

April 13, 2015  
Franklin, Tennessee

The Franklin Special School District Board of Education met on Monday, April 13, 2015 at 6:30 p.m. at Johnson Elementary School, 815 Glass Lane, Franklin, with the following members present:

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

Others present were: Director Dr. David Snowden, Associate Director for Teaching & Learning Dr. Catherine Stephens, Associate Director for Finance & Administration John McAdams, Dr. Kay Boan, Beth Herren, Cindy Cook, Dr. Roberta Hill, Gina Looney, Mark Anderson and other staff, principals, teachers, parents, FSSDEA and community members.

*There was a reception honoring "FSSD's Top 40" volunteers prior to the meeting.*

**I. MEETING CALLED TO ORDER**

Chair Stillings called the meeting to order at 6:27 p.m.

**II. PLEDGE OF ALLEGIANCE**

Principal Mrs. Tosha Robinson-Baugh welcomed those in attendance and led the Pledge of Allegiance.

**III. RECOGNITIONS**

- **Good News Awards** (on file) - Highlighted were: FSSD Student Artist of the Month Marlen Gonzalez (FIS); Katherine Klinedinst, Lexis Khetsavanh and Linda Xu, who advanced to the 2015 Middle TN Scripts Howard Regional Spelling Bee after winning their individual school spelling bees; FMS 8th grader Molly Mayes, 1st place winner of the Middle School Division bookmark contest sponsored by the TN Association of School Librarians; FMS students Ben Aviles, Alex Huang, Daniel Hudson, Lucy King and Alex Wasson, all finalists in the National History Bee competition, with Daniel and Lucy going on to compete in the National History Bee's 2015 National Finals in Louisville KY; JES Art teacher Cassie Stephens, chosen as Mid-Cumberland Regional Elementary Teacher of the Year and presented with a special recognition letter from U.S. Senator Lamar Alexander.

- **“FSSD’s Top 40” Volunteers** (on file) - Honored with a reception and receiving an acrylic award for their nomination were the five top volunteers from each school. **Franklin Elementary:** Mary Anne Beshears, Kathy Caudill, Sheree Grow, Brandi McCutchan, Monique Rioux; **Johnson Elementary:** Neeka Blankenship, Emily Browder, Terri Coffman, Lee King, Vicky Stiles; **Liberty Elementary:** Heather Bedwell, Shannon Gardner, Judy Jackson, Donna Nichols, Lisa Robertson; **Moore Elementary:** Dean Brown, Heather Doleshel, Cindy Hamilton, Devon Mencke, Misty Woodford. **Freedom Intermediate:** Shalamarr Aderogba, Sarah Holihan, Liz McClain, Angela Powell, Kim Stinson; **Freedom Middle:** Tammy Crouch, David Gallagher, Melissa Hardeman, Lucretia Presley, Amie Tindall; **Poplar Grove Elementary:** Elizabeth Barthel, Kathryn Hester, Andrea Laycock, Jenn Morrison, Christy Pauley; **Poplar Grove Middle:** Kristen Brown, Helen DeBuse, Linda Keur, Patrick Stroh, Carissa Zelnick.

#### IV. PUBLIC INPUT

No one from the public chose to address the Board.

#### V. REPORTS/PRESENTATIONS/DISCUSSION

1. **Executive PTO** - Executive PTO President Kirsten Fuller invited the Board to their next meeting to be held at Freedom Middle on April 21st beginning at 6:00 p.m. The Executive PTO provided gift baskets to each Board member.
2. **Conference System Microphones** - A quote from Nashville’s Media Services, Inc. was provided to the Board for purposes of discussion. This product was available to view at the NSBA conference. The Board requested that the system be available at the next Board meeting to try out before the decision to purchase is made.
3. **Teaching and Learning Spotlight** - *“Teaching & Learning Happenings”* was presented by Dr. Stephens. This information is further highlighted in the Teaching & Learning report for this month (on file).

