

Board of Education Regular Meeting

June 8, 2026 6:00 PM

FSD Central Office, 205 Eddy Lane, Franklin, TN 37064

- I. **MEETING CALLED TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **RECOGNITIONS/GOOD NEWS AWARDS**
 - III.1. **Artist of the Month**
 - III.2. **Good News Awards**
- IV. **PUBLIC INPUT**
- V. **REPORTS/PRESENTATIONS/DISCUSSIONS**
 - V.1. **Teaching & Learning Spotlight**
 - V.2. **AI Utilization for 2026-27**
- VI. **APPROVAL OF BOARD AGENDA**
- VII. **DIRECTOR OF SCHOOLS CONTRACT EXTENSION**
- VIII. **APPROVAL OF CONSENT AGENDA**
 - VIII.1. **Minutes of Board Meeting dated May 11, 2026**
 - VIII.2. **Minutes of 2026-2027 Director of Schools Performance Goals Work Session dated May 11, 2026**
 - VIII.3. **Minutes of Budget Work Session dated May 18, 2026**
 - VIII.4. **Official Statutory Bond for Director of Schools**
 - VIII.5. **Surplus Property Authorization: FTC Mowers**
 - VIII.6. **Budget Amendments**
 - VIII.7. **2026-27 Board Member Development Opportunities**
 - VIII.8. **2026-27 Board Scheduled Meetings**
- IX. **BUSINESS BEFORE THE BOARD**
 - IX.1. **Continuation Budget**
 - IX.2. **2026-2027 Director of Schools Performance Goals**

- IX.3. **Policy Revision: Appeals to and Appearances Before the Board (1.404) - 1st Reading**
- IX.4. **Policy Revision: Alcohol & Drugs in the Workplace (1.804) - 1st Reading**
- IX.5. **Policy Revision: Drug & Alcohol Testing for Employees (5.403) - 1st Reading**
- IX.6. **Policy Revision: Personnel Records (5.114) - 1st Reading**
- IX.7. **Policy Revision: Telework During Emergencies (5.1151) - 1st Reading**
- IX.8. **Policy Revision: Separation Practices for Tenured Teachers (5.200) - 1st Reading**
- IX.9. **Policy Revision: Separation Practices for Non-Tenured Teachers (5.201) - 1st Reading**
- IX.10. **Policy Revision: Separation Practices for Non-Certified Employees (5.202) - 1st Reading**
- IX.11. **Policy Revision: Sick Leave (5.302) - 1st Reading**
- IX.12. **Policy Revision: Personnel Health Examinations / Communicable Diseases (5.400) - 1st Reading**
- IX.13. **Policy Revision: Staff-Community Relations (5.606) - 1st Reading**
- IX.14. **Policy Revision: Tutoring for Pay (5.608) - 1st Reading**
- IX.15. **Policy Revision: Director of Schools (5.800) - 1st Reading**
- X. **DIRECTOR OF SCHOOLS REPORT**
- XI. **UPDATES**
 - XI.1. **Teaching and Learning**
 - XI.2. **Finance and Administration**
- XII. **ANNOUNCEMENTS**
- XIII. **ADJOURNMENT**

FSD Student Artist of the Month

Beau Bigler, 4th Grade • Poplar Grove Elementary School



This month's Franklin Special District Artist of the Month is **Beau Bigler, a rising fifth-grade student at Poplar Grove**, who created this watercolor in Art Club this year. Beau's creativity and attention to detail shine through in this imaginative architectural design. Inspired by his interest in architecture and engineering, Beau used liquid watercolors and a Sharpie to create this detailed streetscape inspired by real-world design. The contrast between the vibrant watercolor background and the carefully constructed building highlights his ability to balance creativity with precision. Through this self-directed project, Beau demonstrated originality, craftsmanship, and a passion for exploring ideas through art, creating a piece that reflects both his artistic talent and inventive spirit.

Beau's artwork, along with other pieces by FSD artists, can be viewed in the Central Office lobby gallery. Our thanks go to Chuck Sugg and Sonic Drive-In for his support of the Student Artist of the Month program.

Recognitions

Alisha Erickson: We are pleased to celebrate Dr. Alisha Erickson, principal of Poplar Grove School, who was recently presented with the William J. and Lucille H. Field Award for Excellence in School Principalship for the State of Tennessee in the Elementary Division. This prestigious honor recognizes outstanding educational leadership, service, and commitment to student success. Dr. Erickson was selected for her transformative leadership at Poplar Grove, where students have consistently achieved high levels of academic success, and the school has earned statewide recognition for its collaborative culture and commitment to continuous improvement. The FSD has witnessed her strong leadership, which fosters a culture where students and staff thrive through strong relationships, collaboration, and shared responsibility. Congratulations to Dr. Erickson on this distinguished recognition and the positive impact she continues to make at Poplar Grove.

Amber Whitley and Shelly Robinson: FSD Instructional Technology Specialists Dr. Amber Whitley and Mrs. Shelly Robinson recently earned the nationally recognized Certified Education Technology Leader (CETL) designation through the Consortium for School Networking (CoSN).

The CETL certification is awarded to educational technology leaders who demonstrate advanced knowledge and expertise in effectively integrating technology into K–12 learning environments. The certification process includes a rigorous examination covering digital learning, data-informed instruction, cybersecurity, technology leadership, and strategic planning.

This professional achievement strengthens FSD's ability to support teachers in using instructional technology platforms to enhance classroom engagement, analyze student performance data, and make informed instructional decisions that support student growth.

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



Teaching and Learning

Students First ★ Excellence Always ★ No Exceptions

Date: June 1, 2026

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 June Board Meeting



Spotlight:

Model PLC at Work School and District Designations

From the AllThingsPLC website, to receive this recognition from Solution Tree, the authority on the PLC at Work approach, “a school or district must:

- o Demonstrate a commitment to the PLC at Work process
- o Implement the concepts for at least three years
- o Present clear evidence of improved student learning
- o Explain the culture, practices, and structures of the school or district and submit them for consideration to the PLC Review Committee using the online submission process
- o Update school or district information and submit it for review, through the website, every three years to show the data continue to meet the criteria of the PLC at Work process”

Further, a school or district must provide the following:

- o “The most recent, three consecutive years of data showing increased student achievement in main content areas (Math and Reading/English/ELA).
- o ... Data showing the progress made by traditionally underserved student populations (English learner, Economically Disadvantaged, students with disabilities).
- o Data for each grade within the school or district. More than one type of assessment for each grade greatly strengthens the application.
- o Supplementary data as appropriate.
- o Two narratives, one detailing the “PLC Story” and the other explaining the “PLC Practices” that have been successfully and faithfully implemented. Both should incorporate the spirit of:
 - The Three Big Ideas of a PLC (Focus on Learning, Collaborative Culture and Collective Responsibility, Results Orientation)
 - The Four Critical Questions:
 - ✓ What do we want our students to know?
 - ✓ How will we know when they have learned it?
 - ✓ What will we do if they don’t learn it?
 - ✓ What will we do if they already know it?

- o Details about the systems and processes in place, including schedules, agendas, norms, awards, etc.”

This information helps the Solution Tree Evidence of Effectiveness Review Committee determine if the documentation demonstrates PLC Lite or *PLC Right*. With PLC Lite, districts or schools adopt the idea and/or schedule of meeting to collaborate but teaching and learning practices do not change. Thus, student achievement does not improve. Educators work in isolation and they may review data, but they do not identify next steps based on it. By contrast, PLC Right indicates that a school or district has not only implemented a collaborative format, but teachers commit to working together to guarantee high levels of learning for *all* students, identifying and utilizing essential standards, common formative assessments, collective data analysis, and timely interventions and enrichment as needed. Once the Model PLC at Work application is submitted, a panel of expert PLC at Work practitioners who currently hold leadership positions in school districts across the county uses the above criteria to assess each application.

In the FSD strategic plan, aspire 2029, under Goal 1, Academics, Academic Strategy 2 states that we will “Strengthen the Professional Learning Communities (PLC) process through professional learning and innovative teaching strategies.” The third tactic for this strategy asserts that the district will “Strengthen the PLC process through the achievement of Model PLC at Work recognition for all schools and the district.” So far:

- o FMS was named a [Model PLC at Work School](#) in July 2024.
- o PGES was named a [Promising Practices School](#) (“Promising Practices is a solid initial step toward becoming a Model PLC at Work school. Promising Practices schools have strong evidence of the solid foundation required to become a Model PLC at Work and share at least one year of data that show student achievement growth.”) in December 2024.
- o PGES was named a [Model PLC at Work School](#) in February 2025.
- o FIS was named a [Model PLC at Work School](#) in May 2026.
- o FSD was named the second [Model PLC at Work District](#) in the state of Tennessee in May 2026.

These accomplishments and recognitions happened because the FSD as a system and educators, students, and parents as individuals are committed to the district's brand promise:

Students First.

Excellence Always.

No Exceptions.

We celebrate these successes, thank the board and all involved for the support, and look forward as we strive to enhance our PLC at Work practices even more, with students at the forefront of all our endeavors.



Curriculum & Professional Learning – Summer Carlton

Summer Learning Camp Curriculum and Onboarding

- Dr. Carlton, with Dr. Looney, worked to organize the Summer Learning Camp (SLC) curricular resources and update the pacing guides for SLC teachers at all grade levels in both reading and math. These curricular resources and pacing guides will focus our four weeks on the essential standards to be covered. Dr. Miller and Mr. Adams, our SLC administrators, asked Dr. Carlton to provide support to the teachers on these resources and pacing guides during the onboarding session.

Summer 2026 Professional Learning Opportunities

- Dr. Carlton has planned the summer 2026 professional learning opportunities for FSD educators. Some of the professional learning sessions include:
 - Honors Teacher Summer PL Sessions
 - Introduction to Magnetic Literacy
 - Boost Reading Engagement with Beanstack
 - Teach Smarter, Not Harder: AI for K-8 Educators
 - Preparing to Teach i-Ready Classroom Math for New Teachers
 - I-Ready Digital Platform PL
 - Teacher Book Club for Middle Grade Teachers

Model Classroom Teacher

- Dr. Carlton, with Dr. Looney, organized the selection of the FSD's third cohort of Model Classroom Teachers. The selection process included teachers completing an application, obtaining a letter of recommendation from their campus administrator, and having a classroom observation. Dr. Carlton and Dr. Looney awarded three as Model Classroom Teachers on May 12th. Details on the Model Classroom Teacher are below:
 - What is a Model Classroom Teacher?
The FSD Department of Teaching and Learning is seeking educators for recognition who are willing to offer their expertise as a model classroom teacher. The focus is to identify and grow teacher leaders through collaboration and continuous learning. Model classroom teachers will assist others in developing skills by facilitating professional learning, demonstrating exemplary teaching, and acting as teacher leaders on their campuses.

- Model Classroom Teachers Will:
 - Serve as a Model Classroom Teacher for 2026-2027.
 - Be recognized at the FSD Night of Celebration.
 - Actively participate with your model teacher cohort through scheduled meetings.
 - Display leadership skills at the campus level.
 - Skillfully implement district resources and adopted materials.
 - Have exemplary classroom management and student engagement.
 - Occasionally, provide PL on district PL days, after school, or in summer. Compensation will be provided if this request is made.
 - Share expertise through demos and videos (as needed).
 - Attend one day of summer training.
 - Be open to classroom visits with 24-hour notice.

Professional Learning Hours Submission

- Teachers are responsible for a minimum of 18 hours of professional learning as part of their contract days. These hours were due on May 21, 2026. Dr. Carlton worked with teachers to ensure that they were able to complete their needed hours throughout the month of May.

Communications – Susannah Gentry

Instructional and Professional Learning Initiatives

- **Model PLC Presentation and Communication:** Ms. Gentry attended the Model PLC at Work District Presentation and School Presentation by Solution Tree on May 21. She created a press release and social media content regarding the Model PLC at Work District achievement, as well as Freedom Intermediate School's new recognition as a Model PLC at Work School.
- **Future Forward Innovation Grant Planning:** Ms. Gentry collaborated on the grant planning committee for the state's Future Forward Innovation Grant, which acts as an early pipeline into high-demand healthcare careers. The Teaching and Learning committee selected a focus on health care and CPR certification at the eighth-grade level as its grant proposal after meeting with middle school principals to brainstorm.

Communications and Student Outreach

- **Belonging and Well-Being Student Panel Feedback:** After a great meeting with 11 rising high school students, several T & L members met to analyze and compile the student feedback into categories to share with the principals. Dr. Decker has coordinated follow-up meetings with the middle school principals to review the feedback.
- **Video Communications:** Ms. Gentry provided feedback and collaborated with instructional technology to videotape Dr. Amanda Muniz for her Principal of the Year Round 2 video submission. She also assisted Robbin Cross with her Supervisor of the Year Round 2 videotape for the submission to the state.
- **K-3 Home Library:** The 2026 K-3 Home Library program, offered by the Governor's Early Literacy Foundation, will mail over 204,000 book packs directly to Tennessee students' homes starting in June. However, the ParentPowered text-based caregiver engagement program will be paused after June 29 due to funding constraints. Social media is planned to remind parents that they will receive these free books over the summer.
- **Media and Publications:** Ms. Gentry co-coordinated a three-month print and digital advertorial series with *Williamson Parent* and *Nashville Parent* and secured an upcoming six-eight page feature article in *Business View* magazine highlighting FSD as the lead feature for

"Best Managed School Districts in Tennessee." The FSD has also been nominated for the award category.

- **Social Media & Promotions:** Ms. Gentry executed targeted promotion for the community's early learning programs in partnership with student support services, special populations, and MAC. She published social media campaigns covering early learning, athletic accomplishments at two middle schools, sports physical partnerships with Mercy Community Health, Model Classroom Teacher spotlights, and the district's participation in the Community Wide Baby Shower.

Operations and Finance Support

- **Purchasing/Merchandise:** Ms. Gentry initiated a new partnership with a vendor to secure branded merchandise and began the process of creating an online store anew through the same vendor to offer FSD-branded items for sale.
- **Street Sign Updates:** Ms. Gentry received a timeline update for new, branded street signs on the PGS/FMS campuses to replace the former district logo.
- **BusRight Web Query Development:** Ms. Gentry collaborated with the transportation department to assist BusRight in developing a new web query option (Stop Search Portal). We look forward to the official release of this component through BusRight as it will allow prospective families and realtors to view bus stop locations and ETAs without requiring existing enrollment accounts. FSD is heavily driving this development as one of its first customers.
- **Facilities/Gallery:** Ms. Gentry attended Legacy Gallery digital media training on May 20, focusing on editing interactive features and troubleshooting hardware/server issues. She gathered photos and data alongside Dr. Alisha Erickson to update the Legacy Gallery interactive panel and table, integrating recent school accolades, and adding Legacy Award recipient profiles ahead of the FSD Night of Celebration.
- **Campus Audits:** Working alongside the safety supervisor and Dr. Decker, Ms. Gentry conducted campus audits to assess safety and communication, identifying ways to make campuses safer and more welcoming to parents and the community.
- **Employee Spotlights:** Ms. Gentry coordinated the June 3 quarterly support staff recognition breakfast at Sonic, honoring eight more dedicated FSD employees from the transportation, food and culinary, MAC, and facilities departments.

Attendance – Celby Glass

Summer Attendance Work

- These tasks include, but are not limited to:
 - Provide training for an attendance secretary.
 - Nichole Johnson and Celby will review the FSD Attendance Manual and plan how to share it with administrators and garner their insight as well.
 - Pre-planning for work to be accomplished during the 2026-2027 school year.
 - Celby and Nichole will review attendance processes and incorporate efficiency revisions as needed.
 - Nichole will appear in juvenile court for truancy cases that have carried over into the summer. Celby will continue to support her and ensure she is ready for each court appearance.
- Celby continues to work with Robb Walters to ensure that registration documents and tasks are lined up for the attendance secretaries. Should there be changes in coding or Skyward/EIS functions, she and Robb will communicate these to the attendance secretaries.

Summer Programming

- Celby met with Summer Learning Camp and Young Scholars Institute administrators to review safety processes and exercises. She covered a variety of topics such as threat assessment, DCS referrals, visitor management and much more. Summer programs are required to conduct safety drills (lockdown, evacuation, and shelter in place). The administrators will email Celby information related to each drill that she will then enter into our online safety platform.
- Celby has reviewed safety plans and procedures with the summer MAC and WeeMAC staffs.

State Safety Grants

- Celby is working with the sheriff's office and the SRO division chain of command on documents related to state safety grants. This includes uploading all school drill logs from the 2025-26 school year, all school-level Emergency Operations Plans (EOPs), and the district EOP.
- Celby has been shifting all school-level EOPs and the district EOP from WCSready to the new online safety platform, Navigate 360. The new platform is user friendly and offers more current technological features.
- Upcoming projects for Celby are:
 - Installation of vape detectors for schools.
 - Security laminate installation.
 - Planning fall school staff safety training at every campus.
 - Reprogramming of radios for two schools, to add the repeated channel.

Student Support Services – Lee Kirkpatrick

Voluntary Pre-K (VPK)

- In May, the district received news from the TDOE Office of Early Learning that four classrooms will be funded by the Tennessee VPK Grant for the 2026-2027 school year. This is a reduction of one class based on our lower grant unitization rates over the previous five years. The changing demographics of Franklin have resulted in fewer income-qualifying families applying for VPK. A special thank you is extended to Dr. Snowden for prioritizing early childhood education and continuing to offer five VPK classes, one at each elementary school. Recruiting families throughout the district is a high priority for the office of Student Support Services during the months of June through September.

School Counselors, Coordinated School Health, Student Support Facilitators and School Social Workers

- On July 14, these groups will participate in professional learning sponsored by TDOE Coordinated School Health. Special thanks to Lisa Chatman for partnering with Mid Cumberland and Dr. Farmer for allowing Freedom Middle School to host this regional professional learning day.

Reading & Rtl Coordinator – Gina Looney

Literacy/Rtl Update

- Dr. Looney has been working with Dr. Carlton to ensure materials and logins are ready to go for the on-boarding day for the Summer Learning Camp staff.
 - Dr. Looney and Summer Carlton will meet with teachers to share digital information and lesson plans as well as to distribute instructional materials. Teachers will be prepared to maximize student learning during the camp!

- As Leadership Retreat approaches, Teaching and Learning groups are preparing engaging experiences for the event. Dr. Looney is working with a group to facilitate two round table discussions.
- In the next few weeks, we will update pacing guides to add a new resource - Magnetic Literacy – for grades 2-4.
- Three new teachers were added as Model Classroom Teachers. This group will meet in July.
- End of year screening data is in. Look for the district results in the next board report.
- The Story Bus will be making its rounds this summer!! Please stop by anytime!

FRANKLIN SPECIAL DISTRICT



STORY BUS

A FREE SUMMER MOBILE LIBRARY FOR AGES 4 THROUGH 4TH GRADE

SCHEDULE

<p>MONDAYS • 9:00 – 12:00</p> <p>KROGER</p> <p>INDEPENDENCE SQUARE</p> <p>595 HILLSBORO RD</p>		
<p>TUESDAYS • 9:00 – 12:00</p> <p>KROGER</p> <p>3064 COLUMBIA AVE</p>		
<p>THURSDAYS • 9:00 – 12:00</p> <p>KROGER</p> <p>1203 MURFREESBORO RD</p>	<p>JUNE 1 - JULY 24</p> <p>(EXCLUDING THE WEEK OF JUNE 29 - JULY 3)</p>	

The Story Bus is a free community service offered in the summer by the Franklin Special District and designed to foster a love of reading in children. It offers reading time and storytelling to children ages 4 through the 4th grade (younger if accompanied by an adult). Children may choose a good book, curl up on a beanbag, and read or have books read to them by FSD employees. Whatever the format, children are sure to have a good time aboard the Story Bus.

