

September 21, 2015
Franklin, Tennessee

The Franklin Special School District Board of Education met on Monday, September 21, 2015 at 6:30 p.m. at Poplar Grove Elementary School, 2959 Del Rio Pike, Franklin, with the following members present:

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

Others present were: Dr. David Snowden, Dr. Catherine Stephens, John McAdams, Dr. Kay Boan, Amanda Parks, Amy Fisher, Marilyn Ryan, Beth Herren, Mark Anderson, Susannah Gentry, and other staff, principals, teachers, parents, FSSDEA and community members.

I. MEETING CALLED TO ORDER

Chair Stillings called the meeting to order at 6:33 p.m.

II. PLEDGE OF ALLEGIANCE

Principal Alicia Erickson welcomed those in attendance and led the Pledge of Allegiance.

III. RECOGNITIONS

Good News Awards (on file) - Highlighted was: FSSD Student Artist of the Month, Liberty Elementary 1st grader Lilly Cross; Franklin Elementary ELL teacher Gina D'Arezzo and Reading Coach Niki Sidler, who received a Dollar General Literacy Foundation grant to purchase 15 Imagine Learning licenses to work with ELL students.

Boardsmanship recognized - Also recognized were Board members for their Boardsmanship levels of achievement. Mr. Stillings and Mr. Blair were commended for having already achieved the Master Boardsmanship Level V. Recognized were: Kevin Townsel for Level I Boardsmanship; Allena Bell and Robin Newman for Level II Boardsmanship, and Dr. Alicia Barker and Allena Bell for Level III Boardsmanship.

IV. PUBLIC INPUT

There was no one from the public that chose to address the Board.

V. REPORTS/PRESENTATIONS/DISCUSSION

1. **Executive PTO** – Jennifer Morrison, Executive PTO President, announced that there will be the first 2015-16 Executive PTO meeting 6:00 p.m., September 22nd at PGES. The PTO has been busy during the membership drive, with money from this being distributed differently this year. As participation varies from school to school, half of the membership monies will stay in school where the student attends and half will be distributed pro-rata based on number of personnel. Preliminary membership drive results reported that \$16,312 was raised this year compared to \$10,680 last year. Focuses this year will be to change the purpose of funds being raised for best use in allocation, changing banking relationship to eliminate fees and require greater controls, central fundraising, and uniform translations that can be used throughout the district.
2. **Cynergistic Energy Report** – Jeff Collins, Coordinator of district energy savings, outlined projected cumulative savings of 32.4% , or \$2,091,532 over the five-year life of our concentrated efforts (report on file).
3. **Student Performance Report – Value-Added Scores** – Dr. Kay Boan presented an overview of the TVAAS standards and the Value-Added gains from this past year (report on file).
4. **Teaching and Learning Spotlight – “TN Math & ELA Standards Review Process and Update”**, presented by Dr. Catherine Stephens. This presentation is also highlighted in the Teaching and Learning report (on file).
5. **Board Appointment for Education Foundation** – Robert Blair, representing the FSSD Board on the Williamson County Education Foundation this past year, reported that through Julian Bibb, Chair of the Foundation, a Board was put together and a draft twelve-month plan was put in place. In addition, FSSD and WCS Directors met with the Board and funds were given to the FSSD Art teachers during 2014-15. **Alicia Barker was appointed to serve as FSSD Board representative for 2015-16.**
6. **Delegates to TSBA Conference** – The TSBA Delegate Assembly, which is TSBA’s annual business meeting, will be held on Sunday, November 15th. Alicia Barker and Allena Bell have volunteered to be delegates, other Board members were asked to contact the Board assistant if interested.