#### VI. APPROVAL OF BOARD AGENDA

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

#### VII. APPROVAL OF CONSENT AGENDA

Robert Blair made a **motion to approve the consent agenda as presented**. Robin Newman **seconded** the motion, which **carried 6-0**. **Approved under Consent Agenda** (on file) was: Minutes of Board Meeting dated March 9, 2015.

## VIII. BUSINESS BEFORE THE BOARD

### Consideration of:

1. **Director of Schools Performance Goals FY 2015-2016** - Board member Kevin Townsel met with Dr. Snowden regarding the Director of Schools Annual Performance Goals revision for 2015-2016. Mr. Townsel reported that the proposed 2015-2016 revisions were the weights given for scoring in each category:
  - I. Improvement of Student Performance - 35 points instead of 40 points
  - II. Effective Management of District Resources – 25 points instead of 30 points
  - III. Transforming the Vision into Reality – remains at 20 points
  - IV. Highest Level of Internal and External Communication – 20 points instead of 10 points.

Mr. Townsel requested to serve in the same role next year on behalf of the Board. Dr. Snowden provided feedback to the Board that he accepted the revisions proposed.

Kevin Townsel made a **motion to approve the Director of Schools Performance Goals FY 2015-2016 (on file) as revised**. Allena Bell **seconded** the motion, which **carried 6-0**.

Chair Tim Stillings gave direction for the **Director of Schools Contract Extension** to be the **first item on the agenda at the May Board meeting**.

2. **Textbook Adoption** - The textbook adoption process began in November with the selection of the textbook committee and the first meeting was held in December. Two parents, one from the elementary grades and one from the upper grades, served on the committee this year. In addition, Mr. Townsel served as the Board representative. During school grade level/subject area PLC's, FSSD teachers reviewed and scored the major publications using the state provided rubrics. The Textbook Committee members at each school facilitated the discussions in each school and provided the results to Mrs. Decker in March. Parents were offered the opportunity to review the textbooks being considered, shared through Blackboard Connect notification and the FSSD website; however, there were no parents that came to preview the standards or the textbook samples this year during the process. The committee has completed their review and analysis of the math textbook options. Dr. Snowden noted that there was a shortened adoption schedule (2011 was last adoption) for Math to better align with the Tennessee standards. Based on the Local Textbook Selecting Committee's recommendation, the administration requested approval of Tennessee Ready Mathematics TNCore for K-8, and HMH for Algebra 1 and Geometry for 9-12.

Kevin Townsel made a **motion to approve the adoption of the textbooks recommended by the Local Textbook Selecting Committee (ED-2153 and**

ED-2154 on file). Robert Blair **seconded** the motion. During discussion, Textbook Coordinator Mary Decker noted that the adoption has a consumable portion that will be purchased each year. She thanked the committee for their expertise throughout the process, noting that State rubrics are very complex and were applied to the texts, as the committee wanted to ensure that the core instruction was there, before coming to a consensus with the recommended texts being either 1st or 2nd choice for all members. After discussion, the motion **carried 6-0**.

- 3. Policy Revision: Homework (4.6011) - 2nd Reading** - This revision addressed homework assignments made prior to holidays or school breaks with due dates following those days off. The administration recommended approval of 2<sup>nd</sup> Reading.

Robin Newman made a **motion to approve the policy revision for Homework (4.6011) - 2nd Reading as presented** (on file). Kevin Townsel **seconded** the motion, which **carried 6-0**.

- 4. Policy Revision: Care of School Property (6.311) - 1st Reading** - This policy revision updates legal references as well as changing language regarding repayment for property damages. The administration recommended approval of 1<sup>st</sup> Reading.

Allena Bell made a **motion to approve the policy revision for Care of School Property (6.311) - 1st Reading as presented** (on file). Alicia Barker **seconded** the motion, which **carried 6-0**.

- 5. Policy Revision: Student Surveys, Analyses and Evaluations (6.4001) - 1st Reading** - Based on recommendations from TSBA, this policy update reflects the provisions of TCA 49-1-705 which restricts the local board of education from collecting individual student data on political affiliation, religion, voting history and firearms ownership. In addition, this policy update is to reflect the provisions of TCA 49-1-706 which requires written parental consent prior to the collection of certain individual student biometric data. These include data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture and eye-tracking. Legal references are also updated with this revision. The administration recommended approval of the 1<sup>st</sup> Reading.