Children may be signed in for up to 45 minutes while their family member shops nearby. This is the amount of time that children generally remain interested and enjoy their stay on the bus. Parents must adhere to the time limit and provide a cell phone number at the time of drop-off in case a family member needs to be contacted.

PAC Operations Manager – Jeremy Maxwell

Performing Arts Center

- May was an exceptionally active and productive month for the Franklin Special District Performing Arts Center, highlighted by a wide variety of student performances, community partnerships, and operational advancements. From concerts, promotions, and fine arts events to multiple community rental productions, the PAC continued to serve as a central hub for both district and community engagement. In addition to supporting a full schedule of events, significant progress was made in strengthening operational efficiency, staffing, branding, and facility management systems. These ongoing efforts continue to enhance the overall experience for students, families, staff, patrons, and community partners while supporting the long-term growth and sustainability of the PAC.

FSD Events

- May 4 - An elementary school music club presented a “May the Fourth Be With You” performance, incorporating lighting effects, projections, and songs into a Star Wars-themed evening.



- May 7– A middle school band concert was a very impressive performance from a highly-decorated group of musicians



- May 11- FSD Student Feedback Panel meeting in the connector gallery facilitated by Dr. Kirkpatrick
- May 12 - A middle school movie screening for an auction winner
- May 12 – A middle school mixed chorus concert
- May 13 – A middle school fine arts night (first time it was held at the PAC)
- May 14 – An elementary school 4th grade promotion ceremony
- May 14 – A middle school orchestra spring concert
- May 15 - Pre-K screenings in the connector gallery
- May 18 – A middle school spring choir concert
- May 19 – A middle school spring band concert
- May 20 – An elementary school 4th grade promotion ceremony
- May 21 – A middle school 8th grade promotion ceremony

Community Rental Events

- May 1-3 - Regional dance competition
- May 5-10 - Local youth dance group production
- May 15 - Local youth dance group aerial production
- May 16-17- Local youth ballet group production
- May 26-28 - Franklin Junior Cotillion classes in the connector gallery
- May 26-27- Local youth dance group production
- May 28-30 - Local youth dance group production

Other Notes of Interest

- With revenue goals for PAC rental fees and facility fees already having been surpassed, new goals have been positively adjusted for the next fiscal year.
- A new manager on duty (MOD) has been added to supplement the existing roster based on event needs.
- Mr. Maxwell is working with Mrs. Gentry and Minuteman Press on signage and branding upgrades to the PAC lobby. These upgrades are needed to increase the FSD presence and make the space feel more professional.
- Mr. Maxwell is working with Mrs. Gentry on another project to update street signage on the campus to reflect the new PAC logo.
- Mr. Maxwell worked with Dr. Decker along with Dr. Esslinger and Dr. Snowden to adjust an MOD position to a technical position titled “technical assistant” to work primarily on lighting, audio, projection, rigging, and A/V needs.
- Training began on May 21 for Mr. Maxwell and Shelly Youngstead on the new event management platform, Incident IQ, which will work along with facility management and technology management to update the process of reserving and using all spaces in the district.

Special Populations – Stacey Robertson **Acceleration for All**

- Dr. Farmer and Mrs. Robertson attended the final in-person convening for the Tennessee Department of Education’s Acceleration for All initiative on April 28, 2026. The event focused on reflecting on implementation progress and planning for sustainable next steps to strengthen access to high-quality instruction for all students, including students with disabilities. Key themes included improving collaborative lesson planning between general education, special education, and ESL staff, using continuous improvement cycles and instructional data to drive decision-making, strengthening district systems that support consistent implementation across schools, and developing sustainable structures that build ownership, coherence, and long-term impact rather than isolated practices. The session emphasized scaling effective instructional practices with fidelity so that high-quality, inclusive instruction becomes embedded across the district.

TDOE Special Education Director’s Call

- Mrs. Robertson participated in the Tennessee Department of Education’s Special Education Directors monthly call on May 5, 2026. Key discussion topics included state special education updates and compliance guidance, including clarification regarding dyslexia evaluations under IDEA, considerations for OT and PT evaluations and related service decision-making, IDEA equitable services resources, APR Indicator 14 post-school outcomes data, reimbursement timelines for IDEA high-cost and transportation funding, and upcoming professional learning and engagement opportunities for districts. Participation in this monthly call helps ensure the district remains informed of current state guidance, compliance expectations, and available resources to support high-quality special education programming.

Special Populations Hiring

- We are in the process of finalizing recommendations to fill our remaining related service and school psychology vacancies for the upcoming school year. At one point, the district had two open speech-language pathologist positions and two open school psychologist positions. We

are pleased to be nearing completion of this hiring process and look forward to having these critical roles fully staffed.

TDOE Specially Designed Instruction – Train the Trainer

- Mrs. Robertson attended the Tennessee Department of Education’s Specially Designed Instruction (SDI) Train-the-Trainer session on May 8, 2026. This professional learning focused on building a strong foundational understanding of the legal, instructional, and ethical requirements of specially designed instruction (SDI) under IDEA, with emphasis on distinguishing SDI from accommodations, interventions, and general education supports. The training also highlighted the importance of designing individualized, data-supported instruction aligned to disability-related needs and IEP goals to ensure meaningful student progress and access to the general education curriculum.

Project Raise

- Several Franklin Special District staff members attended the 2026 Project RAISE Mental Health Conference, held May 12–13, 2026, where the focus was on strengthening school-based mental health systems and equipping educators with practical strategies to support student well-being. Conference sessions centered on topics such as Tier 2 and Tier 3 mental health interventions, suicide prevention, behavioral threat assessment, de-escalation and self-regulation, family engagement, autism supports, legal considerations for school mental health providers, Section 504 compliance, and building sustainable school mental health service models. The conference provided valuable professional learning around proactive, legally sound, and student-centered approaches to supporting the growing mental health needs of students in school settings.



Instructional Technology – Shelly Robinson **Instructional Tech Newsletter**

- Shelly Robinson worked closely with Dr. Whitley to create the end-of-year Instructional Technology newsletter. The newsletter can be found [here](#) and includes information on technology access for the summer, end-of-year technology information, summer PL opportunities, and more. Mrs. Robinson shared the newsletter before the end of the school year with all elementary school staff and administrators, and the Teaching & Learning team.

TCAP Third Grade ELA Retakes

- In accordance with the Tennessee state law regarding the promotion of students from third grade, T.C.A. § 49-6-3115, Shelly Robinson worked under Dr. Wiemers' leadership to assist with administering the third grade TCAP ELA retake at an elementary school. Students who had not met or exceeded expectations on the ELA portion of the test had the opportunity to retake two ELA subparts as an attempt to meet state requirements to be promoted to fourth grade. Students who successfully complete the retake have the opportunity to bypass the need to appeal or attend Summer Learning Camp and year-long tutoring for promotion.

Lights, Camera, Action!

- Mrs. Robinson has been working with Dr. Whitley, Dr. Decker, and Dr. Carlton to film an organized dance routine at each school. The footage will be used to create the 2026-2027 FSD Opening Day video that is shared with all FSD employees each year. The purpose of the video will be to increase excitement and put smiles on everyone's faces.

ParentSquare Event

- Mrs. Robinson, Dr. Whitley, Mrs. Gentry, and Mr. Bingham represented the FSD in hosting the ParentSquare Community Connect event at central office. The gathering served as a valuable forum for exploring upcoming platform updates and engaging in high-level discussions regarding communication best practices and more. A highlight was the opportunity for Mrs. Robinson and Dr. Whitley to showcase FSD's success stories and demonstrated how the platform has significantly streamlined community engagement.

Principal & Supervisor of the Year Videos

- Shelly Robinson worked closely with Mrs. Gentry and Dr. Whitley to create Dr. Muniz's and Ms. Cross's semi-finals video submissions for Principal and Supervisor of the Year state competitions. This time around, they were excited to utilize the newly acquired teleprompter purchased by the FSD Communications department. The teleprompter significantly enhanced the professional quality of the final presentations.

Instructional Technology – Amber Whitley

ParentSquare Event

- Several months ago, the ParentSquare team reached out to Dr. Whitley, Mrs. Robinson, and Mrs. Gentry to discuss the potential of hosting a regional collaboration event at the central office. This offering was designed as an inclusive forum open to any school district in Middle Tennessee currently utilizing the ParentSquare platform. The day was highly productive, involving in-depth discussions regarding best practices for community engagement, a preview of upcoming software features, and valuable district testimonials. The FSD was particularly proud to showcase its new building while hosting colleagues from across the region. Notable participating districts included Metro Nashville, Wilson County, White County, and Hamilton County.

Third Grade Retention Retakes

- In a collaborative effort to support student success, Dr. Whitley worked alongside other members of the Teaching and Learning team to administer third-grade retake assessments. It was critical to ensure that all necessary testing was completed within the required state and district timelines. A special note of appreciation is extended to Dr. Wiemers for providing

comprehensive training to the group on the specific protocols for administering the online assessment. Because this assessment occurs so infrequently, this professional training was essential for maintaining testing fidelity.

District Filming

- Dr. Whitley also dedicated significant time to supporting educators and leaders through high-quality filming and production for various professional projects. This included filming and editing professional footage of Dr. Muniz and Mrs. Cross to support their second-round submissions for the Principal and Supervisor of the Year awards. Her technical assistance extended to the classroom level, where she filmed a middle school teacher for her National Board recertification portfolio. Furthermore, Dr. Whitley teamed up with Mrs. Robinson to capture footage of school administrators and students, which will be featured in the highly anticipated Opening Day video for August 3.

Report Cards Update

- To meet new state reporting standards, Dr. Whitley collaborated with Mr. Walters to ensure that end-of-year universal reading screener data and dyslexia screener information were accurately reflected on student report cards. This complex process involved downloading data from the universal screener platform and successfully uploading it into the Skyward student information system. As this was a new requirement for the 2025-26 school year, it demanded seamless coordination across multiple administrative and instructional teams.

Student Chromebooks

- As the academic year ended, schools across the district managed the extensive process of collecting student Chromebooks. Building on her years of experience supporting collection efforts in individual buildings, Dr. Whitley worked to streamline and standardize the process district-wide by providing unified materials and instructional resources. Looking toward the future, she organized a June strategic meeting for intermediate and middle school administrators. The objective of this session is to establish consistent procedures for the entire school year, specifically focusing on standardizing the repair and collection protocols for student devices.

Student Performance & Federal Programs – Pax Wiemers

Student Performance

- **Testing:** TCAP season has been successfully completed across Franklin Special. Students in grades 3–8 finished all required assessments during the weeks of April 20 and April 27. Students in grades 3-5 completed paper-based ELA, math, and science assessments, while students in grades 6-8 completed online assessments through the secure TestNav platform, including social studies. Testing concluded smoothly with no significant administration or technology issues. Scorable materials were submitted for scoring by the end of April, and preliminary raw scores were received on May 18, allowing identification of third-grade students eligible for the ELA Retake assessment. A record-low 11 students took the 3rd grade ELA Retake this year, which is a testament to the hard work of our schools and teachers. Additional TCAP results are expected throughout June and July. We also completed alternate assessments for students with the most significant cognitive disabilities, utilizing DLM for ELA and math and TCAP-Alt for science and social studies to better align with students' learning and communication needs.

- **Claiming:** Throughout April and May, school administrators collaborated with teachers on the annual roster verification process through TVAAS. This process applies to grades 4-8 teachers in core academic subjects who receive value-added growth measures, including ELA, math, science, social studies, and Algebra I/Geometry. Administrators and teachers worked together to verify student rosters to ensure accuracy before final district approval, helping maintain the integrity of teacher growth data and evaluation processes.
- **Honors:** Over the summer months we will have three professional learning sessions for teachers of honors classes in grades 5-8. During these sessions, Dr. Wiemers will share some background information and walk teachers through an exercise of breaking down our Honors Teacher Collective Commitments. Afterwards, most of the time will be devoted to teachers planning collaboratively with their professional learning teams (PLTs), groups of teachers who teach the same grade and subject that collaborate to improve student learning. During the planning time, teachers will focus specifically on activities and plans for their honors pacing guides throughout the upcoming school year.

Federal Programs

- Spring marks the annual budgeting cycle, including updates and federal planning for the upcoming school year. The Student Performance budget has been updated with no significant changes for next year. In March, we also began the Consolidated Federal Application (CFA) in ePlan, which outlines federal funding for Title I, Title II, Title III, Title IV, IDEA Part B, and IDEA Preschool. This comprehensive application includes detailed budgeting tools, compliance narratives, and required documentation uploads, with sections completed collaboratively by Stacey Robertson, Dr. Lee Kirkpatrick, Dr. Summer Carlton, and Dr. Pax Wiemers.
- A key component of this process is determining Title I school eligibility, based on the 40% free and reduced-price meal threshold. While current-year federal allocations were used for planning, the state has advised caution in anticipating potential funding changes for the upcoming fiscal year. As a result, budgeting was approached conservatively in coordination with Title I principals. The application, typically due May 1, received an extension to May 15 this year. Following submission, districts typically complete revisions based on state feedback prior to final approval.

Per the requirement for the Director of Schools to submit a report to the Board of Education each June regarding how policy 4.214 (Use of Artificial Intelligence Programs) will be enforced in the upcoming school year, please read below.

Only approved AI programs may be utilized in student instruction or in completing student work. Staff will submit additional programs for approval via the curricular resource request process.

- [Here](#) is the link to the FSD Curricular Resource Request Flowchart.
- [Here](#) is the link to the FSD Curricular Resource Request Form.

District technology and instructional staff are tasked with overseeing the implementation of AI programs. These staff members will review AI programs to ensure compliance with district policies as well as state and federal student data privacy laws and present recommendations to the Director of Schools for approval. Any approved programs shall be accessible to all students with consideration of age-appropriateness.

- **Currently, AI implementation for students is limited to approved resources with AI features embedded as enhancements. The primary function of these resources is not AI. For example, Canva for Education is utilized to create visual materials and offers students the ability to generate content such as images to support their work via AI.**

Employees shall not place personally identifiable information, financial information, intellectual property, or other confidential information into an AI system even after the resource is approved.

- **At the beginning of every school year, the instructional technology specialists will present updates at each school, including the resource request process and AI board policy highlights (including, specifically, the components listed in the section of the board policy seen directly above).**
- **The instructional technology specialists will include AI policy updates and reminders in their quarterly newsletters for staff throughout the school year.**

The Director of Schools shall incorporate training programs on AI into professional learning for district staff. This training shall focus on responsible use of AI and best practices for use in school settings and include instruction regarding personally identifiable information and the need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and properly storing any data that are collected by the district in compliance with state and federal law.

- **A session on AI titled “Empowering Educators: Using AI Professionally in Education” was offered to all staff on the February 2025 district professional learning day.**
- **During the July 2025 TETA Summer Institute Teacher Day, two FSD teachers presented an AI session.**

- **In July 2026, a session titled “Teach Smarter, Not Harder: AI for K-8 Educators. was offered to all staff.**
- **Additional AI professional learning sessions will be offered to FSD teachers throughout the 2026-27 school year.**

STAFF USE

Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting communications, notes, images, and the development of content for instructional or administrative purposes, as well as analyzing data and information. Staff will adhere to the following requirements when using AI in the completion of work:

1. Employees shall disclose their use of a generative AI tool if failure to do so would:
 - a. Violate the terms of the use of the AI tool;
 - b. Would mislead a supervisor or others as to the nature of the work; or
 - c. Would be inconsistent with the teacher code of ethics;²
2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;
3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies; and
4. Outputs shall not be incorporated into proprietary content or works.
 - a. **The instructional technology specialists will include AI policy updates and reminders in their quarterly newsletters for staff.**

STUDENT USE

Students will not use AI programs for instructional purposes at this time due to federal privacy restrictions.

ACADEMIC INTEGRITY

Students shall be instructed on responsible use standards including but not limited to the following:

1. Effective use of generative AI;
2. When it is appropriate to use AI in assignments;
3. How to determine whether AI responses are accurate;
4. Users assume responsibility for incorporating AI content responsibly; and

5. The difference between cheating and seeking support.

- **In response to the state’s Teen Social Media and Internet Safety Act, the instructional technology specialists are collaborating with other districts to create instructional materials for 6th-12th grade students to address this legislation’s [guidelines](#). One specific topic to be addressed is the evaluation and understanding of AI-generated misinformation.**

NOTICE TO PARENTS

The Director of Schools shall provide notice to parent(s)/guardian(s) regarding the use of AI programs. An approved list of AI programs can be found on the district website or here:

https://docs.google.com/spreadsheets/d/1VbUhfbZaIjdJZBWaPiZaQbB8sxNbfZ90b_VgO4F9144/edit?gid=0#gid=0.

Currently, there are no Large Language Model (LLM) AI programs (ChatGPT, Gemini, etc.) approved for student use in the FSD.

franklin special

DISTRICT

David L. Snowden, Ph.D., Director of Schools • 205 Eddy Lane • Franklin, Tennessee 37064 • 615-794-6624 • www.fssd.org

TO: Members of the Franklin Special District Board of Education and Local News Media
FROM: David L. Snowden, Ph.D., Director of Schools
DATE: June 4, 2026
RE: Agenda for the Franklin Special District Board of Education meeting to be held on Monday, June 8, 2026 at 6:00 p.m. in the Leadership Room, FSD Central Office, 205 Eddy Lane, Franklin.

- I. MEETING CALLED TO ORDER 6:00 p.m.
- II. PLEDGE OF ALLEGIANCE 6:05 p.m.
- III. RECOGNITIONS/GOOD NEWS 6:10 p.m.
 1. Student Artist of the Month
 2. Good News Awards
- IV. PUBLIC INPUT *Please limit comments to three (3) minutes per speaker* 6:15 p.m.
- V. REPORTS/PRESENTATIONS/DISCUSSIONS 6:20 p.m.
 1. Teaching and Learning Report
 2. AI Utilization for 2026-27
- VI. APPROVAL OF BOARD AGENDA 6:25 p.m.
- VII. APPROVAL OF DIRECTOR OF SCHOOLS CONTRACT EXTENSION 6:30 p.m.
- VIII. APPROVAL OF CONSENT AGENDA 6:35 p.m.
 1. Minutes of Board Meeting dated May 11, 2026
 2. Minutes of 2026-27 Director of Schools Performance Goals Work Session dated May 11, 2026
 3. Minutes of Budget Work Session dated May 18, 2026
 4. Official Statutory Bond for Director of Schools
 5. Surplus Property Authorization: FTC Mowers
 6. Budget Amendments
 7. 2026-27 Board Member Development Opportunities
 8. 2026-27 Board Scheduled Meetings
- IX. BUSINESS BEFORE THE BOARD 6:40 p.m.
 1. Continuation Budget
 2. 2026-27 Director of Schools Performance Goals
 3. Policy Revision: Appeals to and Appearances Before the Board (1.404) – 1st Reading
 4. Policy Revision: Alcohol & Drugs in the Workplace (1.804) – 1st Reading
 5. Policy Revision: Drug & Alcohol Testing for Employees (5.403) – 1st Reading
 6. Policy Revision: Personnel Records (5.114) – 1st Reading
 7. Policy Revision: Telework During Emergencies (5.1151) – 1st Reading
 8. Policy Revision: Separation Practices for Tenured Teachers (5.200) – 1st Reading
 9. Policy Revision: Separation Practices for Non-Tenured Teachers (5.201) – 1st Reading
 10. Policy Revision: Separation Practices for Non-Certified Employees (5.202) – 1st Reading
 11. Policy Revision: Sick Leave (5.302) – 1st Reading
 12. Policy Revision: Personnel Health Examinations / Communicable Diseases (5.400) – 1st Reading

All Franklin Special District regular Board meetings are open to the public.

