

**Board of Education Regular Meeting
September 11, 2023 6:30 PM**

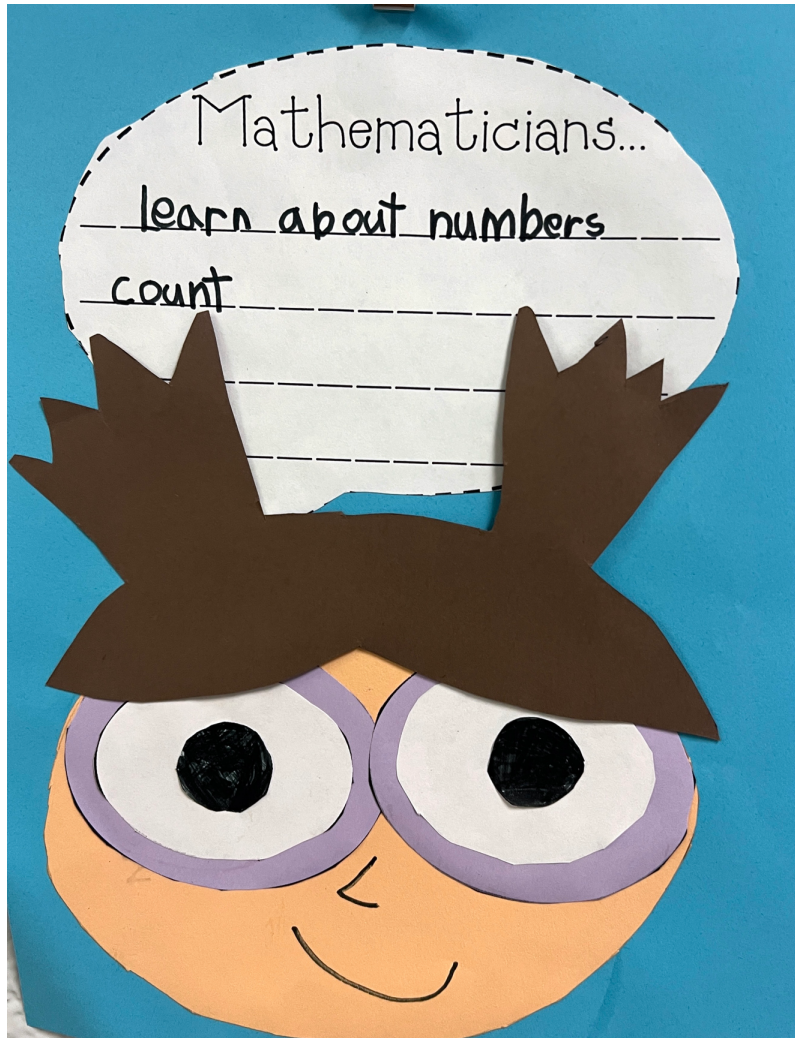
Freedom Intermediate School, 840 Glass Lane, Franklin, Tennessee 37064

- I. **MEETING CALLED TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **2023-24 ELECTION OF BOARD OFFICERS**
- IV. **RECOGNITIONS/GOOD NEWS AWARDS**
 - IV.1. **National Board Certified Teacher Pinning**
 - IV.2. **Good News**
- V. **PUBLIC INPUT**
- VI. **REPORTS/PRESENTATIONS/DISCUSSIONS**
 - VI.1. **Teaching & Learning Spotlight**
 - VI.2. **Finance and Administration Report**
 - VI.3. **2023-24 Community Pre-K Advisory Council Board Representative**
 - VI.4. **2023-24 TSBA Legislative Liaison**
 - VI.5. **2023 TSBA Convention Delegates**
 - VI.6. **COSSBA Urban Board Alliance Symposium Report**
 - VI.7. **NSBA CUBE Conference Report**
- VII. **APPROVAL OF BOARD AGENDA**
- VIII. **APPROVAL OF CONSENT AGENDA**
 - VIII.1. **Minutes of Board Meeting dated August 14, 2023**
 - VIII.2. **Student Disciplinary Hearing Authority Appointment**
- IX. **BUSINESS BEFORE THE BOARD**
 - IX.1. **BrandMETTLE Approval to Proceed**
 - IX.2. **Annual Contract to Audit Accounts FY 2023-24**
 - IX.3. **ESSER 3.0 Public Plan for Remaining Funds**
 - IX.4. **Safe Return to In-person Instruction and Continuity of Services Plan Addendum Guidance 2023**

- IX.5. **FY24 ESSER 3.0 Application for Board Approval School Year 2023-24**
- IX.6. **Policy Revision: Summer Instructional Programs (4.2041) - 2nd Reading**
- IX.7. **Policy Revision: Family and Medical Leave (5.305) - 2nd Reading**
- IX.8. **Policy Revision: Extracurricular Activities (4.300) – 2nd Reading**
- IX.9. **Policy Revision: Student Surveys, Analyses, and Evaluations (6.4001) – 2nd Reading**
- IX.10. **Policy **Deletion**: COVID Sick Leave (5.3023) – 1st Reading**
- IX.11. **Policy Revision: Board Members Legal Status (1.102) – 1st Reading**
- IX.12. **Policy Revision: Code of Ethics (1.106) – 1st Reading**
- IX.13. **Policy Revision: School Board Meetings (1.400) – 1st Reading**
- IX.14. **Policy Revision: Board-Media Relations (1.502) – 1st Reading**
- IX.15. **Policy Revision: Use of Email (1.805) – 1st Reading**
- IX.16. **Policy Revision: Charter School Applications (1.901)**
- X. **DIRECTOR OF SCHOOLS REPORT**
- XI. **UPDATES**
 - XI.1. **Teaching and Learning**
 - XI.2. **Finance and Administration**
- XII. **ANNOUNCEMENTS**
- XIII. **ADJOURNMENT**

FSSD Student Artist of the Month

Mizzy Cabral, age 6 • Johnson Elementary School



Johnson Elementary School first-grade student **Mizzy Cabral** created this colorful piece of art during a lesson in Mrs. Hooper's class where students were asked to describe their impression of what mathematicians do and to include a self-portrait created using construction paper and ink. This beginning-of-the-year activity is designed to have students express themselves using art and words. Mizzy excelled in both!

Mizzy's artwork was displayed at school and is featured on our employee birthdays for the month of September. A special thank you to Chuck Sugg and **Sonic Drive-In** for sponsoring the student artist of the month program with a generous \$15 gift card.

Board Recognitions

Sondra Wilson-Martin: Congratulations to Sondra Wilson-Martin, Franklin Elementary School fourth-grade teacher, who was selected on August 25 as the Middle Tennessee Grand Division winner in the Teacher of the Year contest, sponsored by the Tennessee Department of Education. The announcement was made at the Fisher Center at Belmont University during a special program hosted by the Tennessee Organization of School Superintendents (TOSS) and the state for the nine finalists in each grand division.

An 11-year teaching veteran, Mrs. Wilson-Martin ensures her fourth-grade students are successful by beginning the year by setting high expectations, fostering a safe and loving classroom environment, conferencing with students, monitoring student assessments, setting the stage to engage, and reflecting upon her classroom instruction. Hers is truly a thriving classroom with an environment of encouragement that promotes the attitude that all students can succeed.

We are so proud to have had Mrs. Wilson-Martin represent the FSSD in the Teacher of the Year competition.

Franklin Special Board of Education

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

1 APPEALS TO THE BOARD

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

7 APPEARING BEFORE THE BOARD

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

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

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

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

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

Legal References

1. TCA 39-17-306

Cross References

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

FSSD Teaching and Learning

Excellence in Teaching and Learning for All



Date: September 1, 2023
To: David Snowden, Director of Schools
From: Mary Decker, Associate Director of Schools for Teaching and Learning
Subject: Summary of Teaching and Learning Activity for the September Board Meeting



Spotlight:

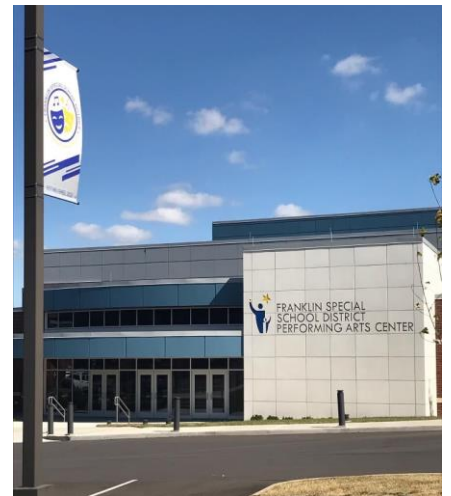
Performing Arts Center (PAC) Update

We are immensely grateful for this glorious, inspiring space, and it is now an integral part of the FSSD's academic, arts, and parent and communication/partnership endeavors, as well as a very popular facility for community events. (In March 2023, the FSSD Board of Education approved the rental of the PAC by community organizations.) Moreover, various district teams, including the principals and Teaching and Learning, utilize the connector gallery as an extremely motivating and effective meeting space. Groups from outside the district, such as the Tennessee Learning Forward Affiliate and the Mid-Cumberland Superintendents' Study Council, have met in the connector gallery.

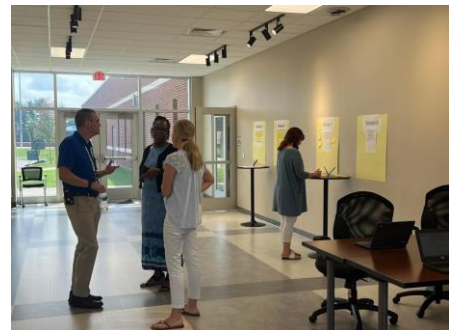
All the components of the PAC are well-used and conducive to learning (both for students and adults), collaboration, and innovation. On a daily basis, PAC Operations Manager Jeremy Maxwell responds to rental inquiries and questions, and he frequently hosts tours for prospective renters and interested organizations and walks them through the process to submit a rental request.

Here are just a few of the uses/applications for the PAC auditorium, lobby, and connector gallery from the last twelve months:

- StaffEZ job fair.
- The connector gallery and PAC lobby were the locations for the central office holiday brunch and the transportation department holiday gathering.
- The annual board retreat was held at the connector gallery.
- Video shoots of each leadership team group for the 2023 FSSD opening day video.