Robert Blair made a **motion to approve the policy revision for Student Surveys, Analyses and Evaluations (6.4001) - 1st Reading as presented** (on file). Allena Bell **seconded** the motion. After discussion, the Policy was tabled until next Board meeting to provide confirmation that prior parental approval is being given for collection of student biometric data as outlined in the policy.

- 6. Policy Revision: Student Records (6.600) - 1st Reading** - In the February 11, 2015 Director's Update distributed by the Tennessee Department of Education, there was mention of a Student Records Policy that is statutorily required pursuant to

TCA 49-1-704. The TSBA policy department, in consultation with the Department of Education General Counsel Christy Ballard, reviewed the requirements of the referenced statute and TSBA model policies 6.600, 6.601 and 6.602. It was determined that the referenced TSBA model policies *do not* require modification as the requirements of TCA 49-1-704 mirror federal statutory requirements which are already included in the referenced model policies. In our 6.600, we have followed the TSBA model policy - the legal reference TCA 49-1-704(c) has been added and notated to give more clarification that the TN Code Annotated has been taken into account. The administration recommended approval of the 1<sup>st</sup> Reading.

Robin Newman made a **motion to approve the policy revision for Student Records (6.600) to pass on 1st Reading as presented** (on file). Alicia Barker **seconded** the motion, which **carried 6-0**.

- 7. Policy Revision: Annual Notification of Rights (6.601) - 1st Reading** - Following with the TSBA policy department review of the requirements of the referenced statute TCA 49-1-704 and TSBA model policies 6.600, 6.601 and 6.602, this policy revision updates legal references and language. The policy title is revised to add "Student Records" as well. The administration recommended approval of the 1<sup>st</sup> Reading.

Robert Blair made a **motion to approve the policy revision for Annual Notification of Rights (6.601) - 1st Reading as presented** (on file). Robin Newman **seconded** the motion, which **carried 6-0**.

- 8. Policy Revision: Student Records Inspection & Correction Procedures (6.602) - 1st Reading** - Following with the TSBA policy department review of the requirements of the referenced statute TCA 49-1-704 and TSBA model policies 6.600, 6.601 and 6.602, this policy revision completely rewrites the policy to clarify the true intent. In addition, it defines the authority to view the student records, adds recovery for copying fees, and updates legal references to current laws. The policy title is revised to add "Student Records Inspection..." to the current title to more accurately reflect the intent. The correction procedures have been attached to this revision for the Board's reference. The administration recommended approval of the 1<sup>st</sup> Reading.

Alicia Barker made a **motion to approve the policy revision for Student Records Inspection & Correction Procedures (6.602) - 1st Reading as presented** (on file). Robin Newman **seconded** the motion, which **carried 6-0**.

## **IX. DIRECTOR OF SCHOOLS REPORT**

**Dr. Snowden presented the following report to the Board:**

- **Snow Days Update** - Due to the State of Emergency issued by the Governor related to the significant snow and ice of a few weeks ago, we did apply for an instructional

day waiver for one day and have received that approval.