- All Franklin Special District regular Board meetings are open to the public.*

May 11, 2026
Franklin, Tennessee

The Franklin Special District Board of Education met at 6:00 p.m. on Monday, May 11, 2026 at the Franklin Special District Central Office, 205 Eddy Lane, Franklin. A link to the recording may be found at <https://youtube.com/live/4J9qyx81TCQ?feature=share>.

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

Others present were: Dr. David Snowden, Dr. Mary Decker, Dr. David Esslinger, Carol Riordan, Amanda Parks, Amy Fisher, Celby Glass, Chip Sternenberg, David Roth, Drew Bingham, Dr. Gina Looney, Jeremy Maxwell, Dr. Lee Kirkpatrick, Leslie Duke, Lisa Chatman, Dr. Pax Wiemers, Robbin Cross, Shea Waldrich, Shelly Robinson, Stacey Robertson, Summer Carlton, Susannah Gentry, Jennifer Lampley (FSDEA representative), Deb Shuler (PGMS STEM teacher) principals and community.

I. MEETING CALLED TO ORDER

The meeting was called to order at 6:00 by Chair Robert Blair.

II. PLEDGE OF ALLEGIANCE

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

III. RECOGNITIONS/GOOD NEWS

1. **Student Artist of the Month:** For May, FIS student **Celia Gibson** is recognized for artwork during a lesson on modern artists. Celia's artwork, along with other pieces by FIS students, are displayed in the CO gallery in the month of May. Thanks to **Chuck Sugg and Sonic Drive-In** for their sponsoring the Student Artist of the Month program with a generous gift card for featured artists.
2. **Good News Awards:** PGMS 7th grader **Max Perkins** for earning national recognition after advancing to the semifinal round of the Mott Million Dollar Challenge.

VI. PUBLIC INPUT

No one from the community addressed the Board during this time.

VII. REPORTS / PRESENTATIONS / DISCUSSIONS

1. **Teaching and Learning Report** (on file) – "Professional Learning Community (PLC) at Work Update" – presented by Dr. Decker. The complete monthly update from the T&L Department were presented to the Board prior to the meeting.

VIII. APPROVAL OF BOARD AGENDA

Allena Bell made a **motion** to approve the Board Agenda as presented. Alicia Barker **seconded** the motion, which **passed 5-0**.

IX. APPROVAL OF CONSENT AGENDA

Tim Stillings made a **motion** to approve the Consent Agenda as presented. Alicia Barker seconded the motion, which **passed 5-0**.

Approved under Consent Agenda (on file) were:

- 1. Minutes of Board Meeting dated April 13, 2026**
- 2. Minutes of Budget Work Session dated April 13, 2026**
- 3. Surplus Property Authorization: FCS JES equipment**
- 4. Budget Amendments**

X. BUSINESS BEFORE THE BOARD

- 1. Policy Revision: Revenues (2.400) – 1st Reading** – Revisions are based on updated guidance to TSBA from the Comptroller's office, adding a provision on collection of funds through online payment. Boards are not required to utilize this method of collecting funds. If our Board chooses to do so, the Comptroller recommends including specific provisions in board policy. Also, due to the federal government's decision to discontinue production of pennies, the TN Comptroller of the Treasury has issued guidance regarding payment practices. TSBA has updated their model policy for use with suggested language that Boards may incorporate. The administration recommended approval of the 1st Reading and to waive the 2nd Reading, adopting these revisions on 1st Reading.

Kevin Townsel made a **motion** to approve the first reading of the policy revisions for Revenues (2.400) as presented and to waive the second reading, adopting on first reading. Alicia Barker **seconded** the motion. With no discussion, the motion **passed 5-0**.

- 2. Policy Revision: Student Wellness (6.411) – 1st Reading** – The State Board of Education recently made updates to its Coordinated School Health Program Policy. These revisions were made to align State Board language with statutory requirements as well as reflect the current practices and needs of school districts. TSBA has updated their corresponding model policy to align with these changes, which are adopted here in the revisions presented. The administration recommended approval of the 1st Reading and to waive the 2nd Reading, adopting these revisions on 1st Reading.

Allena Bell made a **motion** to approve the first reading of the policy revisions for Student Wellness (6.411) as presented and to waive the second reading, adoption on first reading. Alicia Barker **seconded** the motion. With no discussion, the motion **passed 5-0**.

IX. DIRECTOR OF SCHOOLS REPORT

- **Leslie Duke** was reintroduced as Human Resources Supervisor.
- **Shea Waldkirch** was introduced to the Board as the new Accounting Supervisor.

- **FSD Volunteer of the Year** – The District Volunteer Selection Committee selected Freedom Middle’s Nicole Clark as the 2025-26 FSD District Volunteer of the Year! Mrs. Clark has been nominated on behalf of our district to be considered for the TSBA Mid-Cumberland District Volunteer Recognition Award. We are grateful for each of our many volunteers, whether they are parents or community members, and are so proud to have Mrs. Clark represent our district as our FSD Volunteer of the Year.
- **TCAP Testing** - Standardized testing has gone well this year. Thanks to Dr. Pax Wiemers and Faith Maxwell from our Central Office, our school administration and the many teachers and staff that coordinated to make it a success.
- **Budget Process FY 2026-27** – The remaining dates for budget work sessions are **May 18 and June 15**. Revenue and Personnel will be the focus at the next work session, then the third work session will review the cumulative impact of the budget work from the first two sessions and facilitate the possible completion of the budget process.
- **Night of Celebration Recap - April 30** – We are still receiving positive comments from the Night of Celebration! We were very happy with the results of our planning and feel that everyone who attended enjoyed themselves. We have already had a recap meeting and are looking forward to next year.
- **Faculty and Staff Appreciation Week - May 4 through May 8** - We celebrate our personnel this week. Treats are being delivered to each school, the MAC office, Maintenance/Landscaping and Transportation on behalf of the Board and Director of Schools.
- **Young Scholars Institute – June 1-5 and June 8-12** – Thanks to Summer Carlton for her organization, Senior Director Crystal Lepping, Assistant Director Travis King, and Financial and Communication Director Hollie Osteen, and the many teachers and staff who are ready to welcome students for the 2026 camp for “independent and highly motivated students” who have completed 1st through 8th grade. Board members, please visit if your schedule allows.
- **Free Summer Learning Camps** – Our Summer Learning Camp will operate Monday through Thursday for four weeks, **June 1 through 25**. In compliance with the *Tennessee Learning Loss Remediation and Student Acceleration Act*, this camp will give first priority to those students needing additional support to prepare for the next school year, and may also be available to other current FSD students as space allows. Thanks again to Dr. Summer Carlton for her work finalizing the high-quality instructional resources and the teachers and staff as they prepare to host FSD students. Also, thanks to our SLC administrators, Dr. Melissa Miller and Mr. Eli Adams, for all their preliminary planning.
- **Summer MAC** – Registration is open and due by May 13th. The theme this year is “Making MAC Memories” and will include weekly themes, along with weekly field trips. You will pay for the days that your child attends. MAC is available before and after the Summer Learning Camp as well as YSI with bus transportation provided. Information and registration forms can be found online.
- **FCS Summer Meal Program** – The open site this year will be at Poplar Grove Elementary, where Summer Learning Academy is being hosted. The Open Site will be open for breakfast and lunch Monday through Thursday in June. Meals will also be provided at YSI and Wee Mac at FMS. We continue to work with our community partner Franklin Housing. Due to providing meals only during June this year, Franklin Boys & Girls Club will be partnering with another organization to provide meals all summer.
- **Story Bus** – This year our free summer mobile library for ages 4 through 4th grade will operate Monday at the Independence Square Kroger, on Tuesday at the Columbia Avenue Kroger, and

Thursday at the Murfreesboro Road Kroger. Hours will be 9:00-12:00 each of these days. Dates of operation are June 1 through July 24, with the week prior to July 4th excluded. Many thanks to Sonic and Kroger for supporting literacy in our city.

- **Gentry's Educational Foundation Summer Camp** – Gentry's Educational Foundation partners with FSD to offer children in Franklin the opportunity to enrich their lives through education and mentoring. Community support and grants provide funding. Information about this camp can be found on our Summer Programs and Camps page.
- **Quarterly Report to Board** - Information for the required quarterly report to the Board detailing the total number of incidents reported to the state and local law enforcement agencies this quarter that required parental notification, as well as the total for the year are reported at this time. Ms. Celby Glass, Safety Supervisor, reports 0 incidents this quarter and four incidents for the 2025-2026 school year.
- **DOS Performance Goals Work Session** – A work session to update performance goals FY 2026-27 is scheduled to immediately follow this meeting.
- **Last Day of School – May 22** – This will be an abbreviated day for students.
- **Memorial Day – May 25** – All offices will be closed.

XII. UPDATES

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

- Demographics Report dated April 30, 2026

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

- Personnel Change Report April/May 2026
- Investment Report dated March 31, 2026
- Revenue and Expenditure Reports dated May 5, 2026
- Sales Tax Revenue Comparison Report for May 2026

XIII. ANNOUNCEMENTS

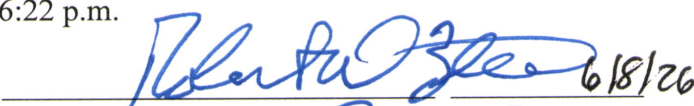
- April tax collections had a 11.9% increase as compared to the prior month, and up 6.1% year to year.
- The Tony Kemp Memorial plaque presentation on April 21 was noted.

XIV. ADJOURNMENT

A Work Session for the 2026-2027 Director of Schools Performance Goals update immediately follows this meeting, to be held in the Executive Conference Room.

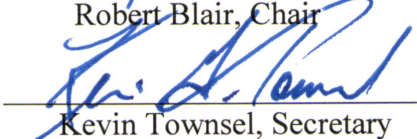
Chair Blair adjourned the meeting at 6:22 p.m.

ATTEST:


Robert Blair, Chair

Date

6/8/26


Kevin Townsel, Secretary

Date

6/8/26

May 11, 2026
Franklin, Tennessee

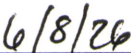
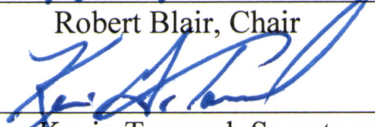
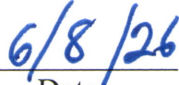
The Franklin Special Board of Education met for a Work Session for the purpose of FY 2026-2027 Director of Schools Performance Goals on Monday, May 11, 2026 immediately following the regularly scheduled Board Meeting. Members met in the Executive Conference Room, FSD Central Office, 205 Eddy Lane, Franklin, with the following members present: Chair Robert Blair, Alicia Barker, Allena Bell, Tim Stillings, and Kevin Townsel, Director of Schools Dr. David Snowden and Executive Assistant Carol Riordan. Board member Robin Newman was not present.

I. MEETING CALLED TO ORDER

Chair Blair called the meeting to order at 6:30 p.m. Mr. Townsel led this meeting as Board members and the Director worked on updates with a final to be included in the June Board meeting for approval.

II. ADJOURNMENT

Chair Blair adjourned the meeting at 7:05 p.m. with **no action taken by the Board.**

	 _____ Robert Blair, Chair	 _____ Date
ATTEST:	 _____ Kevin Townsel, Secretary	 _____ Date

May 18, 2026
Franklin, Tennessee

The Franklin Special District Board of Education met on Monday, May 18, 2026 at 5:30 p.m. in the Central Office Leadership Room, 205 Eddy Lane, Franklin, Tennessee in a Work Session to review the upcoming budget. The following members were present: Robert Blair, Chair, Alicia Barker, Allena Bell, Robin Newman, Tim Stillings and Kevin Townsel. Others present were: Dr. David L. Snowden, Dr. David Esslinger, Dr. Mary Decker, Carol Riordan, FSDEA Representative Jennifer Lampley, principals, supervisors and other members of the Leadership Team.

MEETING CALLED TO ORDER

Chairman Blair called the meeting to order at 5:30 p.m.

Dr. Snowden thanked Dr. Esslinger and his department, especially the Human Resource, Benefits, and Payroll areas prior to turning the meeting over to Dr. Esslinger.

In a continued overview of the budget presented by Associate Director for Finance & Administration, Dr. David Esslinger. Items of significance at this work session were outlined. Personnel budgets for all programs including employee salary schedules, general purpose salary and benefit expenditures roll up, and employee benefit projections, as well as the FSDEA proposal, Director of Schools/Central Services, Board of Education, ADM Allocations, and TISA Funding and General Purpose Budget were reviewed.

Some of the items generating discussion or questions:

The history of cost of living adjustments, all included in the review were also given step increases as part of the approved budgets. While WCS chooses to have cost of living and step increases as one percentage, FSD breaks it into two different costs. With over 700 employees, 85.6% of the General Purpose budget is salaries and benefits.

Retirees' medical insurance payments are estimated at \$233,095 the coming year.

Projected in the budget is for employees to choose BCBS Network S or Cigna Local Plus Standard PPO Employee only as \$0 cost to the employee, other insurance costs are figured as 65% of the premiums covered by FSD. A question from the board regarding how much FSD pays for health insurance premiums annually is to be researched by Dr. Esslinger and will be the board will be reported to on this amount.

FSDEA asks for continuation of the benefits that employees have received this past year.

The textbook line item increases 14% in the coming year: this increase was explained and is due to the bridge years between adoptions.

A question from the board to be reported on was the amount projected to be recovered from tuition. This amount and breakdown will be sent to the board prior to the final work session.

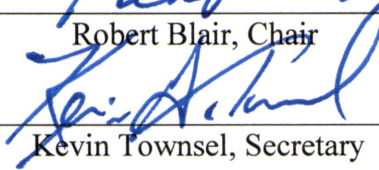
This will be the final year of hold harmless with the BEP funding model, transitioning to the TISA funding model. The TISA funding floor projections were given for the board's review. An analysis of the General Purpose Fund Balance was presented and discussed, with different scenarios and the impact of a tax adjustment compared.

The term IDB Properties was noted in regards to the property tax roll and is noted in the

budget on the line as Payment in Lieu of Taxes, the explanation of which was sent to the board after the meeting.

ADJOURNMENT

Chair Robert Blair adjourned the work session at 6:46 p.m. with **no action taken** by the Board.

		<u>6/8/26</u>
	Robert Blair, Chair	Date
ATTEST:		<u>6/8/26</u>
	Kevin Townsel, Secretary	Date

SURETY'S BOND NO. 82C000392

FRANKLIN SPECIAL

STATE OF TENNESSEE

SCHOOL DISTRICT

**OFFICIAL STATUTORY BOND
TREASURER OR FISCAL AGENT FOR
LOCAL EDUCATION AGENCY
OFFICE OF** DIRECTOR OF SCHOOLS

KNOW ALL MEN BY THESE PRESENTS:

That SNOWDEN, DAVID L of FRANKLIN (Special/City School District), of FRANKLIN Tennessee, as Principal, and THE OHIO CASUALTY INSURANCE COMPANY as Surety, are held and firmly bound unto **THE STATE OF TENNESSEE** in the full amount of ONE MILLION SIX HUNDRED FIFTY SIX THOUSAND FOUR HUNDRED SEVENTY-SEVEN DOLLARS AND ZERO CENTS Dollars (\$ 1,656,477.00) lawful money of the United States of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, each jointly and severally, firmly and unequivocally by these presents.

WHEREAS, The said Principal was duly appointed to the office of DIRECTOR OF SCHOOLS of and for FRANKLIN School District for the year term beginning on the 1ST day of JULY, 2 026 and ending on the 1ST day of JULY, 2 027, and in such capacity is required to give this bond under T. C. A. § 49-3-315(b).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH:

That if the said SNOWDEN, DAVID L, Principal, shall:

1. Faithfully perform the duties of the office of DIRECTOR OF SCHOOLS of FRANKLIN School District during such person's term of office or continuance therein; and,
2. Pay over to the persons authorized by law to receive them, all moneys, properties, or things of value that may come into such Principal's hands during such Principal's term of office or continuance therein without fraud or delay, and shall faithfully and safely keep all records required in such Principal's official capacity, and at the expiration of the term, or in case of resignation or removal from office, shall turn over to the successor all records and property which have come into such Principal's hands, then this obligation shall be null and void; otherwise to remain in full force and effect.

WITNESS our hands and seals this 1ST day of JUNE, 2 026.

WITNESS - ATTEST:

Alicia Barker
Alicia Barker

PRINCIPAL:

SNOWDEN, DAVID L

SURETY:

by: Laura Jungmichel

LAURA JUNGMICHEL

ATTORNEY-IN-FACT

(Attach evidence of authority to execute bond)

COUNTERSIGNED BY:

Tennessee Resident Agent

ACKNOWLEDGEMENT OF PRINCIPAL

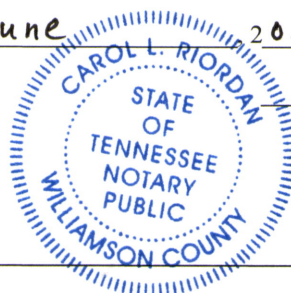
STATE OF TENNESSEE

COUNTY OF Williamson

Before me, a Notary Public, of the State and County aforesaid, personally appeared David L. Snowden, Ph.D. to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the foregoing bond as Principal, and who, upon oath, acknowledged that such individual executed the foregoing bond as such individual's free act and deed.

Witness my hand and seal this 8th day of June, 2026.

My Commission Expires:

3/28/2026

Carol L. Riordan
Notary Public

(over)

ACKNOWLEDGEMENT OF SURETY

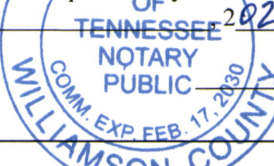
STATE OF Tennessee
COUNTY OF Williamson

Before me, a Notary Public, of the State and County aforesaid, personally appeared Laura Jungmichel with whom I am personally acquainted and, who, upon oath, acknowledged himself/herself to be the individual who executed the foregoing bond on behalf of The Ohio Casualty Insurance Company, the within named Surety, a corporation duly licensed to do business in the State of Tennessee, and that he/she as such individual being authorized so to do, executed the foregoing bond, by signing the name of the corporation by himself/herself as such individual.

Witness my hand and seal this 2nd day of June, 2026.

My Commission Expires:

Feb 17, 2030.



[Signature]
Notary Public

APPROVAL AND CERTIFICATION

SECTION I. (Applicable to Treasurer and Fiscal Agents of Local Education Agencies)

Bond and Sureties approved by Robert W. Blair, Chairman of Franklin Special School District, on this 8th day of June, 2026.

