the eligible employee is needed to care for the son, daughter,
34 spouse, or parent and an estimate of the amount of time that such employee is
35 needed.
- 36
- 37 b. If there is any reason to doubt the validity of the certification provided, the director may
38 require, at the expense of the school system, an opinion of a second health care provider.
- 39

40 3. Period Near the End of an Academic Term (Professional Employees)¹⁴

- 41
- 42 a. If leave is taken more than five (5) weeks prior to the end of the term, the director of
43 schools may require the employee to continue taking leave until the end of the term if the

1 leave is at least three (3) weeks of duration and the return of employment would occur
 2 during the three (3) week period before the end of the term.

- 3
 4 b. If the leave is taken five (5) weeks prior to the end of the term, the director of schools
 5 may require the employee to continue taking leave until the end of the term if the leave
 6 is greater than two (2) weeks duration and the return to employment would occur during
 7 the two (2) week period before the end of the term.

8 **REQUIREMENTS OF THE BOARD**¹⁵

- 9 1. The employee shall be restored to the same position of employment or an equivalent position
 10 with no loss of benefits, pay, or other terms of employment.
- 11 2. The employee shall be kept under any group health plan for the duration of the leave.
- 12 3. The board may recover the premium paid under the following conditions:
 13
 14 a. The employee fails to return from leave after the period of leave has expired; or
 15
 16 b. The employee fails to return to work for a reason other than the continuation,
 17 recurrence, or onset of a serious health condition or other circumstances beyond the
 18 control of the employee.
 19

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4); Public Acts of 2019, Chapter No. 248
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

Cross References

- Sick Leave 5.302
 Long-Term Leaves of Absence 5.304
 Families First Coronavirus Response Act Leave 5.3051
 (effective through 12/31/20)

6.4001 STUDENT SURVEYS, ANALYSES, AND EVALUATIONS

– ***1st Reading***

This policy, also 4.300 and 6.402 are affected by Public Chapter 353:

Public Chapter 353 includes new options for parents/guardians regarding certain extracurricular activities and district actions. Specifically, this new law:

(1) requires parents/guardians to **opt-in** before their minor child joins a school club or participates in the activities of a club (**Policy 4.300**);

(2) requires parents/guardians to **opt-in** before a minor child participates in a non-instructional survey, analysis, or evaluation (**Policy 6.4001**); and

(3) gives parents/guardians the ability to **opt-out** of health screenings conducted as part of the coordinated school health program (**Policy 6.402**). To align with these changes, we have updated the respective policies on these topics.

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: Proposed
		Rescinds: 6.4001	Issued: 06/08/15

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project
2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does
3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The
4 Director of Schools shall develop administrative procedures for approving requests for conducting
5 surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline
6 what is to be done, who is to be involved, and how the results will be used and distributed.¹

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be
8 notified of the opportunity to review the materials.¹ Such notification shall include information indicating
9 the purpose of the survey, analysis, or evaluation as well as who will have access to the
10 results. ~~Following such notification and prior to the administration of the survey, analysis, or evaluation,~~
11 ~~parent(s)/guardian(s) may opt their child out of participation.~~ The survey, analysis, or evaluation shall
12 only be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide
13 written, informed, and voluntarily signed consent. The Director of Schools shall develop procedures for
14 granting such parental requests ~~and to implement the other provisions of this policy.~~¹

15 ~~Without the prior consent of the parent,~~ No student shall be required, as part of any program, to submit
16 to a survey, analysis, or evaluation that reveals information concerning:^{1,2}

- 17 1. Mental or psychological problems of the student or the student's family;
- 18 2. Sexual behavior or attitudes;
- 19 3. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 20 4. Critical appraisals of other individuals with whom respondents have close family relationships;
- 21 5. Legally privileged relationships;
- 22 6. Income; or
- 23 7. The collection of student biometric data involving the analysis of facial expressions, EEG
24 brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse,
25 blood volume, posture, and eye-tracking.³

26
27 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case
28 of an unemancipated minor, without the prior written consent of the parent/guardian.

29 The collection of the following student data is strictly prohibited:⁴

- 30 1. Political affiliation or voting history;
- 31 2. Religious practices; and
- 32 3. Firearm ownership.