- EQUIP training for teachers new to the FSSD.
- Preparations for the debut of a new musical, to be staged at the PAC.
- Musical, dance, and theater performances from FSSD schools as well as various groups based in the Franklin or greater Nashville/Middle Tennessee areas.
- Several math textbook adoption events for teachers and administrators.
- The Monroe and Mary Booker Scholarship presentation was held in the auditorium followed by a reception in the connector gallery, complete with a visit to the FSSD Legacy Gallery.
- In February 2023, former Tennessee Department of Education Commissioner Schwinn toured the PAC. The visit inspired the possibility that town hall-style meetings for the TDOE may be held at the PAC in the future.
- A full-day conference held by the Tennessee Band Association.
- The Franklin Fire Department presented its *Great Escape!* program to a group of our middle school students. The FFD presenters were quite impressed with the facility and are interested in renting the PAC for future events.
- After-school professional learning sessions with Ken Williams, the FSSD 2022 opening day keynote speaker, Zooming in.
- FSSD schools' promotion ceremonies.
- A Mercy Community Healthcare parent night.
- Weekly Teaching and Learning team meetings, monthly principals' meetings, and meetings of the admin cohort (for principals and assistant principals who are new to their role).
- Coaching for Results professional learning for the principals, assistant principals, and Teaching and Learning.
- Calendar committee meetings.
- Academic Behavior Support Team (ABST) meetings.



PAC upkeep and beautification efforts undertaken by Mr. Maxwell are ongoing and have included:

- Re-painting of the stage floor and stage maintenance.
- Installation of new gels (films that come in a variety of colors and textures) for follow spots, so that different colors of light can be projected to illuminate performers while on the stage.
- New banners hung in front of the PAC.
- Re-potting of indoor plants in matching blue planters, planting of flowers outside the front of the PAC, and perpetual general gardening tasks.

This evening, please welcome Jeremy Maxwell as he shares a few of the most thrilling recent PAC highlights.

Curriculum & Professional Learning – Summer Carlton **Essential Standards and Updated K-4 Standards-Based Report Cards**

- A committee of teachers and instructional coaches representing every campus worked during the previous school year and over the summer break to identify essential standards and update the K-4 standards-based report cards. The goal was to align the standards-based report cards with the essential standards and the new Tennessee Academic Standards for Math. Essential standards are defined as a subset of the state standards that all students need to master in order to be successful in the next grade level. Teachers will continue to teach all required standards, but the essential standards will drive intervention and professional learning community conversations around student mastery.
- With the beginning of the new school year, the updated K-4 standards-based report cards went into effect. These report cards reflect the new Tennessee Academic Standards for Math and provide greater clarification on the standards grading key for teachers and parents. Mrs. Carlton and Dr. Looney provided training for the leadership team over the summer and to teachers at individual campuses. A parent information sheet and an informational video were provided to share with parents, explaining the updated K-4 standards-based report cards and grading scale. Along with the report card, parents will receive quarterly learning targets which will specifically explain what their students learned during that quarter's reporting period and how it relates to the standards-based report card grade.

2023-2024 Pacing Guides

- All of our 2023-2024 pacing guides have been finalized and posted to the district website. The pacing guides include those for English language arts, math, science, and social studies for kindergarten through eighth grade. These pacing guides were developed by our teachers with PowerSchool consultants and are reviewed and updated each summer for the new school year.

Math and Literacy Coaches Meeting

- In collaboration with Dr. Looney, Mrs. Carlton facilitated a combined math and literacy beginning-of-the-year coaches meeting. With several new instructional coaches this school year, beginning-of-the-year testing requirements and protocols were discussed along with a beginning-of-the-year checklist. Coaching teams spent time goal-setting for the year and collaborated around the role of the coach. Dr. Wiemers shared 2023 TCAP data and provided training to all coaches on how to navigate the assessment platforms and run reports.

Communications – Susannah Gentry

Brand Strategy Work

- Ms. Gentry is excited to be pre-planning with BrandMettle for a brand advocacy workshop and digital campaign in advance of the FSSD Fall Open Houses at each of our schools. Capitalizing on FSSD's reputation for excellence in academics, the arts, and a focus on the whole child, as well as the low-cost tuition options offered both in-county and out-of-county, we look forward to showcasing our schools to more and more families.

Accessibility

- Ms. Gentry is working to ensure the district's communications are readable by all members of the FSSD community, and the community-at-large, by placing a renewed focus on accessibility. We are working with our Finalsite partners (web platform) to ensure our website is screen-readable and ADA-accessible. In addition, we are exploring ways to ensure our school newsletters are also ADA-accessible, including the use of a software platform that will not only provide access but translation as well.

Continuing Communications Efforts

- Press releases: Sondra Wilson-Martin as Grand Division Teacher of the Year, Food and Culinary Services Grants and Opportunities, a middle school computer science program's new laptop repair addition in conjunction with the FSSD Technology Department
- Work with the architects on street sign options
- Updates to the website: Parent and Family Engagement; Assessments (mandated assessments) and Curriculum (pacing guides and K-4 report card updates)
- Creating a webpage for resources for Purple Star families (families with military parents/guardians)
- Gathering sports photos for the website
- Promoting our recent achievements in TVAAS on social media and the website (4 schools with Level 5 status)
- Promoting our recent public awards for 2023 Best Employer Over 500 Employees in Williamson County (Tennessean) and Best Place for Working Parents 2023

Attendance – Celby Glass

Attendance

- As part of the support Celby provides to the attendance secretaries and administrators, she reviews registrations, answers questions regarding custody plans, ensures that records requests are received for children who withdraw, attends juvenile court to represent the district in carry-over truancy cases from the 2022-2023 school year, and much more.
- The first attendance secretary meeting for the 2022-2023 school year was held on August 29. Dr. Wiemers presented important student coding information related to the Tennessee Investment in Student Achievement (TISA) and Database Manager Robb Walters introduced a platform that is new to the FSSD: Level Data. Level Data will allow the attendance secretaries to be notified of student errors so that they can quickly resolve the errors, ensuring all funding for each student will be received.
- Celby introduced Nichole Johnson as the new attendance coordinator. Celby explained what Mrs. Johnson's role will entail and provided the attendance secretaries the opportunity to ask questions. Mrs. Johnson accompanied Celby to the school counselors' meeting and the monthly meeting with the Williamson County Juvenile Court.

Safety

- Celby's weekly school safety team meetings with the Williamson County Sheriff's Office and Williamson County Schools have commenced. These discussions are extremely valuable in addressing any active investigations occurring in the district due to staff or student issues.
- Celby submitted the Public-School Safety Grant and it has been approved. Celby will consult with Technology Supervisor Drew Bingham and Dr. Esslinger to determine how these funds will be allocated this school year. Projects such as visitor management, access control components, and a weather monitoring device are examples of endeavors that will likely be funded by the school safety grant. Additionally, the continuation of the glass mitigation by installation of the security laminate will continue.
- Safety training has been conducted at each school campus and Celby provided an additional safety training on September 1 for any faculty of staff member who was unable to attend the training at their own campus. Further, Celby trained the food and culinary services and maintenance and landscaping departments in safety procedures.
- Celby continues to serve on the public safety task force committee per an invitation from Mayor Anderson; she attends these meetings monthly.

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

- As of August 31, the five VPK classes have 74 income-qualifying children enrolled. The Tennessee VPK Grant funds 100 seats. We continue to receive applications and will place qualifying families until program capacity is reached. An interesting fact: 10 VPK students are serving as peer models in our special education preschool classes. This is part of a collaborative effort to create full-inclusion environments where peer models equal the number of students who have IEPs. We are making great strides in this area as we enter the 2023-24 school year.

Williamson Inc.

- September 20 is set as the date for chamber of commerce signature event, the *State of the Schools*. This luncheon, to take place at the Factory at Franklin, is headlined by Dr. Snowden and Williamson County Schools Director of Schools Mr. Golden as they address the "state" of our public-school districts, the true driver of the economic engine that is Franklin and Williamson County.

School Counselors

- The FSSD school counselors will attend the Tennessee School Counselor and Administrator Institute from September 25-27 in Murfreesboro. This year the theme of the conference is *THRIVE!* The school counselors look forward to this annual opportunity to collaborate with colleagues and service providers from across the state of Tennessee.

Mercy Community Healthcare Partnership

- The district is pleased to continue its partnership with Mercy Community Healthcare to provide mental health counseling to referred students, in all eight schools, in need of tier three supports.

Reading & Rtl Coordinator – Gina Looney

Literacy/Rtl Update

- Fall universal screening will conclude soon as we complete assessment with our kindergarten students. We made several changes to the reading assessments in order to meet the most recent requirements determined by the department of education.
- Teaching and Learning members continued our data study at the August data dive. At these meetings, we discuss school data and coordinate our support efforts. This will be our second year doing T and L data dives.
- Dr. Looney met with PLCs at a middle school, along with ELA intervention teachers. They are in the process of reviewing data and determining groups.
- Dr. Looney has been meeting with other T and L members to discuss how we might best offer literacy supports to our English learner (EL) students.
- Plans are being made for instructional coaches to meet in K-4 and 5-8 groups from time to time so we might focus on topics specific to those grade levels.
- A district behavior team is being formed to pick up where we left off after our grant ended with Vanderbilt University. We have many excellent practices in place that will move us forward. In addition, we will implement a new platform (BloomSights <https://www.bloomsights.com/>) in grades 5-8 that should give us more insight into the social and personal competencies of our students.
- Our focus on essential standards continues. Dr. Looney and Summer Carlton are meeting with any school or grade-level team who requests it. We explain...
 - How the essential standards were identified
 - The quarterly learning targets and how to share them
 - The location of all pertinent documents
 - Related changes to report cards
- Dr. Looney collaborated with other members of T and L to create our first video for parents that explains the state's third-grade retention law.

Literacy and Related Professional Learning

- The work around PLC continues as we highlight different schools and grade levels. With many grade levels already working in high-functioning PLCs, we are able to capture the work on video and share at our leadership meetings.
- Coming soon... Melinda Hirshmann from the MTSU Dyslexia Center will be working with us again to provide professional learning for 5th – 8th grade instructional coaches and intervention teachers.
- Dr. Looney has been gathering a list of professional learning needs for all literacy and intervention materials. During the state monitoring process last year, we were asked to provide evidence of such learning. Fortunately, we were able to provide that information, but we want to stay on top of these needs.

PAC Operations Manager – Jeremy Maxwell

FSSD Events

- August is typically a slow month for events, but we do start to see back-to-school-related happenings as we welcome back teachers, students, and families. Here are some of the events held this past month:
 - August 1- Opening day was a hit as we hosted two ceremonies welcoming back teachers and staff for the 2023-24 school year. The opening day video was well-received, and our keynote speaker, Dr. Marcia Tate, delivered memorable presentations.