VI. APPROVAL OF BOARD AGENDA

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

VII. APPROVAL OF CONSENT AGENDA

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

Approved under Consent Agenda (on file) were:

1. Minutes of Board Meeting dated August 10, 2015
2. Disposition of Surplus Equipment: Maintenance & Landscaping
3. Bids: Nutrition Department
4. Budget Amendments
5. Overnight Field Trip Request – Freedom Intermediate 5th Grade to Williamsburg, VA
6. Overnight Field Trip Request – Freedom Intermediate 6th Grade to Mentone, AL
7. Overnight Field Trip Request – Freedom Intermediate 6th Grade to Marine Lab, Key Largo, FL

VIII. BUSINESS BEFORE THE BOARD

Consideration of:

- I. **2015-2016 Election of Board Officers** - Board Policy 1.200 establishes September as the date the Board organizes through the election of a Chairman, Vice-Chairman, Secretary and Treasurer. As Director of Schools, Dr. Snowden opened the floor for nomination of the 2015-16 Board Chair.

Robert Blair made a **motion** nominating **Tim Stillings for Board Chair**. Alicia Barker **seconded** the motion. There being no other nominations, the Board voted **5-0** in favor, with Mr. Stillings abstaining.

Robin Newman made a **motion** nominating Robert Blair for Vice Chair. Being no other nominations, **Robert Blair was elected Vice Chair by acclamation**.

Tim Stillings made a **motion** nominating Alicia Barker for Secretary. There being no other nominations, **Alicia Barker was elected Secretary by acclamation**.

Allena Bell made a **motion** nominating Robin Newman for Treasurer. There being no other nominations, **Robin Newman was elected Treasurer by acclamation**.

2. **2015-2016 TLN Representative** – Each year, TSBA encourages boards to elect a Tennessee Legislative Network (TLN) Representative. Serving this past year was Allena Bell.

Tim Stillings made a **motion** to nominate **Allena Bell to serve as our TLN representative for 2015-16**. Robin Newman **seconded** the motion, which **carried 6-0**.

- 3. 2015-2016 Family and Community Advisory Council Board Representative -**
With direction from Mr. Lee Kirkpatrick of our Teaching and Learning Department, this council is designed to include one Board member. Mr. Kevin Townsel served on the Council this past year.

Tim Stillings made a **motion** to nominate **Robin Newman to serve as 2015-16 Family and Community Advisory Council Board Representative**. Kevin Townsel **seconded** the motion, which **carried 6-0**.

- 4. 2015-16 Extended Contract Program Proposals -** Being recommended for approval to send to the State Department of Education (on file), these are funds to be received from the State DOE to assist in meeting the needs of students. The amount in the proposal is **\$52,045** (comprising the base allocation and benefits). This is the same amount as was budgeted last year. During budget work session discussions, it was outlined that school districts were not budgeted Extended Contract Funds as in previous years: school districts were allotted a lump sum of funds which included the State's calculation of a three percent salary increase based upon the State Salary Schedule and the BEP formula. If school districts desired to have Extended Contracts, the amount had to come from that lump sum. The school district utilizes the Tennessee Waiver of the No Child Left Behind (NCLB) accountability guidelines and the individual and district school improvement plans to guide the allocation of these funds. Our principals and the Teaching and Learning team continue to stretch these dollars to meet some of our highest needs. The administration recommended approval of the proposal as presented.

Allena Bell made a **motion to approve the 2015-16 Extended Contract Program Proposals being sent to the State DOE**. Alicia Barker **seconded** the motion, which **carried 6-0**.

- 5. Annual Contract to Audit Accounts** (on file) - Contracts from Matlock Clements, P.C. to conduct financial audits of the FSSD for the period July 1, 2015 through June 30, 2016 are at a fixed auditor fee of \$28,500. The fee is the same amount that has been in our contracts for the past five years. There are two contracts, one for the district accounts and one for the individual school activity funds. The administration recommended approval of the contracts as presented.

Robin Newman made a **motion to approve the Annual Contract to Audit Accounts for the period July 1, 2015 through June 30, 2016** at a fixed auditor fee of \$28,500. **Allena Bell** seconded the motion. After discussion, the **motion carried 6-0**.