1 **COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING⁵**

2 In general, the district will not collect, disclose, or use personal student information for the purpose of
3 marketing or selling that information or otherwise providing that information to others for that purpose.

4 If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at
5 least annually at the beginning of the school year of the specific or approximate dates when such
6 information will be collected. Parent(s)/guardian(s), upon request, may inspect any instrument used to
7 collect personal information for the purpose of marketing or selling that information before the
8 instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of
9 appropriate age may decline to provide the information requested.

10 This portion of the policy does not apply to the collection, disclosure, or use of personal information
11 collected from students for the exclusive purpose of developing, evaluating, or providing educational
12 products or services for or to students or educational institutions to the extent allowed by law such as:

- 13 1. College or other postsecondary education recruitment or military recruitment;
14 2. Book clubs, magazines, and programs providing access to low-cost literary products;
15 3. Tests and assessments used by elementary schools and secondary schools to provide
16 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about
17 students (or to generate other statistically useful data for the purpose of securing such tests
18 and assessments) and the subsequent analysis and public release of the aggregate data from
19 such tests and assessments;
20 4. The sale by students of products or services to raise funds for school-related or education
21 related activities; or
22 5. Student recognition programs.
23
24

Legal References

1. TCA 49-2-211; Public Acts of 2023, Chapter No. 353
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Cross References

- Testing Programs 4.700
- Student Surveys, Analyses, and Evaluations 6.4001.1
Request to Conduct Research 6.4001.2
Notification of Survey, Analysis, or Evaluation 6.4001.3

Franklin Special Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 06/08/15
		Rescinds: 6.4001	Issued: 07/21/14

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project
 2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does
 3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The
 4 Director of Schools shall develop administrative procedures for approving requests for conducting
 5 surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline
 6 what is to be done, who is to be involved, and how the results will be used and distributed.¹

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be
 8 notified of the opportunity to review the materials.¹ Such notification shall include information indicating
 9 the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following
 10 such notification and prior to the administration of the survey, analysis, or evaluation,
 11 parent(s)/guardian(s) may opt their child out of participation. The Director of Schools shall develop
 12 procedures for granting such parental requests and to implement the other provisions of this policy.¹

13 Without the prior consent of the parent, no student shall be required, as part of any program, to submit
 14 to a survey, analysis, or evaluation that reveals information concerning:^{1,2}

- 15 1. Mental or psychological problems of the student or the student's family;
- 16
- 17 2. Sexual behavior or attitudes;
- 18
- 19 3. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 20
- 21 4. Critical appraisals of other individuals with whom respondents have close family relationships;
- 22
- 23 5. Legally privileged relationships;
- 24
- 25 6. Income; or
- 26
- 27 7. The collection of student biometric data involving the analysis of facial expressions, EEG
- 28 brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse,
- 29 blood volume, posture, and eye-tracking.³

30 The collection of the following student data is strictly prohibited:⁴

- 31 1. Political affiliation or voting history;
- 32

1 2. Religious practices; and

2

3 3. Firearm ownership.

4 **COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING⁵**

5 In general, the district will not collect, disclose, or use personal student information for the purpose of
6 marketing or selling that information or otherwise providing that information to others for that purpose.

7 If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at
8 least annually at the beginning of the school year of the specific or approximate dates when such
9 information will be collected. Parent(s)/guardian(s), upon request, may inspect any instrument used to
10 collect personal information for the purpose of marketing or selling that information before the
11 instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of
12 appropriate age may decline to provide the information requested.

13 This portion of the policy does not apply to the collection, disclosure, or use of personal information
14 collected from students for the exclusive purpose of developing, evaluating, or providing educational
15 products or services for or to students or educational institutions to the extent allowed by law such as:

16 1. College or other postsecondary education recruitment or military recruitment;

17

18 2. Book clubs, magazines, and programs providing access to low-cost literary products;

19

20 3. Tests and assessments used by elementary schools and secondary schools to provide
21 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about
22 students (or to generate other statistically useful data for the purpose of securing such tests
23 and assessments) and the subsequent analysis and public release of the aggregate data from
24 such tests and assessments;

25

26 4. The sale by students of products or services to raise funds for school-related or education
27 related activities; or

28

29 5. Student recognition programs.