- August 4- Substitute kickoff event in the connector gallery
- August 11- Family engagement event in the connector gallery, which also allowed parents who had not seen the Performing Arts Center to be given a guided tour by Mr. Maxwell.
- August 22- A middle school related arts parent night
- August 24- United4Hope introductory event and reception

Facility Work

- Audiovisual work continues in the auditorium, with a few items remaining on the punch list.
- Several of the house lights and one strip light in the auditorium have been repaired.
- A 220v circuit has been approved for installation in the scene shop, to accommodate the new table saw.
- Mr. Maxwell is working with Agile Ticketing on a new service to provide digital signage in the lobby that will run in conjunction with upcoming events and concession pricing.
- Mr. Maxwell planted six new Natchez Crepe Myrtle trees in front of the PAC in an ongoing beautification effort.
- Street signage: in an agonizingly slow-moving process, proofs have been approved for the new signs. Manufacturing and delivery should happen in the next week.

Rentals

- We continue to hear from new organizations every week, and Mr. Maxwell provided over a dozen tours to prospective groups in August. The event calendar is quickly filling up. With the exception of winter and spring breaks and one weekend in April, every weekend from Thanksgiving to mid-June is reserved for FSSD or rental events.

Special Populations –Cheryl Robey

FSSD Isolation, Restraint and Discipline for Students with Disabilities School Presentations

- The FSSD district autism consultant, district behavior consultant for pre-k through third grade, district behavior consultant for fourth through eighth grade, and Dr. Robey completed presentations at all FSSD schools. Information regarding restraint, isolation, requirements of isolation rooms, when isolation and restraint are allowable, who can restrain, the reporting process, when IEP meetings are required, the FSSD Hallway Protocol and the FSSD Procedures for Discipline of Students with Disabilities ages 3-21 in conjunction with Policy 6.316 were shared.

FSSD Substitute Kick-off 2023-24

- On August 4, Ms. Leslie Duke and Staff EZ extended an invite for Dr. Robey to speak with substitute teachers about substitute teaching in special education settings. We discussed the various special education settings: inclusion, resource and self-contained, the expectations in each of these settings, and opportunities experienced when working with students with disabilities. We are hopeful the information shared will encourage subs to fill requests from special education teachers throughout the school year.

Special Education Professional Learning Session

- On August 1, the administrative assistant to special populations, four special educators, and Dr. Robey met with all special educators across the district for a 90-minute session. Our discussion focused on TN Pulse, the new IEP platform. This training was valuable in that it provided special educators an opportunity to more fully understand the platform and to address questions and/or concerns prior to scheduling IEP meetings.

IAIEPs Gifted Presentation

- On August 1, FSSD accelerated learning (AL) teachers participated in a session with Anika Chambers, TDOE Academic Intervention and Enrichment Coordinator, to learn more about writing IEPs for students identified as gifted. During the session, AL teachers classified levels of support in different settings, analyzed adverse impact and sections of the IEP, and revised IEPs based on the updated instructionally appropriate individual education program (IAIEP) rubric.

Middle Tennessee Supervisors of Special Education Study Council Meeting

- Middle Tennessee supervisors of special education met to discuss upcoming meetings and the Supervisor of Special Education (SOS) Conference.
 - Jamie Eldridge, Director of IDEA Oversight, reminded us of upcoming obligations around American Rescue Plan Grant (ARP) and completing the special education expenditure report (SEER) by the required deadlines.
 - Cindy Ables, Special Education Intervention & Support Upper Cumberland, shared reminders to check the Commissioner's Updates for important information and to make sure the special education supervisor master list information is correct for each district.
 - Heather Anderson, Director IDEA APR Support shared reminders around the required attendance at the Federal Programs Institute to address specific annual performance report (APR) indicators.
- We continued discussion and asked questions around TN Pulse.

TN Pulse Training & Q & A Sessions

- The administrative assistant to special populations and Dr. Robey offered TN Pulse training/Q & A sessions on August 14 and 17. Special educators and administrators who attended walked through the TN Pulse platform and received responses to specific questions.

Middle TN Section 504 Training

- On August 10, FSSD Section 504 coordinators participated in a Section 504 training with Dr. April Ebbinger, NCSP, Director of Psychological and Behavioral Services. The coordinators learned about the requirements of Section 504, discussed the Individuals with Disabilities Education Act and Section 504, discussed district obligations regarding 504s, 504 evaluations and reevaluations and other items to consider when developing Section 504 plans.

Early Childhood Meeting

- Dr. Kirkpatrick, Dr. Robey, and FSSD special education preschool coordinator met to discuss the preschool students in VPK and special education preschool classrooms. Monitoring numbers, placements and referrals for these programs will assist with the district maintaining compliance for our special education preschool program of students with disabilities ages 3-5; these students receive the majority of special education services in a regular early childhood program.

District-wide SPED/Admin Collaboration

- Collaborative meetings between FSSD school administrators and the special populations supervisor are taking place across the district for the second year in a row. Topics discussed include special education staffing, caseloads, site-based concerns and needs, and site-based trainings needs/supports.

Special Education Bus Transportation Meeting

- On August 16, Mr. Bo Alexander, FSSD Transportation Supervisor, and Dr. Robey met with bus drivers who transport students with disabilities. We discussed student drop-off and pick-up times as it relates to the requirement of students with disabilities receiving a full day of instruction, as their general education peers do. Additionally, bus drivers shared specific needs and concerns.

Federal Programs Institute

- From August 22-24, the administrative assistant to special populations and Dr. Robey attended the Federal Programs Institute at the Music City Center in Nashville, TN. We attended sessions pertaining to the Individuals with Disabilities Education Act (IDEA) and to the required annual performance report (APR) Indicators for which FSSD did not meet the required targets. Sessions attended included:

- Annual Performance Report Indicator 6: Preschool Least Restrictive Environment
- Annual Performance Report Indicators 8 & 11
- Fiscal Considerations for Special Education
- Least Restrictive Environment: Considerations with K-12 Services
- Alternate Assessment: The Federal Cap of 1% & Implications of Participation
- Early Childhood: APR Indicator 6,7, & 12
- How to Prepare for FY24 Monitoring
- Access to Core Instruction
- Planning for IEP Monitoring in TN Pulse
- Child Find and Prior Written Notices
- Parental Rights Under Family Educational Rights and Privacy Act (FERPA)
- IDEA Family Engagement
- Specific Learning Disabilities and Response to Instruction and Intervention (RTI2)
- Mitigating Risk: Reducing Non-Compliance Using Risk Analysis Data
- Section 504 Service Plans

District-Wide Special Education Team Meeting

- On August 29, special educators and Dr. Robey discussed the supports needed for the beginning of the school year. Stacey Segura, Goalbook Toolkit representative, joined the team virtually to share information about Goalbook, a tool to assist with writing compliant IEPs.

FSSD Special Education Newsletter

- The September FSSD Special Education newsletters may be accessed at the following link: <https://www.smores.com/zfveg>

Instructional Technology – Shelly Robinson

Instructional Technology PreK-4 Newsletter

- Shelly Robinson sent out her first quarterly instructional technology newsletter to faculty and staff in grades preK-4. The newsletter can be found [here](#) and included information about Clever reminders, Google Classroom, Canva, and more.

Imagine Learning Licenses & Support

- As students in grades K-2 made the shift from Imagine Learning to i-Ready Reading, the decision was made to continue with the use of Imagine Learning as a support tool for K-8

English learner (EL) newcomers and designated students with IEPs. Within that transition, Shelly Robinson agreed to be the point-of-contact for creating and managing student licenses on this platform. In addition to creating the licenses and groups for student and teacher access, Mrs. Robinson attended an online training that was provided for the EL teachers who will be using the platform with students.

Continuous PreK-4 Support

- Shelly Robinson has been working towards ensuring strong support when it comes to instructional technology at the elementary level. To that end, she will make it a point to visit each elementary school at least once a week throughout the school year. When present in a school, she is sure to take laps around the halls and be visible in case teachers, students, or administrators need anything. In addition to the visible support, Mrs. Robinson has been working behind-the-scenes to ensure all digital platforms are running smoothly and she communicates frequently with instructional coaches to address any technical difficulties that arise.
- With this being Shelly Robinson's first year as a pre-K instructional technology support specialist, she took time to learn about the pre-K portfolio process. The portfolio was selected by FSSD pre-K teachers as their alternative growth measure. Mrs. Robinson reviewed information, state guidelines, and consulted with Dr. Bracamontes to ensure she is prepared to be a resource for pre-K teachers. Mrs. Robinson looks forward to continuing this work alongside Dr. Decker and the pre-K educators.

Google Training

- Shelly Robinson has been working closely with Mrs. Whitley to transition all FSSD personnel to Gmail. Mrs. Whitley took the lead on reaching out to members of the leadership team to arrange time to work with custodians, bus drivers, and more members of the FSSD team to guide them through accessing their FSSD Gmail accounts.

Instructional Technology – Amber Whitley

District Support

- Bloomsights is a digital platform that helps schools identify students' social-emotional needs and inform decision-making at the student, classroom, and school levels. Freedom Intermediate, Freedom Middle, and Poplar Grove Middle will utilize this platform with their students during the 2023-24 school year. Mrs. Whitley worked with other district leaders to organize the rollout of this resource. A parent communication was created to share; it will be sent home before students use Bloomsights for the first time.
- With the district's move to more Google-focused resources, Mrs. Whitley and Mrs. Robinson continued their training in August to include the managers and staff in the food and culinary services department, building custodians, and the transportation department. In addition, Mrs. Whitley provided support to administrators and staff on how to best utilize Google Meet, which replaced Zoom, for IEP meetings.
- Each year, the instructional technology department provides a district-wide roadshow, during which they visit each campus to review and discuss all things related to instructional technology. This includes reviewing district resources and expectations revolving around those. It also includes any new initiatives that are occurring for the coming year.
- At the beginning of each year, Mrs. Whitley provides an [Instructional Technology newsletter](#) to all middle schools detailing important information for the coming year. Information in this

newsletter included: managing district products for digital curriculum, access to the Google training resource from the summer, Canva access, and more.

- Mrs. Whitley worked with Robb Walters, database manager, to create all Google Classrooms for buildings across the district. This is completed through a platform called Little SIS, which pulls class information from Skyward and uses those data to populate individual Classrooms in Google. Teachers can then either accept or decline the Classroom depending on their preferences. These Little SIS-created Classrooms are auto-rostered at the beginning of the year and are updated as rosters fluctuate throughout the year.