- 6. Policy Revision: Expenditure of Funds (2.800) – 2nd Reading -** Recommended by TSBA and the State Department of Education, this policy revision addresses the responsibility of ensuring there are policies and procedures to determine whether expenditures are an allowable use of federal funds; requires the director of schools to

comply with all rules and regulations; and that we implement federal grant expenditure procedures, as outlined in Chapter II of the Code of Federal Regulations Part 200 (2 C.F.R. 200). In addition, each district must comply with applicable methods and procedures for payment to minimize the time that elapses between the transfer of funds and disbursement by the district, in accordance with the Cash Management Improvement Act 31 C.F.R. Part 205. This policy change requires the director of schools to implement procedures to meet these requirements. Along with language changes, legal references are updated. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Robin Newman made a **motion to approve Expenditure of Funds (2.800) – 2nd Reading as presented** (on file). Allena Bell **seconded** the motion, which **carried 6-0**.

7. **Policy Revision: Purchasing (2.805) – 2nd Reading** – Recommended by TSBA and the State Department of Education, this policy revision addresses the requirement of district employees to meet the conflict of interest requirements of Chapter II of the Code of Federal Regulations Part 200 (2 C.F.R. 200). Districts must maintain standards of conduct covering conflicts of interest governing the actions of its employees engaged in the selection, award and administration of contracts. This Code also explicitly requires that the director or designee ensure expenditures of federal grant funds are allowable, and also that the time between transfer and disbursement of funds is minimized (also being addressed in the recommended change to policy 2.800). Along with language changes, legal references were updated. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Alicia Barker made a **motion to approve Purchasing (2.805) – 2nd Reading as presented** (on file). Robert Blair **seconded** the motion. After discussion, the motion **carried 6-0**.

8. **Policy Revision: Procedure for Granting Tenure (5.117) – 2nd Reading** – Recommended by TSBA due to a change in statute during the 2015 legislative session, this policy revision addresses the notice requirements for non-renewal of teachers who are not granted tenure. The previous law stated that the notice of non-renewal must be received prior to June 15, applicable to the next succeeding school year. The new law requires the notice to be given within five (5) business days following the last instructional day of the school year. The changes discussed by the Board during first reading have been incorporated into the policy and are summarized on the cover page for the policy revision. The administration recommended approval of the second reading.

Tim Stillings made a **motion to approve Granting Tenure (5.117) – 2nd Reading as presented** (on file). Robert Blair **seconded** the motion, which **carried 6-0**.

- 9. Policy Revision: Separation Practices for Non-Tenured Teachers (5.201) – 2nd Reading** – Recommended by TSBA due to a change in statute during the 2015 legislative session, this policy revision addresses the notice requirements for non-renewal of non-tenured teachers. The previous law stated that the notice of non-renewal must be received prior to June 15 to be applicable to the next succeeding school year. The new law requires the notice to be given within five (5) business days following the last instructional day of the school year. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Tim Stillings made a **motion to approve Non-Tenured Teachers (5.201) – 2nd Reading as presented** (on file). Alicia Barker **seconded** the motion. After discussion, the motion **carried 6-0**.

- 10. Policy Revision: Attendance (6.200) – 2nd Reading** – This policy is being updated to reflect the current practices within our district. Legal references have been updated. Revisions based on district practices have gone through first reading during August. There were no changes requested by the Board upon first reading. However, after the August Board meeting, the TSBA Director of Policy and Staff Attorney recommended to districts that additional language addressing excessive unexcused absences be noted. In addition, sentences were added under the “Attendance Hearing” section to make clear the process for appealing credit/promotion denial to a hearing committee. Additional language added after the first reading is highlighted and underlined. The administration recommended approval of the second reading.

Robert Blair made a **motion to approve Attendance (6.200) – 2nd Reading as presented** (on file). Alicia Barker **seconded** the motion, which **carried 6-0**.