Legal References

1. TCA 49-2-211
2. 20 USCA § 1232h
3. TCA 49-1-706
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5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Cross References

- Testing Programs 4.700
- Student Surveys, Analyses, and Evaluations 6.4001.1
Request to Conduct Research 6.4001.2
Notification of Survey, Analysis, or Evaluation 6.4001.3

	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)	0	0	2	0.0	2	1	3.0	0	0	1	1.0	0	2	1	1.0			
Pre-Kindergarten (P4)	13	19	1	32.0	6	11	1	17.0	8	5	1	11.0	10	11	1	21		
Kindergarten	28	21	3	16.3	27	29	3	18.7	42	45	5	17.4	39	40	5	15.8		
Pre-First			0	0.0			0	0.0			0	0.0			0	0.0		
Grade 1	42	36	4	19.5	24	28	3	17.3	49	36	5	17.0	55	51	6	17.7		
Grade 2	23	41	3	21.3	28	22	3	16.7	42	40	5	16.4	40	43	4	20.8		
Grade 3	27	27	4	13.5	25	32	3	19.0	51	42	6	15.5	42	49	4	22.8		
Grade 4	37	31	4	17.0	17	21	2	19.0	33	41	4	18.5	38	52	5	18.0		
Total Students	170	175	345		129	144	273		225	209	434		220	241	461	331		
American Indian	0	0	0%		0	0%			3	1%			1	0%		0%		
Asian	9	3%		38	15%			26	6%			43	10%		8	3%		
Black or African American	40	13%		59	23%			29	7%			44	10%		31	10%		
Hispanic or Latino	40	13%		69	27%			113	27%			84	19%		120	39%		
Native Hawaiian-Pacific Islander	0	0%		1	0%			0	0%			1	0%		0	0%		
White	224	72%		86	34%			250	59%			276	61%		148	48%		
TOTAL WITHOUT PRE-K	313			253				421				449			307			
	FIS			FMS			PGMS											
	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg
Grade 5	112	125	12	19.8									36	50	3	28.6666		
Grade 6	135	126	12	21.8									41	39	4	17.5		
Grade 7					116	135	12	20.9					35	39	4	18.5		
Grade 8					115	131	11	22.4					37	41	4	19.5		
Total Students	247	251	498	231	266	497							149	169	318			
American Indian	1	0%		4	1%								4	1%				
Asian	28	6%		27	5%								12	4%				
Black or African American	78	16%		73	15%								17	5%				
Hispanic or Latino	117	23%		123	25%								133	42%				
Native Hawaiian-Pacific Islander	3	1%		0	0%								0	0%				
White	271	54%		270	54%								152	48%				
TOTAL WITHOUT PRE-K	498			497									318					
TOTAL WITHOUT PRE-K	3056			3157									101					

Grade	Average Size
K-3	17.5
4-6	20.3
7-8	20.3

FSSD Demographics - 08/09/2023

FRANKLIN SPECIAL SCHOOL DISTRICT
Investment Report
June 30, 2023

Local Government Investment Pool

Interest Rate for June 5.06%

General Investment Account

Beginning Balance	\$ 17,579,949.24
Interest	67,554.19
Withdrawals	(3,600,000.00)
Deposits	
Total Invested	\$ 14,047,503.43

Debt Service Investment Account

Beginning Balance	\$ 660,763.16
Interest	2,748.04
Withdrawals	
Deposits	
Total Invested	\$ 663,511.20

Capital Projects Investment Account

Beginning Balance	\$ 2.78
Interest	0.01
Withdrawals	-
Deposits	-
Total Invested	\$ 2.79

Construction Investment Account

Beginning Balance	\$ 22,302,608.80
Interest	93,196.93
Withdrawals	(377,300.04)
Deposits	785,828.00
Total Invested	\$ 22,804,333.69