Signed:

[Signature]
Chairman Board of Education

CERTIFICATION:

I, Kevin Townsel, Secretary of Franklin Special School District, hereby certify that the foregoing bond was approved by the Board of Education, in open session on the 8th day of June, 2026, and entered upon the minutes thereof.

Signed:

[Signature]
Secretary

SECTION II.

FOR USE BY REGISTER OF DEEDS

SECTION III.

ENDORSEMENT:

Filed with the Office of the County Clerk, County of _____, this ____ day of _____, 2____.

Signed:

County Clerk

Form Prescribed by the Comptroller of the Treasury, State of Tennessee
Form Approved by the Attorney General, State of Tennessee



National Bond Center
350 E. 96th Street
Indianapolis, Indiana 46240
+1 (888) 844-2663 Fax: +1 (866) 547-4883

Change Bond Increase/Decrease Rider

To be attached to and form a part of surety bond number 82C000392 dated the 1st day of July, 2011 issued by The Ohio Casualty Insurance Company as surety (the "Surety"), on behalf of Snowden, David L. as principal (the "Principal"), in favor of State of TN, Franklin Special School District, as obligee (the "Obligee").

The Principal and Surety hereby consent to changing the attached bond as follows:

The Bond Amount is changed from 1,564,636 USD to 1,656,477 USD.

This change is effective the 1st day of July, 2026.

The attached bond shall be subject to all of its terms, conditions and limitations except as herein modified.

IN WITNESS WHEREOF, said Principal and Surety have caused these presents to be duly signed and sealed this 1st day of June, 2026.

WITNESS / ATTEST Alicia Barker
Alicia Barker

Snowden, David L.
(Principal)

By: [Signature] (Seal)
Title: Director of Schools
Date: 6/8/2026

The Ohio Casualty Insurance Company
(Surety)

By: [Signature]
Title: Carolyn Banks, Assistant Secretary
Date: 06/01/2026



State of TN, Franklin Special School District
(Obligee)

By: [Signature] (Seal)
Title: Board of Education Chairman
Date: 6/8/2026

**FSSD SURPLUS PROPERTY AUTHORIZATION
FOR ITEMS VALUED TO BE GREATER THAN \$500 - MUST HAVE FULL BOARD APPROVAL**

ITEMS TO BE DISPOSED: (add rows if needed) **DATE:** 5-12-26

Location	Quantity	Description
FTC	1	JOHN DEERE ZERO TURN MOWER #201
FTC	1	JOHN DEERE ZERO TURN MOWER #202
FTC	1	EX-MARK ZERO TURN MOWER
FTC	1	EX-MARK WALK-BEHIND MOWER

insert pictures here if appropriate:

Notes:

- The above items are no longer suitable to be utilized in the programs of FSSD.
- The supervisor of the program has estimated the item value **to exceed \$500.**
- Upon approval **from the Board** to surplus, the supervisor may sell the property to the highest bidder **after advertising in newspaper (7days).**
- The auction may utilize a sealed bid process **or** use an internet auction website used by the district, state or other local government. Please share the plan for sale:

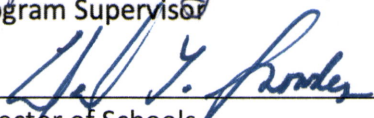
LOCAL NEWSPAPER

- All revenue from the sale of listed items shall be deposited in the general-purpose fund of the Board unless the item was purchased from CNP or Federal Projects.
- If attempts to sell the property fail to produce monetary return, the property may be discarded.

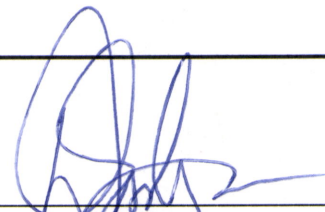
Approval:



Program Supervisor



Director of Schools



Associate Director - Finance/Administration

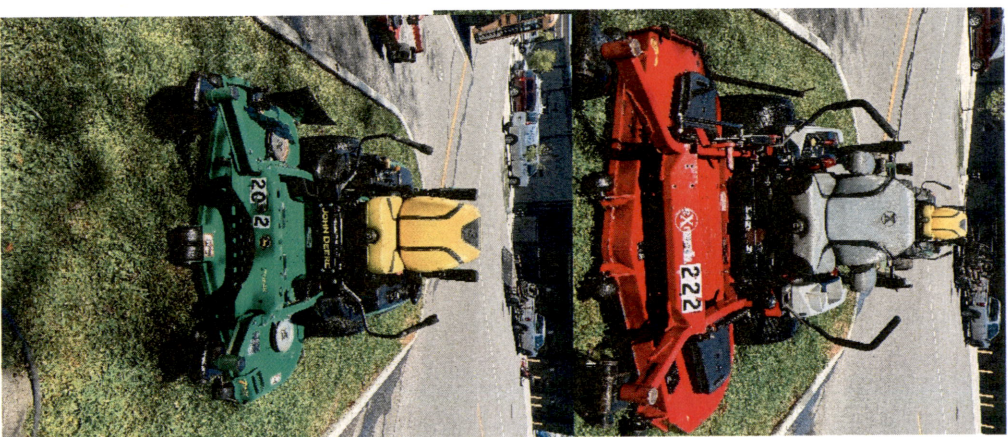


Board Chairman

Approved original to: Program Supervisor

Approved Copies to: Facilities Supervisor, Accounting Coordinator, General Ledger Specialists

Reference: Board Policy 2.403 updated July 22, 2024.



**Franklin Special School District
Budget Amendments
Fiscal Year 2025-2026**

**General Purpose Fund
Amendment #7**

Budget Code	Budget Code Description	Increase	Decrease
REVENUE			
141 R 46513 000 000 00000 000	TISA On-behalf payments	\$ 53,000.00	
EXPENDITURES			
141 E 71100 595 000 00000 000	TISA On-behalf payments	\$ 3,000.00	
141 E 71200 595 000 00000 000	TISA On-behalf payments	40,000.00	
		\$ 43,000.00	
Explanation: Increased budgeted revenue & increase budgeted expenditures for TISA On-Behalf Payments. No local tax funds involved.			

**General Purpose Fund
Amendment #8**

Budget Code	Budget Code Description	Increase	Decrease
REVENUE			
141 R 46596 000 000 59000 000	Paid Parental Leave	\$ 57,577.00	
EXPENDITURES			
141 E 71100 429 000 16000 000	Instructional Supplies & Materials		\$ 558.00
141 E 72130 322 000 16000 000	Evaluation & Testing		100.00
141 E 72210 524 000 16000 000	In-Service/Staff Development	658.00	
141 E 72130 499 000 15000 000	Other Supplies & Materials		216.00
141 E 72210 499 000 15000 000	Other Supplies & Materials		603.00
141 E 71100 499 000 15000 000	Other Supplies & Materials	819.00	
141 E 72130 123 000 00000 000	Guidance Personnel	5,000.00	
141 E 72130 189 000 00000 000	Other Salaries and Wages	12,000.00	
141 E 72130 204 000 00000 000	State Retirement	9,000.00	
141 E 72130 207 000 00000 000	Medical Insurance	15,000.00	
141 E 72130 212 000 00000 000	Employer Medicare	2,000.00	
141 E 72130 217 000 00000 000	Retirement-Hybrid Stabilization	4,500.00	
141 E 72210 204 000 00000 000	State Retirement	15,000.00	
141 E 72310 299 000 00000 000	Other Fringe Benefits	20,000.00	
141 E 72310 513 000 00000 000	Workman's Compensation	12,000.00	
141 E 72510 105 000 00000 000	Supervisor/Director	4,000.00	
141 E 72510 119 000 00000 000	Accountants/Bookkeepers	39,000.00	
141 E 72510 204 000 00000 000	State Retirement	2,000.00	
141 E 72610 351 000 00000 000	Rentals	17,000.00	
141 E 72610 399 000 00000 000	Other Contracted Services	13,500.00	
141 E 72610 415 000 00000 000	Electricity	158,000.00	
141 E 72620 189 000 00000 000	Other Salaries and Wages	9,970.00	
141 E 72620 207 000 00000 000	Medical Insurance	6,504.00	
141 E 72620 335 000 00000 000	Maint & Repair-Building	9,000.00	
141 E 72620 336 000 00000 000	Maint & Repair-Equipment	20,000.00	
141 E 72620 338 000 00000 000	Maint & Repair-Vehicles	7,000.00	
141 E 72620 426 000 00000 000	General Construction	3,750.00	
141 E 82230 604 000 00000 000	Interest on Notes	1,305.00	
141 E 71100 116 000 00000 000	Teachers		385,529.00
		\$ 387,006.00	\$ 387,006.00
Explanation: Reclassify budgeted expenditures.			

**Franklin Special School District
Budget Amendments
Fiscal Year 2025-2026**

**Community Service
Amendment #1**

Budget Code	Budget Code Description	Increase	Decrease
EXPENDITURES			
146 E 73300 169 000 01000 000	Part-Time Personnel	\$ 9,000.00	
146 E 73300 169 000 11000 000	Part-Time Personnel	23,000.00	
146 E 73300 399 000 00000 000	Other Contracted Services	32,000.00	
		\$ 64,000.00	
Explanation: Increase budgeted expenditures for the MAC program . No local tax funds involved.			



David L. Snowden, Ph.D., Director of Schools • 205 Eddy Lane • Franklin, Tennessee 37064 • 615-794-6624 • www.fssd.org

TO: FSD Board of Education and Local News Media
FROM: David L. Snowden, Director of Schools
DATE: June 8, 2026
RE: Board Member Development Opportunities

In accordance with board policy **Board Member Development Opportunities (1.204)**, members of the FSD Board of Education participate in conferences/workshops designed to assist them in improving skills. As members of the FSD policy making body on June 8, 2026 the Board considered the following meetings for board member development opportunities:

- Franklin Special District Annual Board Retreat
- Tennessee School Boards Association (TSBA) Boardsmanship Workshops
- Tennessee State Department of Education (TDOE) School Board Academies
- TSBA Fall District Meeting
- TSBA Legislative and Legal Institute
- TSBA Summer Law Institute
- TSBA Annual Leadership Conference and Annual Convention
- National Alliance of Black School Educators (NABSE) Conference
- National School Boards Association (NSBA) Council of Urban Boards (CUBE) Annual Conference
- Southern Region Leadership Conference
- Student Congress on Policies in Education (SCOPE)
- Consortium of State School Boards Associations (COSSBA) Annual Conference
- COSSBA Urban Boards Alliance Symposium
- COSSBA Federal Advocacy Conference
- National School Public Relations Association (NSPRA) Annual Conference

Please note that outside the above approved list, when a board member attends other conferences or meetings an advance budget and board approval is required for reimbursement of expenses.

Date of Board Approval _____



BOARD OF EDUCATION MEETINGS 2026-2027

Regularly scheduled, annual meetings will be held in the FSD Central Office Leadership Room, 205 Eddy Lane, Franklin, Tennessee, beginning at 6:00 unless otherwise noted.

July 13, 2026
August 10, 2026
September 14, 2026
October 19, 2026
November 9, 2026
December 14, 2026
January 9, 2027 – Retreat to begin at 8:00 a.m.
January 11, 2027
February 8, 2027- Tenure reception to begin at 5:30*
March 8, 2027
April 12, 2027 – Top 40 Volunteer reception to begin at 5:30*
April 19, 2027 – Budget Work Session to begin at 5:30
May 10, 2027
May 17, 2027 - Budget Work Session to begin at 5:30
June 14, 2027
June 21, 2027 - Budget Work Session to begin at 5:30
July 19, 2027
August 9, 2027

* Reception beginning at 5:30 p.m. precedes the meeting at 6:00

Please note: Agenda items must be submitted in writing to the Director of Schools office to be placed on the agenda and eight (8) copies of documentation delivered to the Director of Schools office by noon on Tuesday, prior to the board meeting.

Public input: A time is designated toward the beginning of the meeting for public input. There will be a sign-up sheet available before the meeting.

Principals: Please have student(s) available to lead the Pledge of Allegiance prior to the meeting.

Franklin Special District

School Calendar 2026-2027

Day	Date	Definition
Tuesday-Thursday	July 28-July 30	EQuIP (Enhancing the Quality of our Introductory Professionals)
Monday (No Students)	August 3	Districtwide Professional Learning
Tuesday (No Students)	August 4	Site-Based Professional Learning
Wednesday (No Students)	August 5	Administrative Day/Meet and Greet (3:30-6:30)
Thursday (No Students)	August 6	Site-Based Professional Learning
Friday (No Students)	August 7	Site-Based Professional Learning
Monday (Students ½ Day)	August 10	Students First Day for 1 st – 8 th Grade Students Early Dismissal Day
Tuesday	August 11	First Full Day for 1 st – 8 th Grade Students
Tuesday	August 18	First Full Day for Kindergarten
Tuesday	August 25	First Full Day for Pre-K
Friday (Students ½ Day)	September 4	Early Dismissal Day
Monday (No School)	September 7	Labor Day Holiday
Friday (Students ½ Day)	October 9	Early Dismissal Day End of First Quarter Grading Period (44 days)
Monday - Friday (No School)	October 12-16	Fall Break
Tuesday (No Students)	November 3	Districtwide Professional Learning (Election Day)
Friday (Students ½ Day)	November 20	Early Dismissal Day
Monday - Friday (No School)	November 23-27	Thanksgiving Holiday
Friday (Students Abb. Day)	December 18	Abbreviated Day – 2 hours End of Second Quarter Grading Period (39 days)
Monday - Friday (No School)	December 21 – January 1	Winter Break
Monday (No Students)	January 4	Admin Day
Wednesday	January 5	Students Return
Monday (No School)	January 18	Martin Luther King Jr. Holiday
Friday (Students ½ Day)	February 12	Early Dismissal Day
Monday (No School)	February 15	Presidents Day
Friday (Students ½ Day)	March 12	Early Dismissal Day End of Third Quarter Grading Period (47 days)
Monday – Friday (No School)	March 15-19	Spring Break
Friday (No School)	March 26	Spring Holiday
Wednesday (Students Abb. Day)	May 26	Last Day for Students (Abbreviated Day – 2 hours) End of Fourth Quarter Grading Period (47 days)
Thursday	May 27	Administrative Day
Monday	May 31	Memorial Day

Franklin Special District

School Calendar 2027-2028

Day	Date	Definition
Tuesday-Wednesday	July 27-28	New Teacher Training
Monday (No Students)	August 2	Districtwide Professional Learning
Tuesday (No Students)	August 3	Site-Based Professional Learning
Wednesday (No Students)	August 4	Administrative Day/Meet and Greet (3:30-6:30)
Thursday (No Students)	August 5	Site-Based Professional Learning
Friday (No Students)	August 6	Site-Based Professional Learning
Monday (Students ½ Day)	August 9	Students First Day for 1 st – 8 th Grade Students Early Dismissal Day
Tuesday	August 10	First Full Day for 1 st – 8 th Grade Students
Tuesday	August 17	First Full Day for Kindergarten
Tuesday	August 24	First Full Day for Pre-K
Friday (Students ½ Day)	September 3	Early Dismissal Day
Monday (No School)	September 6	Labor Day Holiday
Friday (Students ½ Day)	October 8	Early Dismissal Day End of First Quarter Grading Period (44 days)
Monday - Friday (No School)	October 11-15	Fall Break
Friday (Students ½ Day)	November 19	Early Dismissal Day
Monday - Friday (No School)	November 22-26	Thanksgiving Holiday
Friday (Students Abb. Day)	December 17	Abbreviated Day – 2 hours End of Second Quarter Grading Period (40 days)
Monday - Friday (No School)	December 20-31	Winter Break
Monday (No Students)	January 3	Admin Day
Tuesday	January 4	Students Return
Monday (No School)	January 17	Martin Luther King Jr. Holiday
Friday (Students ½ Day)	February 18	Early Dismissal Day
Monday (No School)	February 21	Presidents Day
Tuesday (No Students)	March 7	Site-Based Professional Learning/Election Day
Friday (Students ½ Day)	March 10	Early Dismissal Day End of Third Quarter Grading Period (46 days)
Monday – Friday (No School)	March 13-17	Spring Break
Friday (No School)	April 14	Spring Holiday
Wednesday (Students Abb. Day)	May 24	Last Day for Students (Abbreviated Day – 2 hours) End of Fourth Quarter Grading Period (47 days)
Thursday	May 25	Administrative Day
Monday	May 29	Memorial Day



**Director of Schools
Annual Performance Goals
for
Dr. David Snowden**

**School Year
2026-2027**

Adopted by the FSD Board of Education

Date: June 8, 2026

THE VISION of the Franklin Special District and the Board of Education:

Excellence in Teaching and Learning for All

THE MISSION of the Franklin Special District and the Board of Education:

Committed to Excellence through

- Affirming Self-Worth
- Challenging the Intellect
- Inspiring for the Future

To fulfill our mission and transform our vision into reality, the Board of Education of the Franklin Special District establishes the following goals and objectives for its Director of Schools for school/fiscal year 2025-2026.

I. Improvement of Student Performance:

- A. Maintain and utilize a comprehensive database of student performance information to assist in the development and implementation of an Individual Learning Plan for each student.
- B. Support and maintain innovative approaches to curriculum and instruction, especially instructional technology and instructional coaches, as tools to improve student performance and manage achievement gaps.

II. Effective Management of District Resources:

- A. Work cooperatively with the Board of Education to ensure a safe, secure environment for teaching and learning.
- B. Proactively identify and support only state funding models that adequately fund and support the unique mission of the FSD. The Director will proactively advocate for FSD and public education.
- C. Work with the Board of Education to prioritize the list of capital improvements to be completed.
- D. Provide effective personnel recruitment and assimilation, as well as professional and leadership development programs that attract, retain and support the best personnel with a focus on building bench strength.
- E. Provide effective training, support, and communications for teachers and administrators to ensure their continued success for in-person and remote learners.
- F. Provide maximum effort in recruiting and retaining students.
- G. Encourage FSD community engagement and support the COF Parks & Rec walkability and facility “sharing” efforts by ensuring after-school hours availability and accessibility for all FSD residents to the external playground and open field space at each school location. This will require making funds available in the budget for clear signage outlining rules (i.e., “no pets”) and for proper surveillance cameras with appropriate signage noting that vandalism will result in prosecution.

III. Execute on the District and Board’s Vision of *Excellence in Teaching and Learning For All*:

- A. Facilitate an annual retreat with the BOE (and invited staff and administration) to review and revise, as necessary, the written, comprehensive five-year strategic plan, the new (2023 to 2028) five-year strategic plan, “Reach 2024,” and discuss other matters important to the Board’s vision.
- B. Continue to implement school equity throughout the district.
- C. Continue to expand and develop programs/opportunities to enhance the social, emotional, and mental well-being of our students.
- D. Continue efforts to recruit, hire, and retain exceptional administrators, teachers, and staff.
- E. Continue professional development for teachers and administrators on strategies to develop culturally responsible teaching practices.

IV. Provide the Highest Level of Internal and External Communication:

- A. Proactively communicate with all stakeholders the historical significance and importance of the FSD in meeting the unique educational needs of the diverse FSD community, district improvements, and progress in meeting district goals.
- B. Develop, implement, and continually refine innovative methods to create and enhance stronger family–school relationships for increased parent involvement and increased parent awareness of our resources and efforts.