Teacher Support

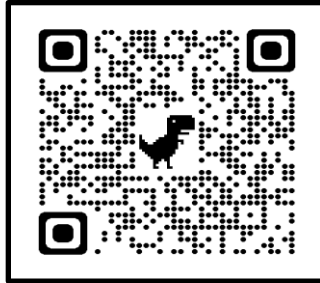
- One middle school had 13 new ActivPanels (interactive whiteboards) installed just before teachers returned at the beginning of August. Mrs. Whitley arranged ActivPanel training for teachers at that building within a week of installation to ensure educators were ready to use their boards immediately. The excitement in these sessions was palpable, and teachers are so thankful to have this new technology in their classrooms. Mrs. Whitley has continued to provide follow-up support as well.
- The month of August is a busy season for the instructional technology department. Teachers are eager to gain access to the digital pieces of the curriculum for their classes. Mrs. Whitley supported all teachers and paraprofessionals in gaining access to ensure instruction could begin on day one. With the new math adoptions in middle schools, Mrs. Whitley worked with vendors before teachers returned to ensure access was immediately available. In addition, Mrs. Whitley worked with teachers to refamiliarize themselves with platforms the district has used for years, like Savvas.
- GoGuardian continues to be a resource that teachers are eager to start using. Mrs. Whitley met with new and returning teachers and paraprofessionals to review the features within GoGuardian in August. Teachers often utilize the scenes in GoGuardian to limit what students can access on their Chromebooks during class as a way to help pupils stay on task.
- Mrs. Whitley is now supporting all 5th – 8th grade teachers and students. She has begun establishing relationships with teachers in buildings that she hasn't supported before. Being readily available to teachers when they needed on-the-spot support has been a priority. This included meetings with teachers who have the technology support contracts in the buildings, teachers with new ActivPanels, teachers who have new curricular adoptions, and anyone else who requested help when they saw her in the building.

Student Performance & Federal Programs –Pax Wiemers

Student Performance

- In August, the state began releasing preliminary accountability information for districts and schools. These files included information related to the four metrics of accountability data, including achievement, growth, chronic absenteeism, and WIDA growth (ELPA). A new process for this year included an appeal phase for districts, during which time we could submit an appeal for any information for which we had evidence that showed the data were incorrect. In order to effectively vet our data for each school, a spreadsheet was created that included all of the relevant data metrics for the school. Administrators and relevant staff members were asked to verify the data and then reach out to the student performance supervisor if they had any questions or concerns. Also, during this time we ascertained our district- and school-level results, based on the four accountability metrics, and this provided a fuller picture of our overall performance from last year.

- During the appeal phase for accountability data in August, we also received our TVAAS (TCAP growth) data for the district, schools, subject areas, and teachers. This information was initially embargoed, but when the embargo lifted on August 23, schools were able to share their results. At the district level, we scored at a Level 4 for our TVAAS Composite (all grade levels and subjects combined). The TVAAS score that will be used for our accountability score is the combined Literacy and Numeracy result, which was a Level 3 for the 2022-23 school year. This was an improvement upon last year's Level 1 result. For more information about our district results by grade level and subject area, view the full TVAAS report through the QR code below:



Federal Programs

- The school improvement plan (SIP) process opened in InformTN on May 1, and these plans were due to be submitted by September 1. In the weeks leading up to the deadline, support was provided to each school as needed, and reminders and guidance were shared with all administrators. At the beginning of September, the district commenced with our SIP review process. This review involved a group of supervisors from the Teaching and Learning team who will use the state's SIP rubric in examining each school's plan and providing personalized feedback through requested revisions. These revisions will be input into the school plan in InformTN, at which time the SIP will be returned to the school. Over the last few weeks of September, school administrators will have the opportunity to make the requested changes and resubmit their plan by the October 2 deadline, at which time all plans must be approved by the district.
- As a requirement for receiving Title I funding, the district is required to gather annual input on our parent-family engagement policy. On August 11 at the FSSD PAC Connector Gallery, we hosted a drop-in event for parents from 11 AM to 2 PM. Over 35 parents attended the session, and members of the Teaching and Learning team walked the participants through the various stations for providing feedback or suggestions on the engagement policy. Parents also shared ideas about other ways to engage families and gave input on how we should expend our remaining funds in the ESSER 3.0 grant. Our participants were appreciative for the opportunity to meet district leaders and share their ideas and suggestions in these areas. We look forward to continuing this type of event in the future.
- The beginning of the school year is a busy time for Title I activities at our six Title I schools (FIS, FMS, JES, LES, PGES, PGMS). They host their required annual Title I parent meeting and they update their school engagement policy and school-parent compact. In addition, we've received our carryover funds from last fiscal year and are working with schools to update their Title I budgets in our consolidated application.
- We have entered our last year of the ESSER grants with this being the final year of ESSER 3.0. Out of the 2.97 million dollars the FSSD was awarded for this grant, we only have \$135,230.87 remaining to expend. Part of this annual process is soliciting feedback from stakeholders, updating the ESSER Planning documents for TDOE and school board approval, and completing the funding application in ePlan. Once these activities are concluded, we will begin expending the remaining funds for our designated activities.

Bond Fund/Capital Projects Status Update – September, 2023

Central Office Complex:

1. Phase 1: Facilities & Transportation Center:
 - a. Phase IA: Exterior & Structural Repairs– GMP is \$1,866,681 – this phase is substantially complete.
 - b. Phase IB: Interior Buildout: GMP is \$3,609,228
 - i. Exterior grade work continues.
 - ii. Interior finishes: drywall complete, painting, ceiling grid/tile, network cabling, and flooring work all ongoing.
 - iii. Conditioned air anticipated by the end of September; waiting on permanent electric service to be installed.
2. Phase 2: Central Office Building & Sitework:
 - a. The GMP for phase 2 is included in your board packets. The amount inclusive of all sitework and alternates is \$29,063,922. The total GMP for all phases of the Central Office Complex is \$34,539,831.
 - b. The long awaited building permit was issued Sept. 1st
 - c. Site grading & building pad work is ongoing including retention systems, stormwater structures, underground utilities, new water service, and fire hydrants.
 - d. The building pad is substantially complete. The excavation for retaining walls is complete.
 - e. Concrete foundations with steel reinforcement started 9-11-23.
 - f. You can check out 2 time-lapse updates on the work done for Phase 2 here:
 - i. Central Office July <https://youtu.be/pRuT3PVjFKs>
 - ii. Central Office August <https://youtu.be/xESc2AZG4Fs?si=1SmnhvDXAPTbxgvb>
 - g. Drone shots of both areas:



FTC 8-23-23



CO 8-23-23

Johnson Roof Replacement:

1. JES Roof: Guaranteed Maximum Price currently is set at \$1,401,927.
2. Roof membrane work began ongoing and is about 60% complete. The anticipated completion is currently September, 2023

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

1. Roofing membrane 100% complete. The edge metal, the remaining 10% total project; work started 9-11-23 and should be completed by the end of September.

AUGUST 2023 PROGRESS

CURRENT ACTIVITIES

- SITE FIRE LINE
- SITE GAS LINE
- EXTERIOR SCREEN WALLS
- EXTERIOR CONCRETE
- FIXTURE TRIM OUT
- HARD TILE
- EPOXY FLOORING

UPCOMING ACTIVITIES

- EPOXY FLOORING
- SITE SEWER LINE
- PERMANENT POWER





Franklin Special School District

SINCE 1906

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

TO: Members of the Franklin Special School District Board of Education and Local News Media
FROM: David L. Snowden, Ph.D., Director of Schools
DATE: September 13, 2023
RE: Agenda for the Franklin Special School District Board of Education meeting to be held on Monday, September 18, 2023 at 6:30 p.m., to be held at Freedom Intermediate School, 840 Glass Lane, Franklin.

- I. MEETING CALLED TO ORDER 6:30 p.m.
- II. PLEDGE OF ALLEGIANCE 6:32 p.m.
- III. 2023-24 ELECTION OF BOARD OFFICERS 6:35 p.m.
- IV. RECOGNITIONS/GOOD NEWS 6:45 p.m.
 1. National Board Certified Teacher Pinning
 2. Good News
- V. PUBLIC INPUT *Please limit comments to three (3) minutes per speaker* 6:55 p.m.
- VI. REPORTS/PRESENTATIONS/DISCUSSIONS 7:00 p.m.
 1. Teaching and Learning Report
 2. Finance and Administration Report
 3. 2023-24 Community Pre-K Advisory Council Board Representative
 4. 2023-24 TSBA Legislative Liaison
 5. 2023 TSBA Convention Delegates
 6. COSSBA Urban Boards Alliance Symposium Report
 7. NSBA CUBE Conference Report
- VII. APPROVAL OF BOARD AGENDA 7:15 p.m.
- VIII. APPROVAL OF CONSENT AGENDA 7:20 p.m.
 1. Minutes of Board Meeting dated August 14, 2023
 2. Student Disciplinary Hearing Authority Appointment
- IX. BUSINESS BEFORE THE BOARD 7:25 p.m.
 1. BrandMETTLE Approval to Proceed
 2. Annual Contract to Audit Accounts FY 2023-24
 3. ESSER 3.0 Public Plan for Remaining Funds
 4. Safe Return to In-person Instruction and Continuity of Services Plan Addendum Guidance 2023
 5. FY24 ESSER 3.0 Application for Board Approval School Year 2023-24
 6. Policy Revision: Summer Instructional Programs (4.2041) – 2nd Reading
 7. Policy Revision: Family and Medical Leave (5.305) – 2nd Reading
 8. Policy Revision: Extracurricular Activities (4.300) – 2nd Reading
 9. Policy Revision: Student Surveys, Analyses, and Evaluations (6.4001) – 2nd Reading
 10. Policy Deletion: COVID Sick Leave (5.3023) – 1st Reading
 11. Policy Revision: Board Members Legal Status (1.102) – 1st Reading
 12. Policy Revision: Code of Ethics (1.106) – 1st Reading
 13. Policy Revision: School Board Meetings (1.400) – 1st Reading
 14. Policy Revision: Board-Media Relations (1.502) – 1st Reading
 15. Policy Revision: Use of Email (1.805) – 1st Reading
 16. Policy Revision: Charter School Applications (1.901) – 1st Reading
- X. DIRECTOR OF SCHOOLS REPORT 7:25 p.m.
- XI. UPDATES 7:30 p.m.
 1. Teaching and Learning
 2. Finance and Administration
- XII. ANNOUNCEMENTS 7:35 p.m.
- XIII. ADJOURNMENT 7:40 p.m.

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

Excellence in Teaching and Learning for All

The Franklin Special School District is an equal opportunity employer

August 14, 2023
Franklin, Tennessee

The Franklin Special School District Board of Education met at 6:30 p.m. on Monday, August 14, 2023, at Johnson Elementary, 815 Glass Lane, Franklin. A link to the recording may be found at <https://www.youtube.com/live/GETAT-jDpUM?feature=share>.