FRANKLIN SPECIAL SCHOOL DISTRICT
Investment Report
June 30, 2023

First Tennessee Bank

General Purpose Checking	
Beginning Balance	\$ 2,707,189.42
Receipts	2,506,566.60
Receipts - Loan from First Horizon (Tax Anticipation)	
Payment of Loan fr Debt Svc.	
Transf fr Payroll	
Interest	5,689.44
Transfer from LGIP	3,600,000.00
Transfer to LGIP	
Pmt of Tax Anticipation Loan to First Horizon	
RePmt Loan to Debt Svc.	
RePmt of Loan to Capt Svc.	
Reimb Const ESSER 3.0 (Roof-FES)	(785,828.00)
Disbursements	(5,136,142.10)
Ending Balance	\$ 2,897,475.36
Debt Service Checking	
Beginning Balance	\$ 1,429,760.31
Receipts	48,387.75
Receipts - Loan Payment fr GP	
From Const Bond payment	
Interest	4,011.84
Transfer from Investments	
Transfer to Investments	
Loan to GP	
Disbursements	(900.00)
Ending Balance	\$ 1,481,259.90
Capital Projects Checking	
Beginning Balance	\$ 34,332.22
Receipts	119,541.24
Interest	274.86
Payment fr GP of Loan	
Transfer to GP Loan	
Reimb fr GP-Exp	
Disbursements	(50,063.96)
Ending Balance	\$ 104,084.36
Construction Checking	
Beginning Balance	\$ 121,408.37
Receipts	786,129.80
Interest	477.87
Transfer fr LGIP	377,300.04
Transfer to LGIP	(785,828.00)
Transf to Bond for pmt	
Disbursements	(383,389.52)
Ending Balance	\$ 116,098.56

End T Acct	Obj	Prj	Loc	Prj	Acct	Original Budget	2023-24 Budget Revisions	2023-24 Revised Budget	July 2023-24 Monthly Activity	2023-24 FYTD Activity	Uncollected Balance
141					General Purpose						
141 R 40110					Current Year Property Tax	12,349,672.00	0.00	12,349,672.00	0.00	0.00	12,349,672.00
141 R 40115					Discount on Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
141 R 40120					Trustee's Collections Prior Ye	70,000.00	0.00	70,000.00	0.00	0.00	70,000.00
141 R 40130					Circuit Clerk/C&m-Prior Year	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
141 R 40140					Interest & Penalty	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
141 R 40161					Payments In Lieu Of Taxes-Tva	0.00	0.00	0.00	0.00	0.00	0.00
141 R 40163					Payments In Lieu Of Taxes-Othe	65,000.00	0.00	65,000.00	0.00	0.00	65,000.00
141 R 40210					Local Option Sales Tax	7,300,000.00	0.00	7,300,000.00	0.00	0.00	7,300,000.00
141 R 40275					Mixed Drink Tax (ST)	140,000.00	0.00	140,000.00	0.00	0.00	140,000.00
141 R 40350					Interstate Telecomm Tax	0.00	0.00	0.00	0.00	0.00	0.00
141 R 40610					Current Year Property Tax	20,297,649.00	0.00	20,297,649.00	0.00	0.00	20,297,649.00
141 R 40620					Prior Year Property Tax	110,000.00	0.00	110,000.00	0.00	0.00	110,000.00
141 R 40630					Interest & Penalty	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
141 R 40640					Pick-Up Taxes	75,000.00	0.00	75,000.00	0.00	0.00	75,000.00
141 R 4110					Licenses & Permits	500.00	0.00	500.00	0.00	0.00	500.00
141 R 43511					Tuition-Regular Day Students	50,000.00	0.00	50,000.00	28,000.00	28,000.00	22,000.00
141 R 43513					Tuition-YSI	169,812.00	0.00	169,812.00	0.00	0.00	169,812.00
141 R 43517					Tuition-Other	40,000.00	0.00	40,000.00	9,000.00	9,000.00	31,000.00
141 R 43570					Receipts From Individual Schoo	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
141 R 43990					Other Charges For Services	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44110					Interest Earned	150,000.00	0.00	150,000.00	66,434.27	66,434.27	83,565.73
141 R 44120					Lease/Rentals	20,000.00	0.00	20,000.00	150.00	150.00	19,850.00
141 R 44121					Event Lease Revenue	75,000.00	0.00	75,000.00	6,350.00	6,350.00	68,650.00
141 R 44122					Membership Sales Revenue	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44123					Facilities Fee Revenue	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
141 R 44124					Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44125					Service Fee Revenue	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44131					Concessions Food	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44132					Concessions School Merch/T-Sh	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44133					Concessions	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44146					E-Rate Funding	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
141 R 44170					Miscellaneous Refunds	10,000.00	0.00	10,000.00	1,227.00	1,227.00	8,773.00
141 R 44520					Insurance Recovery	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44530					Sale of Equipment	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
141 R 44540					Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44560					Damage Recovered from Individu	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44570					Contributions & Gifts	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44990					Other Local Revenue	500.00	0.00	500.00	36.25	36.25	463.75