- 11. Policy Revision: Student Assignments (6.205) – 2nd Reading** – Recommended by TSBA due to a change in statute during the 2015 legislative session, this policy is being updated to reflect a revision to TCA 49-6-3102. This law will require a school principal to separate an alleged victim of child sexual abuse from an alleged perpetrator if the abuse allegedly occurred while the child was under the supervision or care of the school. Additionally, the parent or custodian can request that the child be moved to a different school if certain circumstances are met. There were no changes requested by the Board upon first reading. The administration recommended approval of the second reading.

Allena Bell made a **motion to approve Student Assignments (6.205) – 2nd Reading as presented** (on file). Kevin Townsel **seconded** the motion, which **carried 6-0**.

- 12. Policy Revision: School Board Records (1.407) – 1st Reading** - This policy update addresses when it is appropriate to reimburse the district for copies of records. Also added is language pertaining to information, records and plans related to security and

safety. Legal references are updated. The administration recommended approval of the first reading.

Tim Stillings made a **motion to approve School Board Records (1.407) – 1st Reading as presented** (on file). Robin Newman **seconded** the motion, which **carried 6-0**.

- 13. Policy Revision: Testing Programs (4.700) – 1st Reading** - This is a recommended policy revision through TSBA. The General Assembly enacted Public Chapter 256 during the most recent legislative session. This law gives LEAs the option to exclude a student's TCAP scores from the student's final grades if the LEA does not receive the scores at least five instructional days before the end of the school year. The recommended policy adds a provision that gives the director of schools the authority to exclude these scores if the requirements of the law are met. The board can also choose to retain this authority if it wishes. The administration recommended approval of the first reading.

Allena Bell made a **motion to approve Testing Programs (4.700) – 1st Reading as presented** (on file). Robin Newman **seconded** the motion. After discussion, the motion **carried 6-0**.

- 14. Policy Revision: Application and Employment (5.106) – 1st Reading** – This policy has been rewritten based on the TSBA model policy, which removes procedure and updates classifications of employees to current language. Legal references are also updated. The cross reference section adds Background Investigations (5.1061) which is on first reading as a new policy. The administration recommended approval of the first reading.

Robert Blair made a **motion to approve Application and Employment (5.106) – 1st Reading as presented** (on file). Robin Newman **seconded** the motion, which **carried 6-0**.

- 15. Policy Revision: Background Investigations (5.1061) – New Policy, 1st Reading**- Per the TSBA Director of Policy & Staff Attorney, the TBI is required by the FBI to conduct triennial audits of public agencies requesting criminal history record checks as part of the Non-Criminal Justice Agency (NCJA) audit program. This process ensures compliance with the relevant provisions of Tennessee law and applicable Federal law. Districts must have policies or procedures that address use, dissemination, retention, security, storage, disposal, chain of custody, and misuse. Many districts address these in their administrative procedures, but TSBA wanted to provide a policy to subscribers to ensure they were in compliance. The TSBA-designed model policy addresses each of these requirements except chain of custody procedures, which are attached for the Board's reference. The administration recommended approval of first reading.

Tim Stillings made a **motion to approve Background Investigations (5.1061) – 1st Reading as presented** (on file). Robin Newman **seconded** the motion, which **carried 6-0**.

16. Policy Revision: Medicines (6.405) – 1st Reading - Per TSBA Director of Policy & Staff Attorney, this policy update is to reflect the creation of a new chapter in Title 49. The new law allows students with pancreatic insufficiency or cystic fibrosis to self-manage their medication. The recommended policy allows the director of schools to develop administrative procedures to implement this new requirement, which would be done through an individualized healthcare plan. We currently do not have students that have this need. In addition, language is added for assisting in the monitoring of diabetes tasks as well as a student's self-management of those tasks upon written request of the parent or guardian, as well as inclusion of complementary and alternative medications in the description of non-prescription or prescription medications as part of the individualized healthcare of a student. Medication forms and procedures have been provided for the Board as a reference and will not be included in the policy manual. The administration recommended approval of the first reading.