- **Spring Registration for 2015-2016 School Year** - The new online registration process for 2015-2016 has gone smoothly for the most part. There have been minor glitches as you would expect with any new technical process. Most of the issues were able to be resolved in a timely manner. At least one computer kiosk has been set up in each school with available personnel for anyone needing to register at a public computer or who may need assistance. Paper packets are also available. Students and families new to the district will continue to register through the paper process through January 2016. I would like to recognize and thank Dr. Stephens, Mark Anderson and Drew Bingham for their excellent work in the implementation of this process. Drew has been able to resolve those technical issues mentioned earlier in such a manner as to not impede the registration process.
- **Budget Process for the 2015-2016 School Year** - Dates for the budget work sessions are April 20 (Operations Budgets), May 18 (Revenue and Personnel) and June 22 (cumulative discussions). Meetings will begin at 5:00 p.m. at the Teacher Center. The public notice will be sent out following our April 13th Board meeting.
- **NSBA's Magna Awards Luncheon** - Thanks to each Board member for their attendance at the Magna Awards luncheon on March 21st. We were so glad to have Joyce Smith attend as well as Carol. It was an extremely nice honor for the district to receive and the recognition plaque is proudly displayed in the Central Office reception area.
- **Gentry's STEM in SPORTS Camp** - We mentioned this camp during last month's report and we wanted to let you know of a possible addition related to the camp. A few weeks ago, Dr. Stephens and I attended a STEM luncheon sponsored by Belmont University. We were sitting at the table with Dr. Thomas Burns, Provost, and had an opportunity to discuss possible future partnerships with Belmont. I mentioned the Gentry's STEM camp and he brought up the idea of bringing the students to Belmont for a day to see the new Science facility (it is phenomenal) and to have them engage in some STEM related activities. They may even provide lunch for the students. We will continue to work on this possibility because we think this would be a great experience for the students. This opportunity for students in Grades K-6 will be held July 6-10 at Johnson Elementary School. The daily schedule is from 8:00-3:00. Children will participate in two ninety minute STEM in Sports Blocks and three fifty minute Enrichment/Choice classes each day. Hollie Osteen is serving as Director of that camp.
- **Kindergarten Registration** - Registration for upcoming Kindergartners will be held at all elementary schools Friday, April 24th. Parents may drop in between 8:30 and 3:00 to register children in their attendance zone.

- **District Retirement Reception** - This year's retirement reception will be held on Thursday, April 30th at 6:00 p.m. at Freedom Intermediate School. We hope that your schedule will allow you to attend. As of today, there are 26 personnel retiring.
- **TCAP Testing** - This year's testing window for TCAP is May 4-8.
- **Faculty and Staff Appreciation Week** - Also during the week of May 4-8, our district will be honoring our faculty and staff in various ways. A basket of healthy snacks will be sent to the schools and other departments on behalf of the Board as in past years to let them know they are appreciated.
- **Walk Across Williamson mini-grants** for the P.E. Departments were awarded this past Saturday, with Johnson Elementary receiving \$3,000, Poplar Grove Elementary receiving \$2,000, Liberty Elementary receiving \$1,000 and Franklin Elementary receiving \$500.
- Dr. Snowden had the opportunity to attend a conference about student safety - Dennis Fedding with Department of Homeland Security is willing to come to our district and present a program at Freedom Middle on May 13 at 6:00 about three different risks: online predators, revealing too much information and cyber-bullying. This opportunity is especially timely prior to students being out for the summer.
- There were no financial reports in the Board packet this month because of the transition to a new software package, Skyward.

## X. UPDATES

**Teaching and Learning** - Dr. Catherine Stephens, Associate Director for Teaching & Learning, provided the following (on file):

- Summary of Teaching and Learning Activity for the April Board Meeting;
- FSSD Demographics dated March 26, 2015.
- Online registration: 25% of families are already registered, another 1/3 are on the way to completing their registration.

**Finance and Administration** - John McAdams, Associate Director for Finance & Administration, provided the following (on file):

- Personnel Change Report for March, 2015/April, 2015.

**Please note:** Summary Revenue Reports and Summary Expenditure Reports for March 2015 were not submitted to the Board due to a change in software, and will be included at the next month's meeting.


## XI. ANNOUNCEMENTS

- Board member Bell encouraged the Board to email Rep. Charles Sargent as soon as possible regarding the vote on vouchers.

- John McAdams shared details of sales tax collection – January 2015 was 7% better than the previous January.
- Budget notebooks can be expected on Wednesday of this week; updates will be issued the Wednesday before each following Work Session.


**XII. ADJOURNMENT**

Chair Stillings adjourned the meeting at 7:40 p.m.

  
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Tim Stillings, Chair

5/11/15  
Date

**ATTEST:**

  
\_\_\_\_\_  
Alicia Barker, Secretary

5/11/15  
Date