PERFORMANCE REVIEW SUMMARY

I.	Improvement of Student Performance	35 points
II.	Effective Management of District Resources	35 points
III.	Execute on the Board's Vision	15 points
IV.	Provide the Highest Level of Internal and External Communication	15 points

DIRECTOR OF SCHOOLS PERFORMANCE REVIEW PROCESS

Annually, upon receipt of the State of Tennessee Report Card for the recently concluded school year, the Director of Schools shall prepare and present a “State of the System” report for delivery to the Board of Education at its next regularly scheduled meeting. This report shall also serve as the Director’s self-evaluation, specifically addressing progress in each area of performance measurement. This report shall be submitted in advance to members of the Board of Education no later than inclusion in the pre-meeting Board packet.

Prior to the next regularly scheduled meeting of the Board of Education, each board member shall have individually scored the Director’s performance within each individual objective and submitted his/her individual evaluation to the Board of Education Assistant for compilation. The Board’s Assistant may request the Board chairperson to appoint an additional person(s) to assist in validating and reporting scores. Each individual board member shall directly contact the Director to discuss any aspect of the performance evaluation in which the member does not feel acceptable performance levels were attained.

A Total Composite Score from scored evaluations submitted by members of the Board of Education shall be determined as follows:

- The highest score and the lowest score in each of the four individual objectives will be removed from the calculation. Any objective not scored will also be removed from the calculation.
- The remaining scores shall then be averaged, by objective.
- The average total score from each objective category shall then be added together and the sum rounded to the nearest whole number to produce a “Total Composite Score.”

Annually, the Director of Schools is eligible to receive a Performance Bonus equal to 10% of the current annual salary, based on the following table, which shows the possible total composite score:

96 – 100	100% of Bonus Pool
91 – 95	75% of Bonus Pool
86 – 90	50% of Bonus Pool
81 – 85	25% of Bonus Pool

Annually, prior to the commencement of its first budget work session for an upcoming school/fiscal year, the Board will approve performance objectives and an evaluation process. From time to time, consideration of special circumstances outside FSD control may require an extension of this deadline, which by mutual agreement, may be approved. If performance objectives and an evaluation process are not approved by the Board of Education prior to the deadline (or its mutually agreed extension), the performance objectives and evaluation process from the most recent school/fiscal year are automatically renewed for the upcoming school/fiscal year. In the Director’s final year of service, payment of bonus may be paid before the end of the final term.

1.404 APPEALS TO AND APPEARANCES BEFORE THE BOARD – *1st Reading*

TSBA has provided language updates for this policy. On March 26, Governor Lee officially signed [HB 22/SB 178](#) into law. As amended, this newly enacted legislation requires local governing bodies, including boards of education, to allow public comment “on any matter that is germane to the jurisdiction of the local governing body, regardless of whether such matter is an item on the agenda for the meeting.” This is in addition to the requirement that boards allow public comment “on matters that are germane to the items on the agenda for the meeting.”

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: 08/14/23

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 parties shall attempt to settle all matters at the lowest level of responsibility, and the Board shall not hear
4 complaints or concerns which have not advanced through the proper administrative procedure. If all
5 steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board,
6 the matter shall be referred in writing to the office of the Director of Schools, and the Board shall
7 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 violates state law or does not adhere to Board rules.¹ Members of the Board and the
14 director ~~may~~ **shall** have the privilege of asking questions of any person who addresses the Board.

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

19 *Public Comment Period*²

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

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

29

30

1 *Adding an Item to the Agenda*

- Individuals desiring to appear before the Board shall submit a written request with descriptive materials to the office of the Director of Schools six (6) days before the meeting. If the request is 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. [TCA 8-44-112](#)

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: 08/14/23
		Rescinds: 1.404	Issued: 08/08/16

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

Cross References

School Board Meetings 1.400
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bullying, and Intimidation 6.304
Student Concerns 6.305

1.804 ALCOHOL & DRUGS IN THE WORKPLACE – *1st Reading*

Revisions to this policy contain a provision on examinations based on reasonable suspicion and follows TSBA model policy language.

The title of this policy changes from “Alcohol and Drug-Free Workplace” to more accurately describe the contents.

Franklin Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Alcohol & Drugs in the Workplace	Descriptor Code: 1.804 Rescinds: 1.804	Issued Date: Proposed Issued: 07/15/19
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1 General

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including but
3 not limited to, suspension, dismissal, and/or referral for prosecution.

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district
5 employees.

6 DEFINITIONS

7 “Workplace” shall include any school building or any school premise; any school-owned or any other
8 school-approved vehicle used to transport students to and from school or school activities; and off-school
9 property during any school-sponsored or school approved activity, event, or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
11 marijuana, or any other controlled substance as defined by federal law.²

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic, derivative,
13 analogous, or "look-alike" substances that are manufactured, designed, or intended to resemble and/or
14 mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner for which they
15 were not intended or prescribed including, but not limited to, the use of prescription drugs prescribed for
16 another individual; and any lawful substances that could result in impairment of physical or mental
17 capacity that is threatening to the health or safety of the employee or others.³

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid containing alcohol
19 as defined by state and federal law.⁴

20 ALCOHOL & DRUG-FREE WORKPLACE

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,
22 use, or be under the influence of any illegal or unauthorized drug(s)¹ or any alcohol.⁵
23

24 ~~The District offers resource information on various means of employee assistance; including but not~~
25 ~~limited to drug and alcohol abuse programs. Employees are encouraged to use this resource. Resource~~
26 ~~information is posted throughout the workplace.~~

27 PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION

28 Whenever the Director, or his/her authorized designee reasonably suspects that an employee's work
29 performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or

1 that an employee has otherwise violated this policy, Alcohol & Drugs in the workplace, the employee
2 may be required to submit a breath and/or urine sample for drug and alcohol testing as detailed in
3 Policy 5.403 Drug & Alcohol Testing for Employees.
4

Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103; 34 CFR §§ 84.205 – 84.215
2. 21 USCA § 812
3. TCA 49-5-1003(b)(16), (17), (18)
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Franklin Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Alcohol and Drug-Free Workplace	Descriptor Code: 1.804	Issued Date: 07/15/19
		Rescinds: 1.804	Issued: 03/10/14

1 General

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including but
3 not limited to, suspension, dismissal, and/or referral for prosecution.

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district
5 employees.

6 DEFINITIONS

7 “Workplace” shall include any school building or any school premise; any school-owned or any other
8 school-approved vehicle used to transport students to and from school or school activities; and off-school
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11 marijuana, or any other controlled substance as defined by federal law.²

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic, derivative,
13 analogous, or "look-alike" substances that are manufactured, designed, or intended to resemble and/or
14 mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner for which they
15 were not intended or prescribed including, but not limited to, the use of prescription drugs prescribed for
16 another individual; and any lawful substances that could result in impairment of physical or mental
17 capacity that is threatening to the health or safety of the employee or others.³

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid containing alcohol
19 as defined by state and federal law.⁴

20 ALCOHOL & DRUG-FREE WORKPLACE

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,
22 use, or be under the influence of any illegal or unauthorized drug(s)¹ or any alcohol.⁵
23

24 The District offers resource information on various means of employee assistance; including but not
25 limited to drug and alcohol abuse programs. Employees are encouraged to use this resource. Resource
26 information is posted throughout the workplace.

Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103
2. 21 USCA § 812
3. TCA 49-5-1003
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

5.403 DRUG & ALCOHOL TESTING FOR EMPLOYEES – *1st Reading*

Revisions update this policy for best practices related to reasonable suspicion testing.

Franklin Special Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date: <i>Proposed</i>
		Rescinds: 5.403	Issued: 07/22/24

1 REASONABLE SUSPICION DRUG TESTING

2 Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion
3 and when appropriate, refer the matter to the Director of Schools/designee. It is not the supervisor's
4 responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting
5 this suspicion should be included in a written report detailing the basis for the suspicion. Upon
6 reasonable suspicion that an employee's job performance or behavior may be impaired by illegal drugs,
7 including improper use of prescribed drugs, or alcohol, the Director of Schools/authorized designee may
8 require the employee to undergo drug or alcohol testing. After the report is filed, the employee should
9 be notified.

10 An employee who is required to submit to drug or alcohol testing based upon reasonable suspicion and
11 refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the
12 employee in accordance with board policy, and state law, where applicable.

13 An employee who tests positive on a reasonable suspicion test will be in violation of this policy and
14 subject to termination.

15 The Director of Schools/authorized designee are the only individuals in the district authorized to make
16 the determination that reasonable suspicion or cause exists to order a drug screen and are the only
17 individuals who may order an employee to submit to a drug screen.

18 Two types of cases for which reasonable suspicion procedures may be invoked are:

- 19 1. Chronic Case: Deteriorating job performance or changes in personal traits characteristics where
20 the use of alcohol or drugs may be reasonably suspected as the cause.
- 21 2. Acute Case: Appearing in a specific incident or observation to then be under the present
22 influence of alcohol or drugs, or investigation of an accident where the use of alcohol or drugs
23 is reasonably suspected to be a contributing cause.
- 24

25 ~~Any employee may be required to submit to substance screening if the following conditions exist,~~
26 ~~including but not limited to:~~ Circumstances under which substance screening may be considered, in
27 either the chronic or acute cases, include, but are not limited to, the following:

- 28 1. Observed manufacture, distribution, dispense, possession, use, or under the influence of any
29 illegal or unauthorized drugs or any alcohol;
- 30 2. Apparent physical state of impairment of motor functions;

3. Marked changes in personal behavior not attributed to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury; or
5. Violation of criminal statutes involving the use of illegal or unauthorized drugs or any alcohol and/or violations of drug statutes.

The circumstances, under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in Board of Education property, or at school system-approved or school-related functions.

Prior to substance screening, employees must sign an acknowledgment that the summary result will be transmitted to the Medical Review Officer and the Director/designee.

Drug and alcohol screening shall be conducted by Board approved, independent, certified laboratories utilizing recognized techniques and procedures. A breath analysis test will be performed by a certified Breath Alcohol Technician.

POST ACCIDENT TESTING

When an employee has caused or contributed to an on-the-job injury that resulted in the loss of work time (any period of time during which an employee stops performing the normal duties of employment) and leaves the place of employment to seek care from a licensed medical provider, or is involved in an on-the-job accident where personal injury or damage to district property occurs, the employee will be subject to a substance abuse test.

TESTING FOR CDL EMPLOYEES

All drivers and applicants for driver positions who are required to hold a Commercial Driver's License (CDL) to perform their job function must adhere to the requirements of this policy and all procedures relating to this policy.¹

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work, or having any measurable amount of alcohol in their system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and his/her ability to pass required Department of Transportation alcohol and controlled substance tests. Any violation of this policy is grounds for termination as an employee of the board as well as possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the Director of Schools/designee. Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

CONFIDENTIALITY

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

Procedures

The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct breath testing, and/or search all employees/applicants for alcohol and drug use and those employees suspected of violating this policy who are involved in a reportable accident or who are periodically or randomly selected. The procedures are designed not only to detect violations of this policy but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

Implementation

The Director of Schools/designee is authorized to implement this policy and procedures for the drug testing program, including a periodic review of the program to address any problems, changes and/or revisions of it, maintenance of all records required by the federal regulations, and determination upon board approval of how the program will be accomplished, whether in-house, contracted, or by consortium.

Dissemination

The Director of Schools/designee shall be responsible for communicating this policy and the procedures to all employees affected by this policy and shall be accountable for its consistent enforcement.² The Director of Schools/designee is designated to answer questions about this policy, procedures, and all other matters involved in alcohol and controlled substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

Legal References

1. Omnibus Transportation Employee Testing Act of 1991, 49 USCA § 5331
2. 49 CFR § 382.601

Cross References

Alcohol & Drugs in the Workplace 1.804

Franklin Special Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date: 07/22/24
		Rescinds: 5.403	Issued: 03/13/17

1 REASONABLE SUSPICION DRUG TESTING

2 Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion
3 and when appropriate, refer the matter to the Director of Schools/designee. It is not the supervisor's
4 responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting
5 this suspicion should be included in a written report detailing the basis for the suspicion. After the report
6 is filed, the employee should be notified.

7 Any employee may be required to submit to substance screening if the following conditions exist,
8 including but not limited to:

- 9 1. Observed manufacture, distribution, dispense, possession, use, or under the influence of any
10 illegal or unauthorized drugs or any alcohol;
- 11 2. Apparent physical state of impairment of motor functions;
- 12 3. Marked changes in personal behavior not attributed to other factors;
- 13 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is
14 reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not
15 they involve actual or potential injury; or
- 16 5. Violation of criminal statutes involving the use of illegal or unauthorized drugs or any alcohol
17 and/or violations of drug statutes.

18 POST ACCIDENT TESTING

19 When an employee has caused or contributed to an on-the-job injury that resulted in the loss of work
20 time (any period of time during which an employee stops performing the normal duties of employment)
21 and leaves the place of employment to seek care from a licensed medical provider, or is involved in an
22 on-the-job accident where personal injury or damage to district property occurs, the employee will be
23 subject to a substance abuse test.

24 TESTING FOR CDL EMPLOYEES

25 All drivers and applicants for driver positions who are required to hold a Commercial Driver's License
26 (CDL) to perform their job function must adhere to the requirements of this policy and all procedures
27 relating to this policy.¹

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work, or having any measurable amount of alcohol in their system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and his/her ability to pass required Department of Transportation alcohol and controlled substance tests. Any violation of this policy is grounds for termination as an employee of the board as well as possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the Director of Schools/designee. Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

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The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

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The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct breath testing, and/or search all employees/applicants for alcohol and drug use and those employees suspected of violating this policy who are involved in a reportable accident or who are periodically or randomly selected. The procedures are designed not only to detect violations of this policy but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

Implementation

The Director of Schools/designee is authorized to implement this policy and procedures for the drug testing program, including a periodic review of the program to address any problems, changes and/or revisions of it, maintenance of all records required by the federal regulations, and determination upon board approval of how the program will be accomplished, whether in-house, contracted, or by consortium.

Dissemination

The Director of Schools/designee shall be responsible for communicating this policy and the procedures to all employees affected by this policy and shall be accountable for its consistent enforcement.² The Director of Schools/designee is designated to answer questions about this policy, procedures, and all other matters involved in alcohol and controlled substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

Legal References

1. Omnibus Transportation Employee Testing Act of 1991 49 USCS § 5331
2. 49 CFR § 382.601

Cross References

Alcohol- and Drug Free Workplace 1.804

5.114 PERSONNEL RECORDS – *1st Reading*

Revisions to this policy clarify that disciplinary action is part of an employee's personnel file.

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h3 style="text-align: center;">Personnel Records</h3>	Descriptor Code: 5.114 Rescinds: 5.114	Issued Date: Proposed Issued: 03/14/16
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The Director of Schools/designee(s) shall be authorized to maintain personnel records and to permit inspection of the same, **except for matters deemed confidential by law.** The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;¹
3. Evaluations;
4. Cumulative information files, ~~which include date of employment, age, experience, certified copies of transcripts, salary, physical exams, sex, race, name of schools and grades taught, references, citizenship verification, copy of retirement form, summative evaluation sheet, disciplinary action, and letters of commendation; and ;~~
5. INS Form I-9 ²; and
6. **Disciplinary action, as appropriate and any response from the employee.**

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. The Director of Schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;³
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parent(s)/guardian(s) upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school;⁴

- 1 6. Members of the public may not obtain the home telephone number, personal cell phone
2 number, bank account information, social security number, residential street address, ~~or~~ driver
3 license information (except where driving or operating a vehicle is considered to be a part of
4 the employee's duties), or the results of individual teacher evaluations, of an employee or of the
5 immediate family members or household members of an employee, unless release of this
6 information is expressly authorized by the employee;⁵
7
8 7. A record of the person inspecting and the date of inspection shall be recorded; and
9
10 8. Copies of records may be made under rules determined by the director of schools.⁶
11
12

Legal References

1. TCA 49-2-301(b)(1)(M)
2. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359
3. TCA 10-7-503, 504
4. 20 USCA § 6312(e)(1)
5. TCA 10-7-504(f)(1); TCA 10-7-504(a)(23)
6. TCA 10-7-506; TCA 49-2-301(b)(1)(AA)

Cross References

School Board Records 1.407
Teacher Effect Data 5.1141

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h3 style="text-align: center;">Personnel Records</h3>	Descriptor Code: 5.114 Rescinds: 5.114	Issued Date: 03/14/16 Issued: 03/09/09
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1 The director of schools or his/her designee(s) shall be authorized to maintain personnel records and to
 2 permit inspection of the same. The following personnel records shall be maintained for all employees
 3 as appropriate:

- 4 1. Employee applications and contracts;
- 5 2. Professional certificates and other documents required by state and federal laws and
 6 regulations;¹
- 7 3. Evaluations;
- 8 4. Cumulative information files, which include date of employment, age, experience, certified
 9 copies of transcripts, salary, physical exams, sex, race, name of schools and grades taught,
 10 references, citizenship verification, copy of retirement form, summative evaluation sheet,
 11 disciplinary action, and letters of commendation; and
 12 5. INS Form I-9.²

13 The following guidelines shall be followed:

- 14 1. Information contained in personnel records shall be limited to job-related matters;
- 15 2. The director shall be responsible for notifying all employees of the types of records kept and
 16 uses made of such records;
- 17 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 18 4. Employee records are public records, except for matters deemed confidential by law, and shall
 19 be open for inspection during regular business hours;³
- 20 5. In accordance with federal law, the district shall release information regarding the professional
 21 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents
 22 upon request for any teacher or paraprofessional who is employed by a school receiving Title I
 23 funds and who provides instruction to their child at that school;⁴
- 24 6. Members of the public may not obtain the home telephone number, personal cell phone
 25 number, bank account information, social security number, residential street address, or driver
 26 license information (except where driving or operating a vehicle is considered to be a part of
 27 the employee's duties), or the results of individual teacher evaluations, of an employee or of the
 28 immediate family members or household members of an employee, unless release of this
 29 information is expressly authorized by the employee;⁵
- 30 7. A record of the person inspecting and the date of inspection shall be recorded; and
- 31 8. Copies of records may be made under rules determined by the director of schools.⁶

32
33

Legal References

1. TCA 49-2-301(b)(1)(M)
2. Immigration Reform and Control Act of 1986,
Pub. L. No. 99-603, 100 Stat. 3359
3. TCA 10-7-503, 504
4. 20 U.S.C. 6311 § 1111 (6)(A)
5. TCA 10-7-504(f)(1)
6. TCA 10-7-506; TCA 49-2-301(b)(1)(CC); TCA
8-5-108

Cross References

School Board Records 1.407

5.1151 TELEWORK DURING EMERGENCIES – *1st Reading*

Revisions to this policy clarify that telework outside of emergency situations is not permitted and uses TSBA model policy language.

Franklin Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date: <i>Proposed</i>
		Rescinds: 5.1151	Issued: 04/13/20

1 *General*

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal
3 duties and responsibilities through the use of hardware and software at an alternate location from their
4 normal work site.

5 The Director of Schools may require an employee to telework if the duties and responsibilities of the
6 position are required during times of emergency. An employee's participation in the program will be
7 determined by the length and duration of the emergency and will be both initiated and ended at the
8 discretion of the supervisor and/or the Director of Schools. **Telework outside of times of emergency is**
9 **not permitted.**

10

11 **WORK ENVIRONMENT**

12 Employees approved for telework shall maintain a dedicated and safe work environment.

13 An employee who teleworks shall not allow anyone other than district employees to utilize district
14 provided services or equipment. Employees shall keep remote work and information confidential, in
15 accordance with district policies, procedures, and applicable privacy laws.