Fnd T	Acct	Obj	Pri	Loc	Proj	Acct	2023-24		2023-24		2023-24		Uncollected
							Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance	
141						General Purpose							
141	R	46510				TISA	14,729,100.00	0.00	14,729,100.00	0.00	0.00	14,729,100.00	
141	R	46511				Basic Education Program	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46515				Early Childhood Education	305,000.00	0.00	305,000.00	0.00	0.00	305,000.00	
141	R	46590				Other State Education Funds	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46591				Coordinated School Health	80,000.00	0.00	80,000.00	0.00	0.00	80,000.00	
141	R	46592				Internet Connectivity	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46610				Career Ladder	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	
141	R	46612				Extended Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46790				Other Vocational	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46850				Mixed Drink Tax	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46980				Other State Grants	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46981				Safe Schools	53,870.00	0.00	53,870.00	0.00	0.00	53,870.00	
141	R	47143				Ed Of Handicap_IDEA	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	47145				IDEA Preschoo1	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	47304				Remote Technology Grant	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	47590				Other Federal Through State	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	48130				CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	48990				Other-Citizens Group	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	
141	R	49700				Insurance Recovery	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	49800				Transfers In	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	
141	-					General Purpose	56,344,103.00	0.00	56,344,103.00	111,197.52	111,197.52	56,232,905.48	

Fnd T	Acct	Obj	Pri	Loc	Prj	Acct	2023-24		2023-24		2023-24		Encumbered	Unencumbered	
							Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance			
141															
						General Purpose									
141	E	11130				Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141	E	71100				Regular Education Program	28,667,844.00	28,667,844.00	574,012.67	574,012.67	504,256.87	27,589,574.46			
141	E	71150				Alternative Schools	109,000.00	109,000.00	0.00	0.00	0.00	109,000.00			
141	E	71200				Special Education Program	6,733,898.00	6,733,898.00	68,752.77	68,752.77	120,699.28	6,544,445.95			
141	E	71300				Vocational Education Program	0.00	0.00	0.00	0.00	0.00	0.00			
141	E	72110				Attendance	0.00	0.00	0.00	0.00	0.00	0.00			
141	E	72120				Health Services	881,887.00	881,887.00	17,809.29	17,809.29	0.00	864,077.71			
141	E	72130				Other Student Support	1,275,888.00	1,275,888.00	17,171.43	17,171.43	0.00	1,258,716.57			
141	E	72210				Regular Instruction Program	3,150,206.00	3,150,206.00	75,039.65	75,039.65	21,569.16	3,053,597.19			
141	E	72220				Special Education Instruction	1,777,394.00	1,777,394.00	32,076.02	32,076.02	20,147.73	1,725,170.25			
141	E	72250				TECHNOLOGY	1,532,531.00	1,532,531.00	184,949.67	184,949.67	110,544.56	1,237,036.77			
141	E	72310				Board Of Education Services	1,559,195.00	1,559,195.00	292,387.60	292,387.60	310,655.70	956,151.70			
141	E	72320				Director of Schools	550,046.00	550,046.00	23,862.40	23,862.40	19,536.64	506,646.96			
141	E	72410				Office Of The Principal	3,970,763.00	3,970,763.00	203,579.09	203,579.09	68,109.09	3,699,074.82			
141	E	72510				Fiscal Services	818,357.00	818,357.00	35,377.50	35,377.50	1,430.15	781,549.35			
141	E	72520				Human Resources	425,953.00	425,953.00	15,676.17	15,676.17	6,476.84	403,799.99			
141	E	72610				Operation Of Plant	4,113,362.00	4,113,362.00	383,973.63	383,973.63	207,926.71	3,521,461.66			
141	E	72620				Maintenance Of Plant	847,915.00	847,915.00	40,424.30	40,424.30	101,202.15	706,286.55			
141	E	72710				Transportation	2,785,446.00	2,785,446.00	123,207.56	123,207.56	140,536.54	2,521,701.90			
141	E	72810				Central And Other	403,312.00	403,312.00	13,341.42	13,341.42	13,470.82	376,499.76			
141	E	73100				Food Supplies	0.00	0.00	1,400.01	1,400.01	0.00	-1,400.01			
141	E	73300				Community Service	169,813.00	169,813.00	1,867.92	1,867.92	0.00	167,945.08			
141	E	73400				Early Childhood Education	625,141.00	625,141.00	5,817.87	5,817.87	0.00	619,323.13			
141	E	81300				Education Debt Service	0.00	0.00	0.00	0.00	0.00	0.00			
141	E	82130				Principal	223,241.00	223,241.00	18,595.00	18,595.00	204,646.00	0.00			
141	E	82230				Interest	29,483.00	29,483.00	132.00	132.00	1,351.00	28,000.00			
141	E	82330				Other Debt Service	0.00	0.00	0.00	0.00	0.00	0.00			
141	-	-				General Purpose	60,650,675.00	60,650,675.00	2,129,453.97	2,129,453.97	1,852,559.24	56,668,661.79			