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

Others present were: Dr. David Snowden, Dr. David Esslinger, Dr. Mary Decker, Carol Riordan, Amber Whitley, Amy Fisher, Celby Glass, Dr. Cheryl Robey, Drew Bingham, Dr. Gina Looney, Jeremy Maxwell, Leslie Duke, Lisa Chatman, Dr. Pax Wiemers, Robbin Cross, Summer Carlton, Kiera Crite, Michael Stanley, principals, other district leadership team members and community.

I. MEETING CALLED TO ORDER

The meeting was called to order at 6:30.

II. PLEDGE OF ALLEGIANCE

Johnson Elementary Principal Mrs. Tosha Robinson-Baugh welcomed those in attendance and led the Pledge of Allegiance. Chair Robert Blair called for a moment of silence before being seated.

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

1. **Good News Awards: Student Artist of the Month** – Former PGMS student (current CHS 9th grader) Miguel Torres is featured for the employee August birthday cards. Thanks to Sonic Drive-in and Chuck Sugg for sponsoring the student artist of the month with a \$15 gift card (on file).

IV. PUBLIC INPUT

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

V. REPORTS / PRESENTATIONS / DISCUSSIONS

1. **Teaching and Learning Spotlight** – "Targeted Support for 2023 Summer Learning Camp" – Presented by Dr. Decker; updates from the T&L Department for August were also provided for the Board prior to the meeting (on file). In Dr. Decker's report, all departments and personnel that contributed to the success for the summer learning camp were recognized. Dr. Snowden also recognized the success and the organization and implementation that went into this camp.
2. **Opening Day Video** – Dr. Snowden recognized Dr. Mary Decker, Kiera Crite for the development of this video, Amber Whitley, Jeremy Maxwell and Susannah Gentry for the filming, and Michael Stanley for its production. The video was shown for the Board and audience.

- 3. Finance and Administration Report – Bond Fund Capital Projects Status Update -** presented by Dr. Esslinger (on file). Dr. Barker asked when the FTC would be available for occupancy: Dr. Esslinger hopes to have clearance from the City to move furniture into the FTC during the Thanksgiving break, then move our personnel into the space during the Christmas break.

VI. APPROVAL OF BOARD AGENDA

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

VII. APPROVAL OF CONSENT AGENDA

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

Approved under Consent Agenda (on file) were:

- 1. Minutes of Board Meeting dated July 17, 2023**
- 2. Minutes of Board Work Session dated July 21, 2023**

VIII. BUSINESS BEFORE THE BOARD

- 1. Policy Revision: Notification of Meetings (1.402) – 2nd Reading** - Revisions are to bring the policy to current practice. State law, Public Chapter 300, now requires that notice of board meetings include information on how individuals may provide public comment on agenda items. Additionally, each board meeting with actionable items on the agenda is required to have a time dedicated to public comment. The law allows Boards to establish reasonable restrictions on the length of the comment period, number of speakers, and the length of time per speaker. This is an area in which Boards have significant flexibility; TSBA encourages modifying our policy to meet local needs. There were no changes requested by the Board upon 1st Reading. The administration recommended approval of the 2nd Reading as presented.

Allena Bell made a **motion** to approve the 2nd Reading of revisions to Policy 1.402 Notification of Meetings, as presented.

Robin Newman **seconded** the motion, which **passed 6-0**.

- 2. Policy Revision: Appeals To and Appearances Before the Board (1.404) – 2nd Reading** – Revisions are to bring the policy to current practice. As in Policy 1.402, revisions have been made to this policy for your consideration. Public Chapter 300 now requires that notice of board meetings include information on how individuals may provide public comment on agenda items. Additionally, each board meeting with actionable items on the agenda is required to have a time dedicated to public comment. The law allows Boards to establish reasonable restrictions on the length of the comment period, number of speakers, and the length of time per speaker. There were no changes

requested by the Board upon 1st Reading. The administration recommends approval of the 2nd Reading as presented.

Tim Stillings made a **motion** to approve the 2nd Reading of revisions to Policy 1.404 Appeals To and Appearances Before the Board as presented.

Alicia Barker **seconded** the motion. It was clarified during the discussion time offered that the revisions to this policy adds language that in the notice of the board meeting, there must be information on how individuals may participate in the public comment section.

The motion **passed** 6-0.

- 3. Policy Revision: Application and Employment (5.106) – 2nd Reading** - Revisions delete duplicate language under the section on Employment as well as removing the sentence on contracts for support employees, as this does not apply. There were no changes requested by the Board upon 1st Reading. The administration recommends approval of the 2nd Reading as presented.

Robin Newman made a **motion** to approve the 2nd Reading of Policy 5.106 Application and Employment as presented.

Allena Bell **seconded** the motion, which **passed** 6-0.

- 4. Policy Revision: Assignment / Transfer (5.115) – 2nd Reading** - Revisions are based on our attorney's recommendations and bring the policy to current practice. There were no changes requested by the Board upon 1st Reading. The administration recommends approval of the 2nd Reading as presented.

Tim Stillings made a **motion** to approve the 2nd Reading of Policy 5.115 Assignment / Transfer as presented.

Kevin Townsel **seconded** the motion, which **passed** 6-0.

- 5. Policy Revision: Sick Leave (5.302) – 2nd Reading** - Revisions use TSBA suggested language based on recent legislation. For districts that operate sick leave banks, state law contains restrictions on how those days can be used by employees. In addition to other revisions, this policy has an added section outlining the purpose and general governing rules of the sick leave bank. Policy 5.3021, which follows this revision request, outlines how the sick leave bank works. There were no changes requested by the Board upon 1st Reading. The administration recommends approval of the 2nd Reading as presented.

Allena Bell made a **motion** to approve the 2nd Reading of Policy 5.302 Sick Leave as presented.

Alicia Barker **seconded** the motion, which **passed** 6-0.

- 6. Policy Revision: Sick Leave Bank (5.3021) – 2nd Reading** – Also based on recent legislation, revisions use TSBA suggested language. For districts that operate sick leave banks, state law contains restrictions on how those days can be used by employees. Public Chapter 151 adds additional options for employees by creating an option to use

this time to care for minor children in addition to being used for the employee's own illness. There were no changes requested by the Board upon 1st Reading. The administration recommends approval of the 2nd Reading as presented.

Robin Newman made a **motion** to approve the 2nd Reading of Policy 5.3021 Sick Leave Bank as presented.

Tim Stillings **seconded** the motion, which **passed** 6-0.

7. **Policy Revision: Staff Rights and Responsibilities (5.600) – 2nd Reading** – Legislative updates with Public Chapter 153 are reflected in revisions to this policy amending TCA 49-5-209, the Educators Bill of Rights, and in accordance with TCA 49-6-4301 and 49-5-714. There were no changes requested by the Board upon 1st Reading. The administration recommends approval of the 2nd Reading as presented.

Alicia Barker made a **motion** to approve the 2nd Reading of Policy 5.600 Staff Rights and Responsibilities as presented.

Allena Bell **seconded** the motion, which **passed** 6-0.

8. **Policy Revision: Physical Examinations and Immunizations (6.402) – 2nd Reading** – This policy, along with others are affected by Public Chapter 353, includes new options for parents/guardians regarding certain extracurricular activities and district actions. Specifically for 6.402, this new law gives parents/guardians the ability to **opt-out** of health screenings conducted as part of the coordinated school health program. To align with these changes, TSBA has provided recommended language. There were no changes requested by the Board upon 1st Reading. The administration recommends approval of the 2nd Reading as presented.

Robin Newman made a **motion** to approve the 2nd Reading of revisions to Policy 6.402 Physical Examinations and Immunizations as presented.

Alicia Barker **seconded** the motion, which **passed** 6-0.

9. **Policy Revision: Summer Instructional Programs (4.2041) – 1st Reading** - State Board of Education Policy 3.300 - Promotion and Retention was updated during the State Board of Education's May meeting. This policy change requires local Boards of Education to include additional information on make-up days for summer programs in their policies. TSBA has provided updated language for consideration to align with these new requirements. The administration recommends approval of the 1st Reading as presented.

Allena Bell made a **motion** to approve the 1st Reading of revisions to Policy 4.2041 Summer Instructional Programs as presented.

Robin Newman **seconded** the motion.

During the discussion time allowed, it was asked if the required makeup days received state funding for the staff. Dr. Decker relayed that no additional funding was given, but we incurred no additional costs for the makeup days due to an approved waiver for having the summer learning camps Monday through Thursday, with the middle two

Fridays dedicated to makeup days. Makeup days were not needed this summer for the targeted student group. **Note:** for the second reading, years noted in the policy will be removed.

The motion **passed** 6-0.

- 10. Policy Revision: Extracurricular Activities (4.300) – 1st Reading** – This policy has been rewritten to bring it up to date in practice and language. This policy, along with 6.4001 and 6.402, are affected by Public Chapter 353, which includes new options for parents/guardians regarding certain extracurricular activities and district actions. For this policy, the new law requires parents/guardians to **opt-in** before their minor child joins a school club or participates in the activities of a club (Policy 4.300). The administration recommends approval of the 1st Reading as presented.

Allena Bell made a **motion** to approve the 1st Reading of revisions to Policy 4.300 Extracurricular Activities as presented.

Robin Newman **seconded** the motion, which **passed** 6-0.

- 11. Policy Revision: Library Materials (4.403) – 1st Reading** – A new state law, Public Chapter 472, changes the process for school districts to respond to challenged library materials. Previously, state law required that all complaints proceed to the Board of Education. The new law includes flexibility for districts by permitting the Board to create a process with several tiers of review. The administration recommends approval of the 1st Reading as presented.

Kevin Townsel made a **motion to approve the 1st Reading** of revisions to Policy 4.403 Library Materials as presented **and to waive the 2nd Reading**.

Robin Newman **seconded** the motion, which **passed** 6-0.

- 12. Policy Revision: Family and Medical Leave (5.305) – 1st Reading** – Public Chapter 399 gives employees who are required by law to hold a valid license of qualification for employment and who have been employed with the school district for at least twelve consecutive months, six weeks of paid leave that can be used after the birth, stillbirth, or adoption of a newly placed minor child. In addition, language has been added specific to our district to grant other categories of employees who have been employed with the school district for at least twelve consecutive months, three weeks of paid leave based on the same guidelines. This leave must be used within twelve months of the qualifying event and does not have to be used consecutively. Additionally, leave under PC 399 counts towards federally granted leave under the Family Medical Leave Act. TSBA has proposed language for provisions on this new option with PC 399 for our incorporation into our policy. The administration recommends approval of the 1st Reading as presented.

Tim Stillings made a **motion** to approve the 1st Reading of revisions to Policy 5.305 Family and Medical Leave as presented.

Kevin Townsel **seconded** the motion, which **passed** 6-0.