Tim Stillings made a **motion to approve Medicines (6.405) – 1st Reading as presented** (on file). Robert Blair **seconded** the motion, which **carried 6-0**.

IX. DIRECTOR OF SCHOOLS REPORT

- **TSBA Fall District Meeting** – Held on September 10th this year, Dr. Snowden thanked the Board members who were able to attend and extended appreciation of the Board's efforts in their advancement and commitment to our district. In addition, our 2014-2015 District Volunteer of the Year, Misty Woodford, received an award for TSBA's Mid-Cumberland Volunteer of the Year.
- **FSSD Attendance, Demographics, and Free & Reduced Students** - A report was provided to the Board to give the attendance information and ethnic demographics for each school to date. A report on free and reduced students will be provided at the October Board meeting.
- **Director of Schools Advisory Council** - The members of the Director of Schools Advisory Council have been selected from each site and the first meeting is scheduled for October 1st. The Advisory Council is composed of an employee and alternate from each school, representatives from the central office and annex, FSSDEA, maintenance and transportation. The meetings offer opportunities to celebrate successes at each site/department, as well as to bring concerns and questions to the Director of Schools.
- **Complaint Managers for the FSSD** - The Director of Schools has appointed Catherine Stephens, Ed.D. and John McAdams as Complaint Managers for the FSSD in accordance with the Complaints and Grievances policy (5.501).

- **Fall Break** - The FSSD's student Fall Break will occur October 12 - 16. District offices will be closed as well during this time.
- **TSBA Annual Convention and Leadership Conference** - This conference will be held at the Nashville Gaylord Opryland Hotel and Convention Center November 13-16, with the Leadership Conference preceding it on November 13-14. With the registration deadline in mid-October, the Board's attendance preference is requested for this conference.
- **TSBA Annual Convention Delegates** - The TSBA Delegate Assembly, which is TSBA's annual business meeting, will be held on Sunday, November 15th. FSSD can have up to four delegates. Early October is the deadline for declaring our delegates to TSBA. A description of what can be expected of the delegates during the Delegate Assembly has been provided in your packet.
- **NABSE Conference** - We are being represented at the NABSE Conference, November 18 - 22, by three of our Board members. We are appreciative of your efforts to represent the FSSD at this conference!
- **NSBA Conference** - The open registration date is fast approaching beginning in October for the NSBA Conference scheduled for April 9 - 11, 2016 in Boston. The Board's attendance preference is also requested for this conference.
- **TSBA Application Form for Officers** - If you would like to be an officer on the TSBA Board of Directors, please use the application on the TSBA website (a copy of the online application has been included for your reference). These positions hold a one-year term from January 1, 2016 through December 31, 2016. Signatures of the majority of the Board's support will be needed for consideration by TSBA; a signature page of support will be available at the September Board meeting if you are interested in pursuing this position. The deadline for submission is September 30th.

X. UPDATES

- **Teaching and Learning** - Dr. Catherine Stephens, Associate Director for Teaching & Learning, provided the following (on file):
 - FSSD Demographics dated 9/14/2015;
 - Summary of Teaching and Learning Activity for the September Board Meeting.
- **Finance and Administration** - John McAdams, Associate Director for Finance & Administration, provided the following (on file):
 - Personnel Change Report for August, 2015/September, 2015;
 - Investment Report dated July 21, 2015;
 - Revenue and Expenditure Reports dated 8/2015.

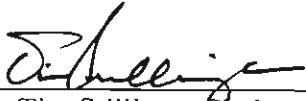
XI. ANNOUNCEMENTS

John McAdams provided a report on county tax collections.

Mr. Stillings commended Dr. Jefferson for compliments received from parents for the FMS registration process.

XII. ADJOURNMENT

Chairman Stillings adjourned the meeting at 7:42 p.m.



Tim Stillings, Chairman 10-19-15
Date

ATTEST: 

Alicia Barker, Secretary 10-19-15
Date