Fnd T Acct	Obj	Prj	Loc	Prq	Acct	2023-24		2023-24		2023-24		Uncollected
						Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance	
143					Food Service							
143 R	43521				Lunch Payments-Children	618,439.00	0.00	618,439.00	0.00	0.00	0.00	618,439.00
143 R	43522				Lunch Payments-Adults	46,796.00	0.00	46,796.00	0.00	0.00	0.00	46,796.00
143 R	43523				Income From Breakfast	127,422.00	0.00	127,422.00	0.00	0.00	0.00	127,422.00
143 R	43525				Ala Carte Sales	160,000.00	0.00	160,000.00	0.00	0.00	0.00	160,000.00
143 R	43990				Other Charges For Services	90,000.00	0.00	90,000.00	829.14	829.14	0.00	89,170.86
143 R	44530				Sale of Equipment	300.00	0.00	300.00	0.00	0.00	0.00	300.00
143 R	44560				Damage Recovered from Individu	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
143 R	44990				Other Local Revenue	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
143 R	46520				School Food Service	19,000.00	0.00	19,000.00	0.00	0.00	0.00	19,000.00
143 R	46980				Other State Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
143 R	47111				USDA School Lunch Program	925,000.00	0.00	925,000.00	0.00	0.00	0.00	925,000.00
143 R	47112				USDA Commodities	179,652.00	0.00	179,652.00	0.00	0.00	0.00	179,652.00
143 R	47113				Breakfast	295,000.00	0.00	295,000.00	0.00	0.00	0.00	295,000.00
143 R	47114				USDA Other	182,000.00	0.00	182,000.00	19,709.28	19,709.28	0.00	162,290.72
143 R	47115				USDA Food Service Equipment Gr	23,000.00	0.00	23,000.00	0.00	0.00	0.00	23,000.00
143 R	47590				Other Federal Through State	99,861.00	0.00	99,861.00	0.00	0.00	0.00	99,861.00
143					Food Service	2,776,470.00	0.00	2,776,470.00	20,538.42	20,538.42	0.00	2,755,931.58

Fnd T Acct	Obj	Prj	Loc	Prj Acct	2023-24		July 2023-24		2023-24		Encumbered	Unencumbered
					Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance		
143				Food Service								
143 E	73100			Food Supplies	2,623,509.00	2,623,509.00	77,760.77	77,760.77	64,926.85	2,480,821.38		
143 E	73300			Community Service	0.00	0.00	0.00	0.00	0.00	0.00		
143				Food Service	2,623,509.00	2,623,509.00	77,760.77	77,760.77	64,926.85	2,480,821.38		