- 13. Policy Revision: Student Surveys, Analyses, and Evaluations (6.4001) – 1st Reading**
- This policy, also 4.300 and 6.402 are affected by Public Chapter 353. For this policy, PC 353 requires parents/guardians to opt-in before a minor child participates in a non-instructional survey, analysis, or evaluation (Policy 6.4001). The administration recommends approval of the 1st Reading as presented.

Kevin Townsel made a **motion** to approve the 1st Reading of revisions to Policy 6.4001 Student Surveys, Analyses, and Evaluations as presented.
Allena Bell **seconded** the motion, which **passed** 6-0.

VIII. DIRECTOR OF SCHOOLS REPORT

- **2023-24 Start to the Year** – The beginning of the student year was off to a great start, due to our Leadership and teachers. While each year goes smoothly, lots of planning and hard work goes into its success: thanks goes to the people in the audience (at this meeting) as well as our teachers and personnel.
- **Opening Day and Professional Learning Days** - On **August 1st** our *Opening of Schools Program* had personnel attending at designated times at the Performing Arts Center. Each session began with introductions and welcome with several speakers, culminating with Dr. Marcia Tate as our keynote speaker. A professional learning session was directly after the morning program. Thank you for your attendance at our Opening this year, recognizing that our board members are serving in an unpaid position and most have outside jobs. We hope that our personnel thanked or will thank you for the compensation plan that the board passed during the budget process.

The rest of the week saw district-wide (grade or subject specific) and school-based professional learning, with an administrative day in the week as well. A “Meet-and-Greet” evening was held on Wednesday, August 2nd from 3:30 – 6:30 with teachers and school administration ready to welcome students and families!

- **Story Bus Plus Recap** – This summer the Story Bus welcomed young readers from June 6 - July 21. Our partnership with Kroger provided three convenient stops - Monday on Hillsboro Road, Tuesday on Columbia, and Thursday on Murfreesboro Road. The Murfreesboro Road location was our busiest location with Columbia coming in a close second. At those three locations, we served approximately 240 children! The Story Bus staff enjoyed reading books with the young readers - many of those were repeat customers and visited each week. On three Fridays during the summer, Summer MAC’s students enjoyed time on the bus. Brand new this year... the Story Bus visited Wee Mac twice during the summer. We say thanks to Chuck Sugg for always coming through with Sonic coupons for our visitors. Thanks also to Dr. Gina Looney and her staff for organization and manning the bus and to Robbin Cross and her team for making sure the lunches and milks were prepared. And thanks to the Transportation Department for having the Story Bus parked and ready for the staff to welcome our students aboard each day.
- **Final FSSD Summer Feeding Recap** – Since the last report, the 10 days of service in July had 2,186 breakfasts served and 3,184 lunches served, for a summer total, from May 31st to

July 21st, of 10,014 of breakfasts and 16, 625 lunches. Many thanks goes to Robbin Cross and her hard working team for this much needed service to our students and community.

- **First Student Day** – Students returned with a ½ day on Friday, August 4, with the return to full days on Monday. Kindergartners will come one day the week of August 7th and begin full time on Monday, August 14.
- **Labor Day Holiday** – Following an early dismissal day on September 1st, the district and offices will be closed September 4th.
- **Out of District and Out of County tuition student recap** – At this time, we have 39 out of district tuition students approved and 14 out of county tuition students approved. At the end of the 2022-23 school year, there were 24 out of district tuition students that had been approved and 7 out of county tuition students that had been approved.
- **Employee and Community Partner Waiver student recap** – At this time, we have 89 students that are attending in this category. At the end of the 2022-23 school year, there were 100 students attending that had waivers in this category.
- **Progress Report of the Brand Analysis work conducted by BrandMETTLE** –Matt Brown, Co-Founder of BrandMETTLE, will be meeting with the central office committee to discuss next possible steps/options to discuss with the Board at the September meeting.
- **Partnership with United4Hope** - We currently have several churches who partner with schools in a variety of ways. We are now hoping to expand those partnerships with other churches through United4Hope. The current and future partnerships with churches will continue to honor Separation of Church and State requirements. They will focus on fulfilling the needs of our schools around the pillars of Student Achievement, Staff Encouragement, Family Engagement and In-Kind contributions. United4Hope has been serving in many Metro-Nashville schools for several years with great success. We look forward to working with these new partners!
- **Parent and Family Engagement Meeting** – Dr. Pax Wiemers was commended for the success of the day held at the PAC Connector for input from parents/guardians. This day had a turnout of around 35 visitors (versus 10 in past years where the meeting was by invitation and blocked at a certain meeting time). Tours for the visitors were given for the PAC and Legacy Gallery upon request.

XII. UPDATES

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

- Demographics Report for August 2023

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

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 10/19/20
		Rescinds: 6.317	Issued: 07/16/18

1 A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been
2 suspended/expelled/remanded for more than ten (10) school days. The board shall appoint members to
3 the DHA which shall consist of three (3) members (maximum number must not exceed total membership
4 of the board). At least one (1) DHA member shall be a licensed employee of the district. All appointments
5 are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.¹

6 The director of schools shall appoint a chair of the DHA from the members appointed by the board. The
7 chair shall perform the following duties:

- 8 1. Set the time, place, and date for each hearing;
- 9 2. Maintain order and structure during each hearing; and
- 10 3. Prepare, sign, and disseminate the minutes of each meeting.

11 Upon receiving notification of a request to appeal the suspension decision, the DHA shall provide written
12 notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of
13 the time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the
14 beginning of the suspension.²

15 The DHA may take the following disciplinary actions:³

- 16 1. Affirm the decision of the school principal;
- 17 2. Order removal of the suspension unconditionally;
- 18 3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
- 19 4. Assign the student to an alternative program; or
- 20 5. Suspend the student for a specified period of time.*

21 Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or
22 assistant principal may request a review by the board, and the board shall review the record. Following
23 the review, the board may take the following actions.

24 *Grant Request for Hearing*⁴

25 If the Board grants a hearing, it shall provide notice to the student and/or his/her parent(s)/guardian(s).
26 The notice of the hearing shall include a statement that, unless the student's parent/guardian requests an
27 open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the
28 public.

29 The Board may affirm, overturn, or modify the decision of the DHA.

30 *Deny Request for Hearing*⁴

- 1 If the Board does not grant a hearing, it may affirm, overturn, or modify the decision of the DHA. The
- 2 Board shall not impose a more severe penalty than that imposed by the DHA without first providing an
- 3 opportunity for a hearing before the Board.

- 4 * Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion unless
- 5 modified by the director of schools.

Legal References

1. TCA 49-6-3401(c)(4)(C)
2. TCA 49-6-3401(c)(4)(D)
3. TCA 49-6-3401(c)(5)
4. TCA 49-6-3401(c)(6)

Cross References

Procedural Due Process 6.302
Zero Tolerance Offenses 6.309
Suspension/Expulsion/Remand 6.316
Alternative Education 6.319
Student Records 6.600

**CONTRACT TO AUDIT ACCOUNTS
OF
Franklin Special School District**

FROM July 01, 2023 TO June 30, 2024

This agreement made this 10th day of August 2023, by and between Matlock Clements, PC, 270 Glenis Drive, Suite A, Murfreesboro, TN 37129, hereinafter referred to as the "auditor" and Franklin Special School District, of 507 New Hwy 96, West, Franklin, TN 37064, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2023, and ending June 30, 2024 with the **exceptions listed below:**
Franklin Special School District - Internal School Funds - 1954

2. The auditor shall conduct the audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the *Audit Manual*. Additional information and procedures necessary to comply with requirements of governments other than the State of Tennessee are permissible provided they do not conflict with or undermine the requirements previously referenced. If applicable, the audit is to be conducted in accordance with the provisions of the Single Audit Act and Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. The audit is also to be conducted in accordance with any other applicable federal agency requirements. It is agreed that this audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury. It is further agreed that any deviation from these standards and procedures will be approved in writing by the Comptroller of the Treasury prior to the execution of the contract. The interpretation of this contract shall be governed by the above-mentioned publications and the laws of the State of Tennessee.

3. The auditor shall, as part of the written audit report, submit to the organization's management and those charged with governance:

- a) a report containing an expression of an unmodified or modified opinion on the financial statements, as prescribed by the *Audit Manual*. This report shall state the audit was performed in accordance with *Government Auditing Standards*, except when a disclaimer of opinion is issued. If the organization is a component unit or fund of another entity, it is agreed that: (a) the financial statements may be included in the financial statements of the other entity; (b) the principal auditor for the other entity may rely upon the contracted auditor's report; and (c) any additional information required by the principal auditor of the other entity will be provided in a timely manner.
- b) a report on the internal control and on compliance with applicable laws and regulations and other matters. This report shall be issued regardless of whether the organization received any federal funding. Audit reports of entities which are subject to the provisions of the Single Audit Act and OMB's Uniform Guidance shall include the additional reports required by that guidance. The reports will set forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, comments on management's responses as appropriate, and comments on the disposition of prior year findings.

4. If a management letter or any other reports or correspondence relating to other matters involving internal controls or noncompliance are issued in connection with this audit, a copy shall be filed with the Comptroller of the Treasury by the auditor. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no reportable matters or significant deficiencies not also disclosed in the findings found in the published audit report). The report should also include a corrective action plan for findings developed under OMB's Uniform Guidance and for other findings in accordance with Tennessee Code Annotated § 9-3-407, and the *Audit Manual*. The corrective action plan is only applicable to findings published in the audit report.

5. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed no later than **November 15, 2024**, or **six (6) months following the period to be audited, whichever is earlier, without explanation to the Comptroller of the Treasury, State of Tennessee, and the organization.** (Audit documentation for additional procedures for centralized cafeteria systems contracted with audits of internal school funds must be completed and available for review by **September 30 following the fiscal year being audited.**) Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:

6. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, State of Tennessee. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the

office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.

7. Any reasonable suspicion of fraud, (regardless of materiality) or other unlawful acts including, but not limited to, theft, forgery, credit/debit card fraud, or any other act of unlawful taking, waste, or abuse of, or official misconduct, as defined in Tennessee Code Annotated § 39-16-402, involving public money, property, or services shall, upon discovery, be promptly reported in writing by the auditor to the Comptroller of the Treasury, State of Tennessee, who shall under all circumstances have the authority, at the discretion of the Comptroller, to directly investigate such matters. Notwithstanding anything herein to the contrary, the Comptroller of the Treasury, State of Tennessee, acknowledges that the auditor's responsibility hereunder is to design its audit to obtain reasonable, but not absolute, assurance of detecting fraud that would have a material effect on the financial statements, as well as other illegal acts or violations of provisions of contracts or grant agreements having a direct and material effect on financial statement amounts. If the circumstances disclosed by the audit call for a more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the organization's management and those in charge of governance in writing of the need for such additional investigation and the additional compensation required therefor. Upon approval by the Comptroller of the Treasury, an amendment to this contract may be made by the organization's management, those charged with governance, and the auditor for such additional investigation.