16

Cross References

Emergency Closings 1.8011

Franklin Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date: 04/13/20
		Rescinds:	Issued:

1 *General*

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal
3 duties and responsibilities through the use of hardware and software at an alternate location from their
4 normal work site.

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6 position are required during times of emergency. An employee's participation in the program will be
7 determined by the length and duration of the emergency and will be both initiated and ended at the
8 discretion of the supervisor and/or the Director of Schools.

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11 An employee who teleworks shall not allow anyone other than district employees to utilize district
12 provided services or equipment. Employees shall keep remote work and information confidential, in
13 accordance with district policies, procedures, and applicable privacy laws.
14

Cross References

Emergency Closings 1.8011

5.200 SEPARATION PRACTICES FOR TENURED TEACHERS – *1st Reading*

Revisions for policies 5.200, 5.201 and 5.201 all include a provision for temporary suspensions that may involve suspending with pay in limited circumstances. TSBA model policy language has been used for each of the policies being presented in this group.

Franklin Special Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: Proposed
		Rescinds: 5.200	Issued: 08/08/22

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION ¹

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a teacher with pay **if there is a pending investigation**. If vindicated or reinstated, the teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS^{2,3}

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, **he/she the tenured teacher** shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the tenured teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS⁴

When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than three (3) days, the charges shall be made in writing, specifically stating the offenses which are charged, and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

A tenured teacher who has been given notice of charges against ~~him/her~~ the teacher may within thirty (30) days after receipt of notice give written notice to the Director of Schools of ~~his/her~~ a request for a hearing.

The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from the list maintained by the Board.

The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes, unless the Board votes to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery court for its review.

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.⁵

The conditions under which it is permissible to break a contract with the Board are as follows: ⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.⁶

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the license for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁸

RETIREMENT

Retirement is a termination of services under conditions which will allow the teacher to draw benefits from retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#), [TCA 49-5-512\(d\)](#)
3. [TCA 49-5-511\(a\)\(2\)](#)
4. [TCA 49-5-511; 512; 513](#)
5. [TCA 49-5-508\(a\)](#)
6. [TCA 49-5-508\(c\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Non-Renewal 5.203
Resignation 5.204
Retirement 5.205
Employment of Retirees 5.119
Recommendations and File Transfers 5.206

Franklin Special Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 08/08/22
		Rescinds: 5.200	Issued: 08/09/21

1 SUSPENSION PENDING AN INVESTIGATION ¹

2 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
3 investigation, or final disposition of a case before the Board or an appeal. If the matter under
4 investigation is not the subject of an ongoing criminal investigation or a Department of Children's
5 Services investigation, and if no charges for dismissal have been made, a suspension pending
6 investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of
7 Schools suspend a teacher with pay. If vindicated or reinstated, the teacher shall be paid full salary for
8 the period of suspension.

9 SUSPENSION OF THREE DAYS OR LESS^{2,3}

10 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
11 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided
12 with written notice, including the reasons for the suspension along with an explanation of the evidence;
13 (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five
14 (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be
15 represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated,
17 the tenured teacher shall be paid full salary for the period of suspension, unless suspension without pay
18 is deemed to be an appropriate penalty.

19 DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS⁴

20 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than
21 three (3) days, the charges shall be made in writing, specifically stating the offenses which are charged,
22 and shall be signed by the party or parties making the charges.

23 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension
24 greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice
25 of this decision, a copy of the charges against the teacher, and a copy of a form provided by the
26 Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

27 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after
28 receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

29 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from
30 the list maintained by the Board.

The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes, unless the Board votes to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery court for its review.

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.⁵

The conditions under which it is permissible to break a contract with the Board are as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.⁶

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of

1 Education has provided the teacher an opportunity for defense during a hearing, the State Board of
2 Education may suspend the license for no less than thirty (30) and no more than three hundred sixty-five
3 (365) days.⁸

4 **RETIREMENT**

5 Retirement is a termination of services under conditions which will allow the teacher to draw benefits
6 from retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect
7 to retire at any age according to the provisions of the retirement system.

8 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
9 responsibility of the retiring employee to provide verification of eligibility in writing from the Tennessee
10 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring
11 teacher to file for benefits.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. TCA 8-36-805
10. TCA 8-36-821

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Non-Renewal 5.203
Resignation 5.204
Retirement 5.205
Employment of Retirees 5.119
Recommendations and File Transfers 5.206

5.201 SEPARATION PRACTICES FOR NON-TENURED TEACHERS

– 1st Reading

Revisions for policies 5.200, 5.201 and 5.201 all include a provision for temporary suspensions that may involve suspending with pay in limited circumstances. TSBA model policy language has been used for each of the policies being presented in this group.

Franklin Special Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date: <i>Proposed</i>
		Rescinds: 5.201	Issued: 08/08/22

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION¹

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay **if there is a pending investigation**. If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS²

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before the teacher is suspended, **he/she the non-tenured teacher** shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²

The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will hear the case and the employee shall have the right to:

1. Be represented by counsel;
2. Call and subpoena witnesses;
3. Examine all witnesses; and
4. Require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the employee. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and provide the Board a copy of the same.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;
2. Send the record back if additional evidence is necessary; or
3. Revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school district is located. The Board shall provide the entire record of the hearing to the court.

1 NONRENEWAL

2 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
3 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
4 or tenure protections.

5 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
6 tenured teacher and providing assistance for overcoming these deficiencies.

7 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their
8 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,
9 the following action shall be taken:

- 10 1. The Board shall be notified at the next regular Board meeting; and
- 11
- 12 2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier,
13 or by email within five (5) business days following the last instructional day for the school year.³
14 If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall
15 include a statement listing it as the cause for nonrenewal.⁴

16 RESIGNATION

17 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
18 effective date of the resignation.⁵ The Board may waive the thirty (30) days notice requirement and
19 permit a teacher to resign in good standing.

20 The conditions under which it is permissible to break a contract with the Board are as follows⁶:

- 21 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
22 statement of a physician approved by the Board; or
- 23
- 24 2. The release by the Board of the teacher from the contract which the teacher has entered into with
25 the Board.

26 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
27 date of return if the teacher does not intend to return to the position from which ~~he/she~~ the teacher has
28 taken leave. Failure to render such notice may be considered a breach of contract.⁷

29 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
30 the State Board of Education and request the suspension of a teacher's license. After the State Board of
31 Education has provided the teacher an opportunity for defense during a hearing, the State Board of
32 Education may suspend the license for no less than thirty (30) and no more than three hundred sixty-five
33 (365) days.⁸

34 RETIREMENT

35 Retirement is a termination of services under conditions which will allow the teacher to draw benefits
36 from retirement plans and/or Social Security benefits.

1 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the
2 retirement system. Central office personnel shall assist teachers in securing retirement benefits; however,
3 it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from
4 the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility
5 of the retiring teacher to file for benefits.

6 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
7 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*
8 *tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)*

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#); [TCA 49-5-512](#)
3. [TCA 49-5-409](#)
4. [TCA 49-5-409\(b\)\(2\)](#)
5. [TCA 49-5-508](#)
6. [TCA 49-5-411\(a\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Non-Renewal 5.203
Resignation 5.204
Retirement 5.205
Employment of Retirees 5.119
Recommendations and File Transfers 5.206

Franklin Special Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date: 08/08/22
		Rescinds: 5.201	Issued: 08/09/21

1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
3 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation
4 is not the subject of an ongoing criminal investigation or a Department of Children's Services
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
6 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend
7 a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full
8 salary for the period of suspension.

9 **SUSPENSION OF THREE DAYS OR LESS²**

10 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
11 unprofessional conduct, and insubordination. Before the teacher is suspended, he/she shall be: (1)
12 provided with written notice, including the reasons for the suspension along with an explanation of the
13 evidence; (2) given an opportunity to respond to the Director of Schools at a recorded conference, if
14 requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days.
15 Both parties may be represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If
17 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension
18 without pay is deemed to be an appropriate penalty.

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

20 The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher
21 during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect
22 of duty after giving the non-tenured teacher, in writing, due notice of the charges.

23 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing
24 before an impartial hearing officer.

25 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
26 hear the case and the employee shall have the right to:

- 27 1. Be represented by counsel;
- 28 2. Call and subpoena witnesses;
- 29 3. Examine all witnesses; and
- 30 4. Require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the employee. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and provide the Board a copy of the same.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;
2. Send the record back if additional evidence is necessary; or
3. Revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school district is located. The Board shall provide the entire record of the hearing to the court.

NONRENEWAL

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular Board meeting; and
2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier, or by email within five (5) business days following the last instructional day for the school year.³ If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall include a statement listing it as the cause for nonrenewal.⁴

1 RESIGNATION

2 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
3 effective date of the resignation.⁵ The Board may waive the thirty (30) days notice requirement and
4 permit a teacher to resign in good standing.

5 The conditions under which it is permissible to break a contract with the Board are as follows⁶:

- 6 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
7 statement of a physician approved by the Board; or
- 8 2. The release by the Board of the teacher from the contract which the teacher has entered into with
9 the Board.

10 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
11 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
12 Failure to render such notice may be considered a breach of contract.⁷

13 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
14 the State Board of Education and request the suspension of a teacher's license. After the State Board of
15 Education has provided the teacher an opportunity for defense during a hearing, the State Board of
16 Education may suspend the license for no less than thirty (30) and no more than three hundred sixty-five
17 (365) days.⁸

18 RETIREMENT

19 Retirement is a termination of services under conditions which will allow the teacher to draw benefits
20 from retirement plans and/or Social Security benefits.

21 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the
22 retirement system. Central office personnel shall assist teachers in securing retirement benefits; however,
23 it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from
24 the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility
25 of the retiring teacher to file for benefits.

26 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
27 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*
28 *tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)*

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. Public Acts of 2022, Chapter No, 678
5. TCA 49-5-508
6. TCA 49-5-411(a)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. TCA 8-36-805

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Non-Renewal 5.203
Resignation 5.204
Retirement 5.205
Employment of Retirees 5.119
Recommendations and File Transfers 5.206

5.202 SEPARATION PRACTICES FOR NON-CERTIFIED EMPLOYEES
– ***1st Reading***

Revisions for policies 5.200, 5.201 and 5.201 all include a provision for temporary suspensions that may involve suspending with pay in limited circumstances. TSBA model policy language has been used for each of the policies being presented in this group.

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h3 style="text-align: center;">Separation Practices for Non-Certified Employees</h3>	Descriptor Code: 5.202 Rescinds: 5.202	Issued Date: Proposed Issued: 10/23/17
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ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION

A Director of Schools/designee may suspend an employee at any time when deemed necessary.¹ Before an employee is suspended he or she shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension.

Under no circumstances shall a Director of Schools suspend an employee with pay if a Department of Children's services or criminal investigation is pending. If reinstated, the employee shall be paid full salary for the period of suspension; unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL

All noncertified (classified) employees are employed at the will of the Director of Schools. The Director of Schools may dismiss any non-certified employee during the ~~contract~~ year for any lawful reason.

RESIGNATION

Support personnel shall give the immediate supervisor written notice of resignation ~~at least two (2) weeks~~ (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools for justifiable reason.

~~In the event an employee voluntarily terminates without submitting written notice, the immediate supervisor will have the authority to terminate the employee on the basis of failure to report to the work station.~~

The immediate supervisor shall forward copies the day received to the Director of Schools' office. The payroll office will prepare final payment for the next appropriate scheduled pay day. ~~Failure to give proper notice will result in no payment for accumulated vacation days.~~

RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring employee to file for benefits. Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year without loss of retirement benefits.

Legal References

1. TCA 49-2-301(b)(1)(EE), (FF)
2. TCA 8-36-805

Cross References

Recommendations and File Transfers 5.203

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h3 style="text-align: center;">Separation Practices for Non-Certified Employees</h3>	Descriptor Code: 5.202 Rescinds: 5.202	Issued Date: 10/23/17 Issued: 12/10/12
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1 **SUSPENSION**

2 A director of schools/designee may suspend an employee at any time when deemed necessary.¹ Before
 3 an employee is suspended he or she shall be: (1) provided with reasons for the suspension; (2) given an
 4 opportunity to respond; and (3) given a written decision of the suspension.

5 Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the
 6 employee shall be paid full salary for the period of suspension, unless suspension without pay is
 7 deemed to be an appropriate penalty.

8 **DISMISSAL**

9 All noncertified (classified) employees are employed at the will of the director. The director of schools
 10 may dismiss any noncertified employee during the contract year for any reason.

11 **RESIGNATION**

12 Support personnel shall give the immediate supervisor written notice of resignation at least two (2)
 13 weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10)
 14 working days may be waived by the director of schools for justifiable reason.

15 In the event an employee voluntarily terminates without submitting written notice, the immediate
 16 supervisor will have the authority to terminate the employee on the basis of failure to report to the
 17 work station.

18 The immediate supervisor shall forward copies the day received to the director of schools' office. The
 19 payroll office will prepare final payment for the next appropriate scheduled pay day. Failure to give
 20 proper notice will result in no payment for accumulated vacation days.

21 **RETIREMENT**

22 Retirement shall mean a termination of services under conditions which will allow the employee to
 23 draw benefits from retirement plans and/or social security benefits.

24 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
 25 the retirement system.

- 1 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
2 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the
3 central office. It shall be the responsibility of the retiring employee to file for benefits.
- 4 Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year
5 without loss of retirement benefits.

Legal References

1. TCA 49-2-301 (b)(1)(EE)(FF)

Cross References

5.302 SICK LEAVE – *1st Reading*

Revisions to update this policy include a provision on verifying absences of five days or longer. Additionally, it contains a provision regarding suspected misuse.

Franklin Special Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: <i>Proposed</i>
		Rescinds: 5.302	Issued: 08/14/23

- 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~~ Documentation from a physician on forms furnished by the Board may be required
8 in support of any claim for sick leave pay. A falsified statement shall be grounds for dismissal
9 ~~. Furthermore, if the employee does not return to work after five (5) consecutive absences due to illness,~~
10 ~~he/she the employee will be required to present a physician's statement with the reason for the absence~~
11 ~~on FMLA forms furnished by the Director of Schools/designee.~~ An employee absent for five (5)
12 consecutive working days shall submit a doctor's statement verifying illness or injury of the employee
13 or immediate family member.
- 14 Frequent ~~absence~~ use and/or suspected misuse of sick leave by an individual employee are sufficient
15 grounds for requiring a physician's certificate stating the reason for absence. Failure to comply may be
16 deemed insubordination.
- 17 An employee in need of sick leave shall be allowed to use unearned sick leave up to the amount of days
18 which such employee may accumulate during the remainder of the school year in which he/she the
19 employee is employed. Such advance use of sick leave shall be charged to sick leave accumulated in
20 the same year. Upon termination of the employment of such employee before such days are earned or
21 at the end of the school year, there shall be deducted from the final salary of such employee an amount
22 sufficient to cover the excess sick leave days used by him/her the employee, and if such final salary is
23 insufficient for this purpose, the employee shall be liable for reimbursement of any amount in excess of
24 his/her the final salary.
- 25 The principal shall notify the Director of Schools office at once if a teacher will be absent for twenty
26 (20) consecutive teaching days. The substitute teacher, beyond this point, must have a certificate or
27 permit and must be paid according to the district's teacher salary scale.
- 28 The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit
29 of his/her sick leave accumulation. If an employee has used his/her all accumulated sick leave and must
30 be absent for reasons defined in this policy, the employee must apply for unpaid leave on a form provided
31 by the Director of Schools/ designee.

1 Permanent, cumulative sick leave records for each active employee shall be kept in the Director of
2 Schools' office.

3 An employee, upon employment, may transfer ~~his/her~~ the employee's accumulated sick leave from
4 another Tennessee school system, provided that the Director of Schools of the system in which the
5 accumulated leave was held provides notarized verification.³

6 Accumulated sick leave for maternity/paternity, adoption, or newly placed minor child may be used in
7 accordance with FSD Board Policy 5.305 Family Medical Leave.

8 **SICK LEAVE BANK**

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

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

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

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

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

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

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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. [TCA 49-5-808\(j\), \(m\)](#)
9. [TCA 49-5-806\(d\)](#)
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: 08/14/23
		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. Furthermore, if the employee does not return to work after five (5) consecutive
9 absences due to illness, he/she will be required to present a physician's statement with the reason for the
10 absence on FMLA forms furnished by the Director of Schools/designee. Frequent absence and/or misuse
11 of sick leave by an individual are sufficient grounds for requiring a physician's certificate stating the
12 reason for absence. Failure to comply may be deemed insubordination. A falsified statement shall be
13 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.
- 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/
26 designee.
- 27 Permanent, cumulative sick leave records for each active employee shall be kept in the Director of
28 Schools' office.
- 29 An employee, upon employment, may transfer his/her accumulated sick leave from another Tennessee
30 school system, provided that the Director of Schools of the system in which the accumulated leave was
31 held provides notarized verification.³

Accumulated sick leave for maternity/paternity, adoption, or newly place minor child may be used in accordance with FSSD Board Policy 5.305 Family Medical Leave.

SICK LEAVE BANK

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

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

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

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

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

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

**5.400 PERSONNEL HEALTH EXAMINATIONS / COMMUNICABLE
DISEASES – *1st Reading***

Revisions include a new provision on providing options for employees who may be ill, as well as simplifying the wording. The updated wording follows Tennessee Code Annotated and the TSBA model policy.

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Health Examinations / Communicable Diseases	Descriptor Code: 5.400	Issued Date: Proposed
		Rescinds: 5.400	Issued: 06/10/24

Employees shall inform the director of schools whenever they contract a contagious or communicable disease.

~~No~~ An employee who has ~~any~~ a communicable disease shall ~~not~~ perform ~~his/her~~ the employee's duties in any location where such might endanger the health of ~~school-children~~ students. The Board shall require any employee to submit to a physical examination by a physician whenever there is reason to believe that the employee has any communicable disease.²

The Director of Schools shall reassign ~~or suspend any employee~~ an employee to alternate duties, place ~~employee on administrative leave with pay~~, or temporarily remove employee from the school setting who is suspected of having a communicable disease which might endanger the health of ~~children~~ students, pending investigation and final disposition of the case before the Board.³

To assist the Board in making final disposition of the case, the Director of Schools may refer the case to the County Health Office or other medical experts. ~~The office or panel shall conduct an individualized inquiry and make a written report which specifically addresses:~~

- ~~1. The nature of the risk (how the disease is transmitted);~~
- ~~2. The duration of the risk (how long the carrier is infectious);~~
- ~~3. The security of the risk (what is the potential harm to third parties); and~~
- ~~4. The probabilities the disease will be transmitted and will cause varying degrees of harm.~~

~~The Board shall determine the employment status of the employee using all available information, including the employee's own statement without the necessity of physical examination.~~

Legal References

1. TCA 49-5-404
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7)

Cross References

Section 504 and ADA Grievance Procedures 1.802

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Health Examinations / Communicable Diseases	Descriptor Code: 5.400	Issued Date: 06/10/24
		Rescinds: 5.400	Issued: 09/14/98

1 Employees shall inform the director of schools whenever they contract a contagious or communicable
2 disease.

3 No employee who has any communicable disease shall perform his/her duties in any location where
4 such might endanger the health of school children. The Board shall require any employee to submit to
5 a physical examination by a physician whenever there is reason to believe that the employee has any
6 communicable disease.²

7 The director shall reassign or suspend any employee who is suspected of having a communicable
8 disease which might endanger the health of children, pending investigation and final disposition of the
9 case before the Board.³

10 To assist the Board in making final disposition of the case, the director of schools may refer the case to
11 the County Health Office or other medical experts. The office or panel shall conduct an individualized
12 inquiry and make a written report which specifically addresses:

- 13 1. The nature of the risk (how the disease is transmitted);
- 14 2. The duration of the risk (how long the carrier is infectious);
- 15 3. The security of the risk (what is the potential harm to third parties); and
- 16 4. The probabilities the disease will be transmitted and will cause varying degrees of harm.