Fnd T Acct	Obj	Prj	Loc	Prj	Acct	2023-24		2023-24		2023-24		2023-24		Uncollected
						Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance			
146					Community Service (MAC)									
146 R	43581				Community Services Fees	1,596,233.00	0.00	1,596,233.00	34,077.77	34,077.77	1,562,155.23			
146 R	43584				Registration Fees-School Year	28,430.00	0.00	28,430.00	2,215.00	2,215.00	26,215.00			
146 R	43585				Registration Fees-Summer	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00			
146 R	43990				Other Charges For Services	0.00	0.00	0.00	0.00	0.00	0.00			
146 R	44120				Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00			
146 R	44170				Miscellaneous Refunds	39,000.00	0.00	39,000.00	0.00	0.00	39,000.00			
146 R	44530				Sale of Equipment	0.00	0.00	0.00	0.00	0.00	0.00			
146 R	44570				Contributions & Gifts	0.00	0.00	0.00	0.00	0.00	0.00			
146 R	44990				Other Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00			
146 R	46590				Other State Education Funds	0.00	0.00	0.00	0.00	0.00	0.00			
146 R	47590				Other Federal Through State	0.00	0.00	0.00	0.00	0.00	0.00			
146 -					Community Service (MAC)	1,670,663.00	0.00	1,670,663.00	36,292.77	36,292.77	1,634,370.23			

Fnd T Acct	Obj	Pri	Loc	Prg	Acct	2023-24		July 2023-24	2023-24		Encumbered	Unencumbered
						Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance	
146					Community Service (MAC)							
146 E	73300				Community Service	1,668,652.00	1,668,652.00	113,485.97	113,485.97	22,656.44	1,532,509.59	
146 E	99100				Operating Transfer	0.00	0.00	0.00	0.00	0.00	0.00	
146 -					Community Service (MAC)	1,668,652.00	1,668,652.00	113,485.97	113,485.97	22,656.44	1,532,509.59	

Fnd T Acct	Obj	Pri	Loc	Prq	Acct	2023-24		2023-24		2023-24		Uncollected
						Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance	
156					Debt Service							
156 R	40610				Current Year Property Tax	6,348,920.00	0.00	6,348,920.00	0.00	0.00	6,348,920.00	
156 R	40620				Prior Year Property Tax	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00	
156 R	40630				Interest & Penalty	10,500.00	0.00	10,500.00	0.00	0.00	10,500.00	
156 R	40640				Pick-Up Taxes	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00	
156 R	44110				Interest Earned	40,000.00	0.00	40,000.00	7,218.47	7,218.47	32,781.53	
156 R	44990				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	6,469,420.00	0.00	6,469,420.00	7,218.47	7,218.47	6,462,201.53	

Fnd T	Acct	Obj	Pri	Loc	Proj	Acct	2023-24		July 2023-24		2023-24		Encumbered	Unencumbered
							Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance		
156	E	72310	---	----	---	Debt Service	128,233.00	128,233.00	0.00	0.00	0.00	0.00	128,233.00	
						Board Of Education Services								
156	E	82130	---	----	---	Principal	3,370,000.00	3,370,000.00	0.00	0.00	0.00	0.00	3,370,000.00	
						Interest								
156	E	82230	---	----	---	Other Debt Service	3,769,992.00	3,769,992.00	0.00	0.00	0.00	0.00	3,769,992.00	
						Debt Service								
156	E	82330	---	----	---	Debt Service	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	
						Debt Service								
156	-	-----	---	----	---		7,269,725.00	7,269,725.00	0.00	0.00	0.00	0.00	7,269,725.00	

177	Fnd T ACct	Obj	Prj	Loc	PRJ	Acct	2023-24		2023-24		2023-24		2023-24		Uncollected
							Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance			
						Capital Projects									
177 R	40210					Local Option Sales Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	40390					Other Statutory Local Tax	600,000.00	0.00	600,000.00	0.00	0.00	0.00	0.00	600,000.00	0.00
177 R	44110					Interest Earned	250,500.00	0.00	250,500.00	95,766.57	95,766.57	0.00	0.00	154,733.43	0.00
177 R	44530					Sale of Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	44540					Sale of Property	8,000,000.00	0.00	8,000,000.00	0.00	0.00	0.00	0.00	8,000,000.00	0.00
177 R	44570					Contributions & Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	44990					Other Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	46530					Energy Efficient Schools Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	48130					CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	49100					Bonds Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 -						Capital Projects	8,850,500.00	0.00	8,850,500.00	95,766.57	95,766.57	0.00	0.00	8,754,733.43	0.00