8. **Group Audits.** The provisions of Section 8 relate exclusively to contracts to audit components of a group under AU-C 600. (See definitions in AU-C 600, Paragraph 11.) Section 8 is only applicable to an auditor that audits a component (e.g., a fund, component unit, or other component) **of a county government that is audited by the Division of Local Government Audit (LGA)**. Section 8 is intended to satisfy the communication requirements for the group auditor (LGA) to the component auditor under AU-C 600.

- a) The Division of Local Government Audit (LGA) shall be considered the "group auditor" for any contract to audit a component of an applicable county government. LGA shall present the county's financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). LGA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- b) The contracting auditor shall be considered the "component auditor" for purposes of this section.
- c) The financial statements audited by the component auditor should be presented in accordance with GAAP as promulgated by GASB. If the financial reporting framework for any component does not conform to this basis, the financial reporting framework should be disclosed in Section 10 (Special Provisions). (Component financial statements that are not presented using the same financial reporting framework as the county's financial statements may cause this contract to be rejected.)
- d) The component auditor shall conduct the component audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- e) The component auditor shall cooperate with LGA to accomplish the group audit. It is anticipated that LGA will make reference to the component auditor's report in the group audit report. Should LGA find it necessary to assume responsibility for the component auditor's work, the terms, if any, shall be negotiated under a separate addendum to this contract.
- f) The component auditor shall follow the ethical requirements of *Government Auditing Standards* and affirms that the component auditor is independent to perform the audit and will remain independent throughout the course of the component audit engagement.
- g) The component auditor affirms that the component auditor is professionally competent to perform the audit. LGA may confirm certain aspects of the component auditor's competence through the Tennessee State Board of Accountancy.
- h) The component auditor will be contacted via email by the LGA's Audit Review Manager with the estimated date of the conclusion of LGA's audit of the county government. The component auditor agrees to update subsequent events between the date of the component auditor's report and the date of the conclusion of LGA's audit of the county government. Additional subsequent events should be communicated via email to LGA's Audit Review Manager.
- i) The component auditor shall read LGA's audited financial statements for the county government for the previous fiscal year noting in particular **related parties** in the notes to the financial statements, and **material misstatement** findings in the Findings and Questioned Costs Section. The previous year audited financial statements can be obtained from the Comptroller's website at www.comptroller.tn.gov. As required by generally accepted auditing standards, we have identified Management Override of Controls and Improper Revenue Recognition as presumptive fraud risks. The component auditor shall communicate to LGA (i.e., group management) on a timely basis **related parties** not previously identified by the group management in LGA's prior year audited financial statements. Related parties should be communicated via email to LGA's Audit Review Manager.
- j) The component auditor's report should not be restricted as to use in accordance with AU-C 905.
- k) Sections 1-7 and Sections 10-14 of this contract are also applicable to the component auditor during the performance of the component audit.

9. **Municipal Chart of Accounts Crosswalk.** The provisions of Section 9 relate exclusively to contracts to audit of a municipality, municipality's fund(s), and municipality's school board of education. The auditor shall convert respective municipal audited financial data into a condensed chart of accounts by use of a Microsoft Excel crosswalk tool prescribed by the Comptroller of the Treasury, State of Tennessee, **or** if a respective municipality, municipality's fund(s), or municipality's school board of education chooses to convert their own audited financial data by use of the crosswalk, the auditor shall verify the accuracy of their conversion. The completed condensed chart of accounts crosswalk in Microsoft Excel format shall be filed with the Comptroller of the Treasury, State of Tennessee, by the auditor when the audited financial report is submitted.

10. (Special Provisions)

11. In consideration of the satisfactory performance of the provisions of this contract, the organization shall pay to the auditor the fee(s) listed below. (Fees may be fixed amounts or estimated.)

Fixed Contract Fee:

Audit **\$20,400.00**

Municipal Chart of Accounts Crosswalk **\$0.00**

Total Fixed Contract Fee **\$20,400.00**

or

Estimated Contract Fee:

Audit

Municipal Chart of Accounts Crosswalk

Total Estimated Contract Fee

(If not a fixed amount, an estimated contract fee should be furnished to the governing unit for budgetary purposes. A schedule of fees and/or rates should be set forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

12. As the authorized representative of the firm, I do hereby affirm that:

- our firm and all individuals participating in the audit are in compliance with all requirements of the Tennessee State Board of Accountancy and;
- our firm has participated in an external quality control review at least once every three (3) years, conducted by an organization not affiliated with our firm, and that a copy of our most recent external quality control review report has been provided to the organization and the office of the Tennessee Comptroller of the Treasury approving this contract;
- all members of the staff assigned to this audit have obtained the necessary hours of continuing professional education required by *Government Auditing Standards*;
- all auditors participating in the engagement are independent under the requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*.

13. This writing, including any amendments or special provisions, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee. In the event of a conflict or inconsistency between this contract and the special provisions contained in paragraph 10 of this contract, the special provision(s) are deemed to be void. Any changes to this contract must be agreed to in writing by the parties hereto and must be approved by the Comptroller of the Treasury, State of Tennessee. All parties agree that the digital signatures, that is, the electronic signatures applied by submitting the contract, are acceptable as provided for in the Uniform Electronic Transaction Act. Any paper documents submitted related to this contract will be converted to an electronic format and such electronic document(s) will be treated as the official document(s).

14. If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did not contain that term.

Matlock Clements, PC

Audit firm

Governmental Unit or Organization



Andy Matlock, CPA

By

Signature

By

Signature

Title/Position:

Audit Manager

Title/Position:

E-mail address

eric@matlockclements.com

E-mail address

Date:

August 10, 2023

Date:

For the Comptroller:

By

Date:

DRAFT

**CONTRACT TO AUDIT ACCOUNTS
OF
Franklin Special School District - Internal School Funds**

FROM July 01, 2023 TO June 30, 2024

This agreement made this 10th day of August 2023, by and between Matlock Clements, PC, 270 Glenis Drive, Suite A, Murfreesboro, TN 37129, hereinafter referred to as the "auditor" and Franklin Special School District - Internal School Funds, of 506 New Hwy 96 West, Franklin, TN 37064, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2023, and ending June 30, 2024 with the **exceptions listed below:**

Franklin Special School District -5429

2. The auditor shall conduct the audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the *Audit Manual*. Additional information and procedures necessary to comply with requirements of governments other than the State of Tennessee are permissible provided they do not conflict with or undermine the requirements previously referenced. If applicable, the audit is to be conducted in accordance with the provisions of the Single Audit Act and Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. The audit is also to be conducted in accordance with any other applicable federal agency requirements. It is agreed that this audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury. It is further agreed that any deviation from these standards and procedures will be approved in writing by the Comptroller of the Treasury prior to the execution of the contract. The interpretation of this contract shall be governed by the above-mentioned publications and the laws of the State of Tennessee.

3. The auditor shall, as part of the written audit report, submit to the organization's management and those charged with governance:

- a) a report containing an expression of an unmodified or modified opinion on the financial statements, as prescribed by the *Audit Manual*. This report shall state the audit was performed in accordance with *Government Auditing Standards*, except when a disclaimer of opinion is issued. If the organization is a component unit or fund of another entity, it is agreed that: (a) the financial statements may be included in the financial statements of the other entity; (b) the principal auditor for the other entity may rely upon the contracted auditor's report; and (c) any additional information required by the principal auditor of the other entity will be provided in a timely manner.
- b) a report on the internal control and on compliance with applicable laws and regulations and other matters. This report shall be issued regardless of whether the organization received any federal funding. Audit reports of entities which are subject to the provisions of the Single Audit Act and OMB's Uniform Guidance shall include the additional reports required by that guidance. The reports will set forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, comments on management's responses as appropriate, and comments on the disposition of prior year findings.

4. If a management letter or any other reports or correspondence relating to other matters involving internal controls or noncompliance are issued in connection with this audit, a copy shall be filed with the Comptroller of the Treasury by the auditor. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no reportable matters or significant deficiencies not also disclosed in the findings found in the published audit report). The report should also include a corrective action plan for findings developed under OMB's Uniform Guidance and for other findings in accordance with Tennessee Code Annotated § 9-3-407, and the *Audit Manual*. The corrective action plan is only applicable to findings published in the audit report.

5. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed no later than **November 15, 2024**, or **six (6) months following the period to be audited, whichever is earlier, without explanation to the Comptroller of the Treasury, State of Tennessee, and the organization. (Audit documentation for additional procedures for centralized cafeteria systems contracted with audits of internal school funds must be completed and available for review by September 30 following the fiscal year being audited.)** Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:

6. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, State of Tennessee. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the

office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.

7. Any reasonable suspicion of fraud, (regardless of materiality) or other unlawful acts including, but not limited to, theft, forgery, credit/debit card fraud, or any other act of unlawful taking, waste, or abuse of, or official misconduct, as defined in Tennessee Code Annotated § 39-16-402, involving public money, property, or services shall, upon discovery, be promptly reported in writing by the auditor to the Comptroller of the Treasury, State of Tennessee, who shall under all circumstances have the authority, at the discretion of the Comptroller, to directly investigate such matters. Notwithstanding anything herein to the contrary, the Comptroller of the Treasury, State of Tennessee, acknowledges that the auditor's responsibility hereunder is to design its audit to obtain reasonable, but not absolute, assurance of detecting fraud that would have a material effect on the financial statements, as well as other illegal acts or violations of provisions of contracts or grant agreements having a direct and material effect on financial statement amounts. If the circumstances disclosed by the audit call for a more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the organization's management and those in charge of governance in writing of the need for such additional investigation and the additional compensation required therefor. Upon approval by the Comptroller of the Treasury, an amendment to this contract may be made by the organization's management, those charged with governance, and the auditor for such additional investigation.

8. **Group Audits.** The provisions of Section 8 relate exclusively to contracts to audit components of a group under AU-C 600. (See definitions in AU-C 600, Paragraph 11.) Section 8 is only applicable to an auditor that audits a component (e.g., a fund, component unit, or other component) **of a county government that is audited by the Division of Local Government Audit (LGA)**. Section 8 is intended to satisfy the communication requirements for the group auditor (LGA) to the component auditor under AU-C 600.