17 The Board shall determine the employment status of the employee using all available information,
18 including the employee's own statement without the necessity of physical examination.

Legal References:

1. TRR/MS 0520-1-3-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511

Cross References:

Suspension/Dismissal 5.200-202
Section 504/ADA Grievance Procedures 1.802

5.606 STAFF-COMMUNITY RELATIONS – *1st Reading*

Revisions include a prohibition on using district owned property for filming political content.

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff-Community Relations	Descriptor Code: 5.606	Issued Date: <i>Proposed</i>
		Rescinds: 5.606	Issued: 09/14/98

COMMUNITY ACTIVITIES

The Board urges its employees to participate constructively in all activities of the community which have as their objectives the improvement of the general welfare of the community, state, and nation. The Board wishes all employees to be well informed concerning the educational philosophy, goals, policies, regulations, and programs of the school system and to seek opportunities to interpret the school system to members of the community.

POLITICAL ACTIVITIES

Employees have a right to express their views on any issue, ~~even when the view is in opposition to a view expressed in board policy or board action. However, employees have the duty~~ but shall in each case ~~to make clear in their statements~~ that the view expressed is not the official view of the Board or school ~~system~~ district.

Employees may, on their own time, campaign for or against any candidate or referendum, ~~but they shall not use the classroom or system position for political forum nor engage in any political promotion or solicitation during school hours.~~ but are prohibited from using district owned property to engage in political activity. District owned property includes, but is not limited to: all buildings, signage, message boards, telephonic equipment, electronic equipment, and email accounts. District-owned property, including school buildings, district offices, and other facilities, shall not be used as a location for filming or recording content intended for political promotion or solicitation. Employees shall not use audio or video messages to engage in any political promotion or solicitation during school hours.¹

~~Any employee who intends to campaign for an elective public office which infringes upon a contracted agreement shall present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his services to the school system and the best interests of education.~~

Legal References

1. [TCA 49-6-2009](#)

Cross References

Board-Community Relations 1.500
Advertising and Distribution of Materials in Schools
1.806

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff-Community Relations	Descriptor Code: 5.606	Issued Date: 09/14/98
		Rescinds: GAH/GC/GCRF	Issued: 08/09/93

1 COMMUNITY ACTIVITIES

2 The Board urges its employees to participate constructively in all activities of the community which
3 have as their objectives the improvement of the general welfare of the community, state, and nation.
4 The Board wishes all employees to be well informed concerning the educational philosophy, goals,
5 policies, regulations, and programs of the school system and to seek opportunities to interpret the
6 school system to members of the community.

7 Employees have a right to express their views on any issue, even when the view is in opposition to a
8 view expressed in board policy or board action. However, employees have the duty in each case to
9 make clear in their statements that the view expressed is not the official view of the Board or school
10 system.

11 POLITICAL ACTIVITIES

12 Employees may, on their own time, campaign for or against any candidate or referendum, but they
13 shall not use the classroom or system position for political forum nor engage in any political promotion
14 or solicitation during school hours.

15 Any employee who intends to campaign for an elective public office which infringes upon a contracted
16 agreement shall present a proposed solution to the Board for consideration. The essential element to
17 be determined by the Board is whether the activities proposed by the employee are consistent with his
18 services to the school system and the best interests of education.

Cross References:

Board-Community Relations 1.500
News Releases, News Conferences & Interviews 1.503

Advertising & Distribution of Materials in Schools 1.806

5.608 TUTORING FOR PAY – *1st Reading*

Revisions include a more detailed provision on tutoring arrangements.

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Tutoring for Pay	Descriptor Code: 5.608	Issued Date: <i>Proposed</i>
		Rescinds: GBRGB	Issued: 09/14/98

Any teacher may enter into an agreement with parent(s)/guardian(s) for tutoring children for a fee, but this practice shall be limited to those children whom the teacher is not currently exercising teaching, administrative, or supervisory responsibility.¹ ~~Tutoring for a fee shall not take place within school facilities or during regular school hours.~~² No private teaching or tutoring shall be done during the hours of the regular school day.

~~Fees shall be mutually agreed upon by parent and teacher.~~ Any teacher who enters into a private tutoring agreement with a parent/guardian does so as an independent actor and not as an agent of the school district. The school district shall not be liable for any claims, damages, or liabilities arising from or related to private tutoring services provided by a school employee. The teacher providing such tutoring services shall assume full responsibility and liability, and agrees to indemnify and hold harmless the school district, its board members, administrators, and employees from any and all claims, demands, actions, or causes of action arising out of or in connection with such services.

Legal References

1. TCA 49-5-1003(b)(11)

Cross Reference

Community Use of School Facilities 3.206
Non-School Employment 5.607

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Tutoring for Pay	Descriptor Code: 5.608	Issued Date: 09/14/98
		Rescinds: GBRGB	Issued: 08/09/95

- 1 Any teacher may enter into an agreement with parent(s)/guardian(s) for tutoring children for a fee, but
- 2 this practice shall be limited to those children whom the teacher is not currently exercising teaching,
- 3 administrative, or supervisory responsibility.¹
- 4 Tutoring for a fee shall not take place within school facilities or during regular school hours.²
- 5 Fees shall be mutually agreed upon by parent and teacher.

Legal References

1. TCA 49-5-1003(b)(11)
2. TCA 49-2-405(a)

Cross Reference

Community Use of School Facilities 3.206
Non-School Employment 5.607

5.800 DIRECTOR OF SCHOOLS – *1st Reading*

Revisions include provisions clarifying the personnel responsibility of the Director.

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Director of Schools	Descriptor Code: 5.800	Issued Date: <i>Proposed</i>
		Rescinds: CE	Issued: 09/14/98

- 1 The director of schools shall be the chief executive officer of the school ~~system~~ district and shall have,
2 under the direction of the Board, general supervision of all the public schools, personnel and departments
3 of the school ~~system~~ district. ~~The Director of Schools is responsible for the management of the schools~~
4 ~~under the Board's policies and is accountable to the Board.~~² The Director of Schools is the only employee
5 directly employed by the Board of Education. All other employees of the district are employed,
6 supervised, and managed under the authority of the Director of Schools.¹
- 7 The Director of Schools is charged by the Board with the responsibility to oversee and manage all
8 personnel matters within the district, consistent with applicable laws, regulations, and Board policies.
9 This includes hiring, assignment, evaluation, discipline, and dismissal of employees, as well as the
10 delegation of such duties as appropriate.²
- 11 The Director of Schools, at his/her discretion, may delegate any of his/her duties to other school
12 personnel.

Legal References

1. [TCA 49-2-301\(a\)](#)
2. [TCA 49-2-301\(e\)](#)

Franklin Special Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Director of Schools	Descriptor Code: 5.800	Issued Date: 09/14/98
		Rescinds: CE	Issued: 03/22/93

- 1 The director of schools shall be the chief executive officer of the school system and shall have, under
2 the direction of the Board, general supervision of all the public schools, personnel and departments of
3 the school system. The director is responsible for the management of the schools under the Board's
4 policies and is accountable to the Board.²
- 5 The director, at his/her discretion, may delegate any of his duties to other school personnel.

Legal Reference:

1. TCA 49-2-301(a)

FRANKLIN SPECIAL SCHOOL DISTRICT

Investment Report

April 30, 2026

Local Government Investment Pool

Interest Rate for April 3.65%

General Investment Account

Beginning Balance	\$ 18,961,889.81
Interest	53,685.62
Withdrawals	(2,000,000.00)
Deposits	
Total Invested	<u>\$ 17,015,575.43</u>

Debt Service Investment Account

Beginning Balance	\$ 6,123,887.54
Interest	18,371.64
Withdrawals	
Deposits	
Total Invested	<u>\$ 6,142,259.18</u>

Capital Projects Investment Account

Beginning Balance	\$ 4,057,398.64
Interest	12,172.18
Withdrawals	
Deposits	
Total Invested	<u>\$ 4,069,570.82</u>

Construction Investment Account

Beginning Balance	\$ 5,393,818.85
Interest	15,760.82
Withdrawals	(286,267.00)
Deposits	
Total Invested	<u>\$ 5,123,312.67</u>

FRANKLIN SPECIAL SCHOOL DISTRICT

Investment Report

April 30, 2026

First Tennessee Bank

General Purpose Checking

Beginning Balance	\$	4,136,524.32
Receipts		5,713,014.31
Loan fr Debt Svc		
Interest		7,211.77
Transfer from LGIP		2,000,000.00
Transfer to LGIP		
Pmt of Tax Anticipation Loan to First Horizon		
Loan repayment to Capital		
Loan repayment to Debt Svc.		
Disbursements		(6,118,341.83)
Ending Balance	\$	<u>5,738,408.57</u>

Debt Service Checking

Beginning Balance	\$	281,270.33
Receipts		571,598.04
Interest		833.55
Loan repayment fr GP		
Transfer from Investments		
Transfer to Investments		
Disbursements		(900.00)
Ending Balance	\$	<u>852,801.92</u>

Capital Projects Checking

Beginning Balance	\$	1,076,786.90
Receipts (Facilities Tax)		54,913.66
Interest		1,630.68
Transfer Paid Exp fr Capital		
Fraud refund fr First Horizon		246.48
Transfer to LGIP		
Disbursements		(116,507.59)
Ending Balance	\$	<u>1,017,070.13</u>

Construction Checking

Beginning Balance	\$	138,395.28
Interest		226.95
Receipts		
Transfer fr LGIP		286,267.00
Transfer to LGIP		
Fraud Reimb		
Transf to Capital		
Disbursements		(324,176.05)
Ending Balance	\$	<u>100,713.18</u>

						2025-26	2025-26	2025-26	May 2025-26	2025-26	Uncollected
						Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance
141					General Purpose						
141 R 40110	---	---	---	---	Current Year Property Tax	13,923,273.00	0.00	13,923,273.00	20,279.94	14,243,860.32	-320,587.32
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	-12,171.90	47,648.79	22,351.21
141 R 40130	---	---	---	---	Circuit Clerk/C&m-Prior Year	35,000.00	0.00	35,000.00	1,670.38	27,570.39	7,429.61
141 R 40140	---	---	---	---	Interest & Penalty	15,000.00	0.00	15,000.00	3,818.57	19,411.02	-4,411.02
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	75,000.00	0.00	75,000.00	-366.43	33,884.28	41,115.72
141 R 40210	---	---	---	---	Local Option Sales Tax	8,600,000.00	0.00	8,600,000.00	583,729.65	7,229,056.99	1,370,943.01
141 R 40275	---	---	---	---	Mixed Drink Tax (ST)	165,000.00	0.00	165,000.00	11,789.49	157,003.83	7,996.17
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	23,915,873.00	0.00	23,915,873.00	247,470.39	23,486,029.65	429,843.35
141 R 40620	---	---	---	---	Prior Year Property Tax	100,000.00	0.00	100,000.00	-76,983.37	109,467.34	-9,467.34
141 R 40630	---	---	---	---	Interest & Penalty	30,000.00	0.00	30,000.00	5,114.32	39,707.23	-9,707.23
141 R 40640	---	---	---	---	Pick-Up Taxes	75,000.00	0.00	75,000.00	6,893.20	74,836.48	163.52
141 R 41110	---	---	---	---	Licenses & Permits	500.00	0.00	500.00	43.92	557.99	-57.99
141 R 43511	---	---	---	---	Tuition-Regular Day Students	150,000.00	0.00	150,000.00	0.00	184,990.68	-34,990.68
141 R 43513	---	---	---	---	Tuition-YSI	180,638.00	0.00	180,638.00	35,237.00	222,075.12	-41,437.12
141 R 43517	---	---	---	---	Tuition-Other	55,000.00	0.00	55,000.00	0.00	82,050.00	-27,050.00
141 R 43570	---	---	---	---	Receipts From Individual Schoo	30,000.00	0.00	30,000.00	10,746.49	24,110.57	5,889.43
141 R 43990	---	---	---	---	Other Charges For Services	0.00	0.00	0.00	0.00	851.73	-851.73
141 R 44110	---	---	---	---	Interest Earned	350,000.00	0.00	350,000.00	6,152.92	272,179.01	77,820.99
141 R 44120	---	---	---	---	Lease/Rentals	30,000.00	0.00	30,000.00	4,887.50	35,155.00	-5,155.00
141 R 44121	---	---	---	---	Event Lease Revenue	200,000.00	0.00	200,000.00	22,640.00	196,212.88	3,787.12
141 R 44122	---	---	---	---	Membership Sales Revenue	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44123	---	---	---	---	Facilities Fee Revenue	12,000.00	0.00	12,000.00	2,600.00	9,800.00	2,200.00
141 R 44124	---	---	---	---	Equipment Rental	0.00	0.00	0.00	0.00	1,610.60	-1,610.60
141 R 44125	---	---	---	---	Service (Ticket) Fee Revenue	35,000.00	0.00	35,000.00	12.00	48,806.00	-13,806.00
141 R 44126	---	---	---	---	Service (Facilities) Fee Reven	7,000.00	0.00	7,000.00	1,205.00	2,126.00	4,874.00
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	0.00	0.00	0.00	0.00	0.00	0.00
141 R 44170	---	---	---	---	Miscellaneous Refunds	2,500.00	0.00	2,500.00	1,997.25	27,952.92	-25,452.92
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	5,700.00	7,672.00	7,328.00
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	2,216.52	3,936.52	-3,936.52
141 R 44570	---	---	---	---	Contributions & Gifts	0.00	1,120.00	1,120.00	0.00	12,940.00	-11,820.00

							2025-26	2025-26	2025-26	May 2025-26	2025-26	Uncollected
							Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance
Fnd T Acct	Obj	Prj	Loc	Prg	Acct							
141					General Purpose							
141 R 44990	---	---	-----	---	Other Local Revenue		500.00	0.00	500.00	46.16	389.58	110.42
141 R 46510	---	---	-----	---	TISA		14,023,793.00	0.00	14,023,793.00	0.00	12,974,491.70	1,049,301.30
141 R 46511	---	---	-----	---	Basic Education Program		0.00	0.00	0.00	0.00	0.00	0.00
141 R 46513	---	---	-----	---	TISA On-Behalf Payments		0.00	0.00	0.00	0.00	0.00	0.00
141 R 46515	---	---	-----	---	Early Childhood Education		345,000.00	-23,686.41	321,313.59	25,629.02	220,559.76	100,753.83
141 R 46590	---	---	-----	---	Other State Education Funds		0.00	750,449.00	750,449.00	0.00	1,357,592.73	-607,143.73
141 R 46591	---	---	-----	---	Coordinated School Health		0.00	0.00	0.00	0.00	0.00	0.00
141 R 46592	---	---	-----	---	Internet Connectivity		0.00	0.00	0.00	0.00	0.00	0.00
141 R 46596	---	---	-----	---	Paid Parental Leave		0.00	0.00	0.00	0.00	57,576.86	-57,576.86
141 R 46610	---	---	-----	---	Career Ladder		23,000.00	0.00	23,000.00	0.00	26,068.80	-3,068.80
141 R 46612	---	---	-----	---	Extended Contracts		0.00	0.00	0.00	0.00	0.00	0.00
141 R 46790	---	---	-----	---	Other Vocational		150,000.00	488,478.63	638,478.63	24,985.97	258,530.75	379,947.88
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	62,337.84	62,337.84	0.00	19,430.82	42,907.02
141 R 46981	---	---	-----	---	Safe Schools		0.00	0.00	0.00	0.00	0.00	0.00
141 R 46990	---	---	-----	---	Other State Revenue		0.00	0.00	0.00	0.00	0.00	0.00
141 R 47143	---	---	-----	---	Ed Of Handicap_IDEA		0.00	86,104.75	86,104.75	0.00	86,104.75	0.00
141 R 47145	---	---	-----	---	IDEA Preschool		0.00	0.00	0.00	0.00	0.00	0.00
141 R 47240	---	---	-----	---	Medicaid		0.00	0.00	0.00	41,993.04	41,993.04	-41,993.04
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	2,000.00	2,000.00	-37,040.36	51.80	1,948.20
141 R 48130	---	---	-----	---	CONTRIBUTIONS		0.00	0.00	0.00	0.00	0.00	0.00
141 R 48990	---	---	-----	---	Other-Citizens Group		75,000.00	0.00	75,000.00	0.00	22,875.00	52,125.00
141 R 49700	---	---	-----	---	Insurance Recovery		0.00	0.00	0.00	0.00	1,300.64	-1,300.64
141 R 49800	---	---	-----	---	Transfers In		95,000.00	25,119.52	120,119.52	0.00	105,119.70	14,999.82
141 -	-----	---	-----	---	General Purpose		62,784,077.00	1,391,923.33	64,176,000.33	940,296.67	61,773,589.27	2,402,411.06