177	E	81300	---	---	---	2023-24		July 2023-24		2023-24		Encumbered	Unencumbered
						Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance		
177	E	82130	---	---	---	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177	E	82230	---	---	---	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177	E	91300	---	---	---	26,000.00	26,000.00	0.00	0.00	0.00	0.00	0.00	26,000.00
177	E	99100	---	---	---	25,470,720.00	25,470,720.00	2,103,618.93	2,103,618.93	25,857,050.58	25,857,050.58	-2,489,949.51	-2,489,949.51
177	E	---	---	---	---	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177	E	---	---	---	---	25,496,720.00	25,496,720.00	2,103,618.93	2,103,618.93	25,857,050.58	25,857,050.58	-2,463,949.51	-2,463,949.51

177 Capital Projects

177 E 81300 --- Education Debt Service
 177 E 82130 --- Principal
 177 E 82230 --- Interest
 177 E 82330 --- Other Debt Service
 177 E 91300 --- Education Capital Projects
 177 E 99100 --- Operating Transfer
 177 --- Capital Projects

End T Acct	Obj	Pri	Loc	Prg	Acct	2023-24 Original Budget	2023-24 Budget Revisions	2023-24 Revised Budget	July 2023-24 Monthly Activity	2023-24 FYTD Activity	Uncollected Balance
Grand Revenue Totals						77,537,121.00	0.00	77,537,121.00	271,013.75	271,013.75	77,266,107.25

Number of Accounts: 365

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

End T Acct	Obj	Pri	Loc	Prg	Acct	2023-24 Original Budget	2023-24 Revised Budget	July 2023-24 Monthly Activity	2023-24 FYTD Activity	Encumbered Amount	Unencumbered Balance
						99,135,246.00	99,135,246.00	4,454,341.99	4,454,341.99	27,910,733.39	66,770,170.62
Grand Expense Totals											

Number of Accounts: 4775

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

FRANKLIN SPECIAL SCHOOL DISTRICT
Comparison of Sales Tax Revenue
FY 2022-2023 to FY 2023-2024

Received During	For the Month of	Actual Sales Tax Revenue				Increase (Decrease) FY23-24 from FY22-23		% Chg FY21-22 compared to FY20-21	% Chg FY22-23 compared to FY21-22	% Chg FY23-24 compared to FY22-23	% Chg FY23-24 compared to FY22-23
		FY20-21	FY21-22	FY22-23	FY23-24	Month-to-Month	Year-to-Date	Month-to-Month	Month-to-Month	Month-to-Month	Year-to-Date
Aug	May	\$ 486,669	\$ 596,966	\$ 630,152	\$ 673,793	\$ 43,641	\$ 43,641	22.7%	5.6%	6.9%	6.9%
Sep	June	533,432	620,365	620,525							
Oct	July	523,021	619,147	605,780							
Nov	Aug	532,701	606,729	586,419							
Dec	Sept	544,613	637,185	597,545							
Jan	Oct	555,813	634,248	584,861							
Feb	Nov	562,186	674,124	616,549							
Mar	Dec	816,850	829,679	753,642							
Apr	Jan	555,149	581,999	583,357							
ADA Adjustment		(306,074)	(763,167)	287,134							
May	Feb	462,905	580,125	536,943							
June	March	561,919	598,238	649,595							
July	April	593,537	603,419	632,614							
Total YTD		\$ 6,422,720	\$ 6,819,057	\$ 7,685,116	\$ 673,793	\$ 43,641					
FY 2023-2024 Budgeted Total					\$ 7,300,000						
Actual Over (Under) Budget					\$ (6,626,207)						
% of Budget Received YTD					9.2%						
ADA Adjustment (Sales Tax)											
19-20	-67,495										
20-21	-306,074										
21-22	-763,167										
22-23	287,134										