Fnd T Acct	Obj	Prj	Loc	Prq	Acct	2025-26 Original Budget	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Encumbered Amount	Unencumbered Balance
141					General Purpose						
141 E 11130	---	---	---	---	Cash	0.00	0.00	0.00	0.00	0.00	0.00
141 E 71100	---	---	---	---	Regular Education Program	29,977,701.00	30,675,467.00	2,506,654.32	24,289,687.21	85,527.49	6,300,252.30
141 E 71150	---	---	---	---	Alternative Schools	117,000.00	117,000.00	0.00	116,839.30	0.00	160.70
141 E 71200	---	---	---	---	Special Education Program	9,077,481.00	9,267,035.39	803,518.09	7,247,988.22	136,313.66	1,882,733.51
141 E 71300	---	---	---	---	Vocational Education Program	0.00	318,947.17	1,271.23	177,492.00	61,257.72	80,197.45
141 E 72110	---	---	---	---	Attendance	18,700.00	18,700.00	459.05	10,237.91	856.73	7,605.36
141 E 72120	---	---	---	---	Health Services	905,575.00	907,575.00	78,175.02	708,400.04	4,596.98	194,577.98
141 E 72130	---	---	---	---	Other Student Support	1,650,579.00	1,699,244.70	153,741.61	1,429,592.34	15,452.48	254,199.88
141 E 72210	---	---	---	---	Regular Instruction Program	3,793,713.00	3,865,647.56	374,135.03	3,168,641.32	129,866.44	567,139.80
141 E 72220	---	---	---	---	Special Education Instruction	2,142,544.00	2,181,195.75	193,994.16	1,695,669.93	26,861.33	458,664.49
141 E 72250	---	---	---	---	TECHNOLOGY	1,617,257.00	1,671,940.90	108,916.26	1,475,916.16	9,326.70	186,698.04
141 E 72310	---	---	---	---	Board Of Education Services	1,889,816.00	1,889,816.00	41,570.33	1,748,062.61	76,133.00	65,620.39
141 E 72320	---	---	---	---	Director of Schools	612,433.00	612,433.00	48,575.96	499,736.97	6,032.38	106,663.65
141 E 72410	---	---	---	---	Office Of The Principal	4,337,772.00	4,338,117.00	360,007.64	3,701,664.04	23,392.44	613,060.52
141 E 72510	---	---	---	---	Fiscal Services	896,204.00	896,204.00	81,525.82	811,084.34	808.03	84,311.63
141 E 72520	---	---	---	---	Human Resources	456,355.00	456,355.00	30,160.70	348,007.40	6,845.99	101,501.61
141 E 72610	---	---	---	---	Operation Of Plant	4,751,574.00	4,739,611.00	353,768.37	4,349,447.01	71,265.60	318,898.39
141 E 72620	---	---	---	---	Maintenance Of Plant	1,003,284.00	1,081,121.84	122,115.70	1,042,979.23	39,960.65	-1,818.04
141 E 72710	---	---	---	---	Transportation	3,120,514.00	3,180,514.00	231,275.26	2,322,716.19	47,227.21	810,570.60
141 E 72810	---	---	---	---	Central And Other	446,690.00	422,420.00	23,094.61	343,522.39	11,241.62	67,655.99
141 E 73100	---	---	---	---	Food Supplies	0.00	0.00	1,443.51	1,443.51	737.01	-2,180.52
141 E 73300	---	---	---	---	Community Service	215,638.00	215,638.00	10,482.37	54,441.00	25,564.60	135,632.40
141 E 73400	---	---	---	---	Early Childhood Education	568,300.00	735,274.20	58,985.69	560,997.96	0.00	174,276.24
141 E 76100	---	---	---	---	Regular Capital Outlay	0.00	48,200.00	0.00	0.00	48,616.80	-416.80
141 E 81300	---	---	---	---	Education Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
141 E 82130	---	---	---	---	Principal	0.00	0.00	0.00	0.00	0.00	0.00
141 E 82230	---	---	---	---	Interest	8,000.00	8,000.00	0.00	9,300.77	0.00	-1,300.77
141 E 82330	---	---	---	---	Other Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
141 -	---	---	---	---	General Purpose	67,607,130.00	69,346,457.51	5,583,870.73	56,113,867.85	827,884.86	12,404,704.80

						2025-26	2025-26	2025-26	May 2025-26	2025-26	Uncollected
						<u>Original Budget</u>	<u>Budget Revisions</u>	<u>Revised Budget</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Balance</u>
Fnd T Acct	Obj	Prj	Loc	Prg	Acct						
142					Federal Programs						
142 R 47141	---	---	-----	---	Title I Part A	327,238.00	122,577.62	449,815.62	48,424.27	349,834.14	99,981.48
142 R 47143	---	---	-----	---	Ed Of Handicap_IDEA	852,697.00	216,471.98	1,069,168.98	135,893.03	563,786.27	505,382.71
142 R 47145	---	---	-----	---	IDEA Preschool	26,295.00	23,917.90	50,212.90	2,982.07	24,680.42	25,532.48
142 R 47146	---	---	-----	---	Title III Part A	47,301.00	32,035.44	79,336.44	2,321.23	66,627.33	12,709.11
142 R 47147	---	---	-----	---	Title IV	28,654.00	-28,654.00	0.00	0.00	0.00	0.00
142 R 47149	---	---	-----	---	Title IX McKinney-Vento	0.00	37,011.99	37,011.99	2,020.58	16,955.20	20,056.79
142 R 47189	---	---	-----	---	Title II Part A	81,897.00	26,482.87	108,379.87	1,190.90	65,287.81	43,092.06
142 R 47301	---	---	-----	---	ESSER Grant	0.00	0.00	0.00	0.00	0.00	0.00
142 R 47303	---	---	-----	---	LEA Reopening Grant	0.00	0.00	0.00	0.00	0.00	0.00
142 R 47306	---	---	-----	---	Emergency Loss of Income Grant	0.00	0.00	0.00	0.00	0.00	0.00
142 R 47307	---	---	-----	---	ESSER 2.0	0.00	0.00	0.00	0.00	0.00	0.00
142 R 47309	---	---	-----	---	Literacy Training Teacher Stip	0.00	0.00	0.00	0.00	0.00	0.00
142 R 47311	---	---	-----	---	First To The Top	0.00	0.00	0.00	0.00	0.00	0.00
142 R 47401	---	---	-----	---	ESSER 3.0	0.00	0.00	0.00	0.00	0.00	0.00
142 R 47402	---	---	-----	---	ARP IDEA Part B	0.00	0.00	0.00	0.00	0.00	0.00
142 R 47403	---	---	-----	---	ARP IDEA Preschool	0.00	0.00	0.00	0.00	0.00	0.00
142 R 47404	---	---	-----	---	ARP Homeless 2.0	0.00	0.00	0.00	0.00	0.00	0.00
142 R 47590	---	---	-----	---	Other Federal Through State	0.00	26,391.70	26,391.70	83.73	22,958.29	3,433.41
142 R 47990	---	---	-----	---	Other Direct Federal Revenue	0.00	0.00	0.00	0.00	0.00	0.00
142 R 49800	---	---	-----	---	Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
142 -	-----	---	-----	---	Federal Programs	1,364,082.00	456,235.50	1,820,317.50	192,915.81	1,110,129.46	710,188.04

Fnd T Acct	Obj	Prj	Loc	Prg	Acct	2025-26 Original Budget	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Encumbered Amount	Unencumbered Balance
142					Federal Programs						
142 E 71100	---	---	-----	---	Regular Education Program	198,545.00	308,903.99	22,571.20	278,961.16	6,445.11	23,497.72
142 E 71200	---	---	-----	---	Special Education Program	727,444.00	957,562.52	66,654.96	524,406.92	17,262.74	415,892.86
142 E 72110	---	---	-----	---	Attendance	0.00	0.00	0.00	0.00	0.00	0.00
142 E 72120	---	---	-----	---	Health Services	25,000.00	23,497.80	2,111.09	23,221.99	1,574.94	-1,299.13
142 E 72130	---	---	-----	---	Other Student Support	12,129.00	17,278.80	71.95	6,808.48	74.39	10,395.93
142 E 72210	---	---	-----	---	Regular Instruction Program	229,286.00	319,896.45	11,726.22	244,191.73	24,110.74	51,593.98
142 E 72220	---	---	-----	---	Special Education Instruction	51,849.00	37,000.00	0.00	11,900.25	0.00	25,099.75
142 E 72250	---	---	-----	---	TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
142 E 72320	---	---	-----	---	Director of Schools	0.00	0.00	0.00	0.00	0.00	0.00
142 E 72410	---	---	-----	---	Office Of The Principal	0.00	0.00	0.00	0.00	0.00	0.00
142 E 72510	---	---	-----	---	Fiscal Services	0.00	0.00	0.00	0.00	0.00	0.00
142 E 72520	---	---	-----	---	Human Resources	0.00	0.00	0.00	0.00	0.00	0.00
142 E 72610	---	---	-----	---	Operation Of Plant	0.00	0.00	0.00	0.00	0.00	0.00
142 E 72620	---	---	-----	---	Maintenance Of Plant	0.00	0.00	0.00	0.00	0.00	0.00
142 E 72710	---	---	-----	---	Transportation	22,551.00	25,405.56	2,263.35	20,938.28	274.86	4,192.42
142 E 73100	---	---	-----	---	Food Supplies	0.00	0.00	0.00	0.00	0.00	0.00
142 E 73300	---	---	-----	---	Community Service	0.00	0.00	0.00	0.00	0.00	0.00
142 E 73400	---	---	-----	---	Early Childhood Education	0.00	0.00	0.00	0.00	0.00	0.00
142 E 76100	---	---	-----	---	Regular Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
142 E 99100	---	---	-----	---	Operating Transfer	97,278.00	130,772.38	0.00	105,119.70	0.00	25,652.68
142 -	-----	---	-----	---	Federal Programs	1,364,082.00	1,820,317.50	105,398.77	1,215,548.51	49,742.78	555,026.21

Fnd T Acct	Obj	Prj	Loc	Prq	Acct	2025-26 Original Budget	2025-26 Budget Revisions	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Uncollected Balance
143					Food Service						
143 R 43521	---	---	---	---	Lunch Payments-Children	652,000.00	0.00	652,000.00	55,145.65	646,474.75	5,525.25
143 R 43522	---	---	---	---	Lunch Payments-Adults	55,000.00	0.00	55,000.00	3,323.25	47,662.75	7,337.25
143 R 43523	---	---	---	---	Income From Breakfast	120,000.00	0.00	120,000.00	9,111.75	105,394.35	14,605.65
143 R 43525	---	---	---	---	Ala Carte Sales	260,000.00	0.00	260,000.00	17,685.35	234,815.10	25,184.90
143 R 43546	---	---	---	---	Contract for Food Services w/	0.00	0.00	0.00	0.00	0.00	0.00
143 R 43990	---	---	---	---	Other Charges For Services	75,000.00	0.00	75,000.00	3,673.31	61,963.88	13,036.12
143 R 44530	---	---	---	---	Sale of Equipment	250.00	0.00	250.00	0.00	33,321.51	-33,071.51
143 R 44560	---	---	---	---	Damage Recovered from Individu	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
143 R 44990	---	---	---	---	Other Local Revenue	0.00	0.00	0.00	233.40	7,247.67	-7,247.67
143 R 46520	---	---	---	---	School Food Service	16,000.00	0.00	16,000.00	0.00	15,370.90	629.10
143 R 46980	---	---	---	---	Other State Grants	0.00	0.00	0.00	0.00	0.00	0.00
143 R 47111	---	---	---	---	USDA School Lunch Program	929,972.00	0.00	929,972.00	69,961.01	826,163.64	103,808.36
143 R 47112	---	---	---	---	USDA Commodities	158,556.00	0.00	158,556.00	0.00	0.00	158,556.00
143 R 47113	---	---	---	---	Breakfast	295,000.00	0.00	295,000.00	21,543.52	246,428.26	48,571.74
143 R 47114	---	---	---	---	USDA Other	141,455.00	0.00	141,455.00	6,664.31	120,865.47	20,589.53
143 R 47115	---	---	---	---	USDA Food Service Equipment Gr	0.00	0.00	0.00	0.00	14,824.44	-14,824.44
143 R 47590	---	---	---	---	Other Federal Through State	0.00	0.00	0.00	0.00	0.00	0.00
143 R 47990	---	---	---	---	Other Direct Federal Revenue	0.00	0.00	0.00	60,761.23	1,624,013.93	-1,624,013.93
143 -	---	---	---	---	Food Service	2,703,233.00	0.00	2,703,233.00	248,102.78	3,984,546.65	-1,281,313.65

<u>Fnd T Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prg</u>	<u>Acct</u>	<u>2025-26</u> <u>Original Budget</u>	<u>2025-26</u> <u>Revised Budget</u>	<u>May 2025-26</u> <u>Monthly Activity</u>	<u>2025-26</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance</u>
143					Food Service						
143 E 73100	---	---	-----	---	Food Supplies	2,695,981.00	2,695,981.00	260,531.04	3,496,503.78	133,259.71	-933,782.49
143 E 73300	---	---	-----	---	Community Service	0.00	0.00	0.00	0.00	0.00	0.00
143 -	-----	---	-----	---	Food Service	2,695,981.00	2,695,981.00	260,531.04	3,496,503.78	133,259.71	-933,782.49

Fnd T Acct	Obj	Prj	Loc	Prg	Acct	2025-26 Original Budget	2025-26 Budget Revisions	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Uncollected Balance
146					Community Service (MAC)						
146 R 43581	---	---	-----	---	Community Services Fees	1,633,711.00	0.00	1,633,711.00	102,538.58	1,489,782.67	143,928.33
146 R 43584	---	---	-----	---	Registration Fees-School Year	33,550.00	0.00	33,550.00	50.00	32,385.00	1,165.00
146 R 43585	---	---	-----	---	Registration Fees-Summer	10,800.00	0.00	10,800.00	3,200.00	11,445.00	-645.00
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	51,870.00	0.00	51,870.00	0.00	1,755.92	50,114.08
146 R 44530	---	---	-----	---	Sale of Equipment	0.00	0.00	0.00	0.00	0.00	0.00
146 R 44570	---	---	-----	---	Contributions & Gifts	1,800.00	0.00	1,800.00	0.00	5,189.64	-3,389.64
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	80,000.00	0.00	80,000.00	4,592.33	61,533.37	18,466.63
146 R 47590	---	---	-----	---	Other Federal Through State	0.00	0.00	0.00	0.00	0.00	0.00
146 -	-----	---	-----	---	Community Service (MAC)	1,811,731.00	0.00	1,811,731.00	110,380.91	1,602,091.60	209,639.40

<u>Fnd T Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prg</u>	<u>Acct</u>	<u>2025-26</u> <u>Original Budget</u>	<u>2025-26</u> <u>Revised Budget</u>	<u>May 2025-26</u> <u>Monthly Activity</u>	<u>2025-26</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance</u>
146					Community Service (MAC)						
146 E 73300	---	---	-----	---	Community Service	1,658,842.00	1,658,842.00	149,203.48	1,504,276.55	8,728.68	145,836.77
146 E 99100	---	---	-----	---	Operating Transfer	0.00	0.00	0.00	0.00	0.00	0.00
146 -	-----	---	-----	---	Community Service (MAC)	1,658,842.00	1,658,842.00	149,203.48	1,504,276.55	8,728.68	145,836.77

							2025-26	2025-26	2025-26	May 2025-26	2025-26	Uncollected
							<u>Original Budget</u>	<u>Budget Revisions</u>	<u>Revised Budget</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Balance</u>
<u>Fnd</u>	<u>T</u>	<u>Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prg</u>	<u>Acct</u>					
156							Debt Service					
156	R	40610	---	---	-----	---	Current Year Property Tax	8,574,972.00	0.00	8,574,972.00	88,730.22	154,101.05
156	R	40620	---	---	-----	---	Prior Year Property Tax	500.00	0.00	500.00	-27,602.25	-38,749.28
156	R	40630	---	---	-----	---	Interest & Penalty	8,000.00	0.00	8,000.00	1,833.80	-6,237.17
156	R	40640	---	---	-----	---	Pick-Up Taxes	25,000.00	0.00	25,000.00	2,471.54	-1,832.47
156	R	44110	---	---	-----	---	Interest Earned	75,000.00	0.00	75,000.00	2,005.06	13,149.82
156	R	44990	---	---	-----	---	Other Local Revenue	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
156	-	-----	---	---	-----	---	Debt Service	8,683,472.00	0.00	8,683,472.00	67,438.37	120,431.95

<u>Fnd T Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prg</u>	<u>Acct</u>	<u>2025-26</u> <u>Original Budget</u>	<u>2025-26</u> <u>Revised Budget</u>	<u>May 2025-26</u> <u>Monthly Activity</u>	<u>2025-26</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance</u>
156					Debt Service						
156 E 72310	---	---	-----	---	Board Of Education Services	171,839.00	171,839.00	1,383.85	170,314.53	0.00	1,524.47
156 E 82130	---	---	-----	---	Principal	3,810,000.00	3,810,000.00	3,810,000.00	3,810,000.00	0.00	0.00
156 E 82230	---	---	-----	---	Interest	4,385,975.00	4,385,975.00	2,192,987.50	4,385,975.00	0.00	0.00
156 E 82330	---	---	-----	---	Other Debt Service	3,000.00	3,000.00	0.00	1,890.00	0.00	1,110.00
156 -	-----	---	-----	---	Debt Service	8,370,814.00	8,370,814.00	6,004,371.35	8,368,179.53	0.00	2,634.47

Fnd T Acct	Obj	Prj	Loc	Prg	Acct	2025-26 Original Budget	2025-26 Budget Revisions	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Uncollected Balance
177					Capital Projects						
177 R 40210	---	---	-----	---	Local Option Sales Tax	0.00	0.00	0.00	0.00	0.00	0.00
177 R 40390	---	---	-----	---	Other Statutory Local Tax	700,000.00	0.00	700,000.00	59,602.64	510,646.68	189,353.32
177 R 44110	---	---	-----	---	Interest Earned	235,000.00	0.00	235,000.00	1,987.26	291,236.11	-56,236.11
177 R 44120	---	---	-----	---	Lease/Rentals	84,000.00	0.00	84,000.00	0.00	147,841.20	-63,841.20
177 R 44530	---	---	-----	---	Sale of Equipment	0.00	0.00	0.00	0.00	0.00	0.00
177 R 44540	---	---	-----	---	Sale of Property	0.00	0.00	0.00	261,293.20	3,139,831.43	-3,139,831.43
177 R 44570	---	---	-----	---	Contributions & Gifts	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
177 R 46530	---	---	-----	---	Energy Efficient Schools Grant	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
177 R 49100	---	---	-----	---	Bonds Issued	0.00	0.00	0.00	0.00	0.00	0.00
177 -	-----	---	-----	---	Capital Projects	1,019,000.00	0.00	1,019,000.00	322,883.10	4,089,555.42	-3,070,555.42

Fnd T Acct	Obj	Prj	Loc	Prg	Acct	2025-26 Original Budget	2025-26 Revised Budget	May 2025-26 Monthly Activity	2025-26 FYTD Activity	Encumbered Amount	Unencumbered Balance
177					Capital Projects						
177 E 81300	---	---	-----	---	Education Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
177 E 82130	---	---	-----	---	Principal	0.00	0.00	0.00	0.00	0.00	0.00
177 E 82230	---	---	-----	---	Interest	0.00	0.00	0.00	0.00	0.00	0.00
177 E 82330	---	---	-----	---	Other Debt Service	0.00	0.00	0.00	17,572.10	0.00	-17,572.10
177 E 91300	---	---	-----	---	Education Capital Projects	8,494,294.00	8,494,294.00	593,659.56	4,600,249.87	3,618,844.52	275,199.61
177 E 99100	---	---	-----	---	Operating Transfer	0.00	0.00	0.00	0.00	0.00	0.00
177 -	-----	---	-----	---	Capital Projects	8,494,294.00	8,494,294.00	593,659.56	4,617,821.97	3,618,844.52	257,627.51

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Franklin Special, TN
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<u>Fnd T Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prq</u>	<u>Acct</u>	<u>2025-26</u> <u>Original Budget</u>	<u>2025-26</u> <u>Budget Revisions</u>	<u>2025-26</u> <u>Revised Budget</u>	<u>May 2025-26</u> <u>Monthly Activity</u>	<u>2025-26</u> <u>FYTD Activity</u>	<u>Uncollected</u> <u>Balance</u>
Grand Revenue Totals						78,365,595.00	1,848,158.83	80,213,753.83	1,882,017.64	81,122,952.45	-909,198.62

Number of Accounts: 404

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

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Expenditures (Date: 5/2026)

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<u>End T Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prg</u>	<u>Acct</u>	<u>2025-26</u> <u>Original Budget</u>	<u>2025-26</u> <u>Revised Budget</u>	<u>May 2025-26</u> <u>Monthly Activity</u>	<u>2025-26</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance</u>
Grand Expense Totals						90,191,143.00	92,386,706.01	12,697,034.93	75,316,198.19	4,638,460.55	12,432,047.27

Number of Accounts: 5198

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