- a) The Division of Local Government Audit (LGA) shall be considered the "group auditor" for any contract to audit a component of an applicable county government. LGA shall present the county's financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). LGA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- b) The contracting auditor shall be considered the "component auditor" for purposes of this section.
- c) The financial statements audited by the component auditor should be presented in accordance with GAAP as promulgated by GASB. If the financial reporting framework for any component does not conform to this basis, the financial reporting framework should be disclosed in Section 10 (Special Provisions). (Component financial statements that are not presented using the same financial reporting framework as the county's financial statements may cause this contract to be rejected.)
- d) The component auditor shall conduct the component audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- e) The component auditor shall cooperate with LGA to accomplish the group audit. It is anticipated that LGA will make reference to the component auditor's report in the group audit report. Should LGA find it necessary to assume responsibility for the component auditor's work, the terms, if any, shall be negotiated under a separate addendum to this contract.
- f) The component auditor shall follow the ethical requirements of *Government Auditing Standards* and affirms that the component auditor is independent to perform the audit and will remain independent throughout the course of the component audit engagement.
- g) The component auditor affirms that the component auditor is professionally competent to perform the audit. LGA may confirm certain aspects of the component auditor's competence through the Tennessee State Board of Accountancy.
- h) The component auditor will be contacted via email by the LGA's Audit Review Manager with the estimated date of the conclusion of LGA's audit of the county government. The component auditor agrees to update subsequent events between the date of the component auditor's report and the date of the conclusion of LGA's audit of the county government. Additional subsequent events should be communicated via email to LGA's Audit Review Manager.
- i) The component auditor shall read LGA's audited financial statements for the county government for the previous fiscal year noting in particular **related parties** in the notes to the financial statements, and **material misstatement** findings in the Findings and Questioned Costs Section. The previous year audited financial statements can be obtained from the Comptroller's website at www.comptroller.tn.gov. As required by generally accepted auditing standards, we have identified Management Override of Controls and Improper Revenue Recognition as presumptive fraud risks. The component auditor shall communicate to LGA (i.e., group management) on a timely basis **related parties** not previously identified by the group management in LGA's prior year audited financial statements. Related parties should be communicated via email to LGA's Audit Review Manager.
- j) The component auditor's report should not be restricted as to use in accordance with AU-C 905.
- k) Sections 1-7 and Sections 10-14 of this contract are also applicable to the component auditor during the performance of the component audit.

9. **Municipal Chart of Accounts Crosswalk.** The provisions of Section 9 relate exclusively to contracts to audit of a municipality, municipality's fund(s), and municipality's school board of education. The auditor shall convert respective municipal audited financial data into a condensed chart of accounts by use of a Microsoft Excel crosswalk tool prescribed by the Comptroller of the Treasury, State of Tennessee, **or** if a respective municipality, municipality's fund(s), or municipality's school board of education chooses to convert their own audited financial data by use of the crosswalk, the auditor shall verify the accuracy of their conversion. The completed condensed chart of accounts crosswalk in Microsoft Excel format shall be filed with the Comptroller of the Treasury, State of Tennessee, by the auditor when the audited financial report is submitted.

10. (Special Provisions)

11. In consideration of the satisfactory performance of the provisions of this contract, the organization shall pay to the auditor the fee(s) listed below. (Fees may be fixed amounts or estimated.)

Fixed Contract Fee:

Audit **\$8,670.00**

Municipal Chart of Accounts Crosswalk **\$0.00**

Total Fixed Contract Fee **\$8,670.00**

or

Estimated Contract Fee:

Audit

Municipal Chart of Accounts Crosswalk

Total Estimated Contract Fee

(If not a fixed amount, an estimated contract fee should be furnished to the governing unit for budgetary purposes. A schedule of fees and/or rates should be set forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

12. As the authorized representative of the firm, I do hereby affirm that:

- our firm and all individuals participating in the audit are in compliance with all requirements of the Tennessee State Board of Accountancy and;
- our firm has participated in an external quality control review at least once every three (3) years, conducted by an organization not affiliated with our firm, and that a copy of our most recent external quality control review report has been provided to the organization and the office of the Tennessee Comptroller of the Treasury approving this contract;
- all members of the staff assigned to this audit have obtained the necessary hours of continuing professional education required by *Government Auditing Standards*;
- all auditors participating in the engagement are independent under the requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*.

13. This writing, including any amendments or special provisions, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee. In the event of a conflict or inconsistency between this contract and the special provisions contained in paragraph 10 of this contract, the special provision(s) are deemed to be void. Any changes to this contract must be agreed to in writing by the parties hereto and must be approved by the Comptroller of the Treasury, State of Tennessee. All parties agree that the digital signatures, that is, the electronic signatures applied by submitting the contract, are acceptable as provided for in the Uniform Electronic Transaction Act. Any paper documents submitted related to this contract will be converted to an electronic format and such electronic document(s) will be treated as the official document(s).

14. If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did not contain that term.

Matlock Clements, PC

Audit firm

Governmental Unit or Organization



Andy Matlock, CPA

By

Signature

By

Signature

Title/Position:

Audit Manager

Title/Position:

E-mail address

eric@matlockclements.com

E-mail address

Date:

August 10, 2023

Date:

For the Comptroller:

By

Date:

DRAFT

ESSER 3.0 Public Plan for Remaining Funds

Addendum Guidance

September 2023

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (**March 1 and Sept. 15**). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY24 for each relief fund: ESSER 2.0 and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: **Franklin SSD (Special School District)**

Director of Schools (Name): **David L. Snowden, Ph.D.**

ESSER Director (Name): **Pax Wiemers, Ed.D.**

Address: **507 New Highway 96 West, Franklin, TN 37064**

Phone #: **615-794-6624**

District Website: **<https://www.fssd.org/departments/finance-administration/esser>**

Addendum Date: **09/15/2023**

Total Student Enrollment:	3,078
Grades Served:	PreK - 8
Number of Schools:	8

Funding

ESSER 2.0 Remaining Funds:	\$0.00
ESSER 3.0 Remaining Funds:	\$135,230.87
Total Remaining Funds:	\$135,230.87

Budget Summary

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring	\$0	\$0
	Summer Programming	\$0	\$0
	Early Reading	\$0	\$0
	Interventionists	\$0	\$0
	Other	\$0	\$49,375.00
	Sub-Total	\$0	\$49,375.00
Student Readiness	AP and Dual Credit/ Enrollment Courses	\$0	\$0
	High School Innovation	\$0	\$0
	Academic Advising	\$0	\$0
	Special Populations	\$0	\$0
	Mental Health	\$0	\$0
	Other	\$0	\$25,750.00
	Sub-Total	\$0	\$25,750.00
Educators	Strategic Teacher Retention	\$0	\$0
	Grow Your Own	\$0	\$0
	Class Size Reduction	\$0	\$0
	Other	\$0	\$0
	Sub-Total	\$0	\$0
Foundations	Technology	\$0	\$0
	High-Speed Internet	\$0	\$0
	Academic Space (facilities)	\$0	\$0
	Auditing and Reporting	\$0	\$0
	Other	\$0	\$60,105.87
	Sub-Total	\$0	\$60,105.87
Total		\$0	\$135,230.87

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment.

N/A

2. Describe initiatives included in the "other" category.

We allocated the following in this category:

- **\$34,375.00** for NIET (National Institute of Excellence in Teaching) partnership and school-specific teacher development plan with Poplar Grove Middle School (Title I school, 2022-23 TSI status) and Johnson Elementary School (Title I school) during the 2023-24 school year (corresponds with District Improvement Plan goal 1)
- **\$15,000.00** for supplemental academic/curricular materials for addressing learning loss and students' academic needs through providing high-quality instructional materials for students in RTI/intervention, tutoring, and supplemental Tier 1 supports (corresponds to District Improvement Plan goal 1 and 4)

Student Readiness

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district's needs assessment.

N/A

2. Describe initiatives included in the "other" category.

We allocated the following in this category:

- **\$25,750.00** for purchasing and implementing the use of the Thought Exchange platform during the 2023-24 school year, which will enable us to better solicit, gather, and analyze feedback from parents and stakeholders as we plan for and develop our updated 5-year Strategic Plan during the school year (corresponds to District Improvement Plan goal 2 and Strategic Planning)

Educators

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district's needs assessment.

N/A

2. Describe initiatives included in the “other” category.

N/A

Foundations

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district’s needs assessment.

N/A

2. Describe initiatives included in the “other” category.

We allocated the following in this category:

- **\$25,625.00** for school safety funds to enhance the safety and security of all school campuses through additional equipment and resources (from parent feedback for prioritizing security measures in schools)
- **\$21,855.16** for completion of the Franklin Elementary School roof project (\$13,703.00 carried over from FY23, additional \$8,152.16 in funding for FY24 reimbursement) (corresponds to Strategic Plan for Equity in Facilities) (ESSER Pre-Approval updated and approved)
- **\$4,625.71** for completion of the Johnson Elementary School access-controlled door security project (carried over from FY23) (corresponds to Strategic Plan for Equity in Facilities) (ESSER Pre-Approval updated and approved)
- **\$8,000.00** for Indirect Costs associated with the administration of this grant

Monitoring, Auditing, and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

The following activities are all components of our district’s plan for consistent reporting, monitoring, and auditing procedures:

- Monthly requesting of funds through ePlan
- Compare the budget in financials to budget in ePlan for agreement
- Comply with all federal and state regulations for reporting
- Attend required trainings for ESSER 3.0 and other grant awards
- Review the Administrator’s Handbook on EDGAR
- Creating inventory controls
- Inventory sheets for equipment and technology
- Labeling items purchased with federal funds
- Provide documentation to anyone who comes for monitoring
- Developing written procedures for reporting and self-monitoring

- Semi-annual certifications for positions funded through ESSER
- Prepare required FERs
- Ensure that items have been delivered before invoice is paid
- Provide documentation of expenditures for auditors
- All requisitions must be approved by multiple approvers in Skyward prior to being paid
- Ensure accuracy of invoices and expenditure reports
- Comply with all policies and procedures in the FSSD UGG (Uniform Grant Guidance)

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

20% of our overall ESSER 3.0 allocation would be approximately \$600,000.00. In FY22, we expended \$358,368.16 from the ESSER 3.0 grant to address learning loss. For FY23, we came in a little under our expected expenditures and expended \$227,747.73 toward addressing learning loss. This leaves us with a remaining balance toward the 20% threshold of \$8,743.66. In order to fully meet that 20% expectation, we have budgeted well above that amount in addressing learning loss in FY24, with planned expenditures totaling \$49,375.00 (\$40,000 above what is required). In addition, we have opted into participating with TN ALL Corps through United Way for the 2023-24 school year, as we also did during the 2022-23 school year.

For FY24, we ensured that we met the 20% requirement for learning loss through the following expenditures that total **\$49,375.00**:

- **\$34,375.00** for NIET (National Institute of Excellence in Teaching) partnership and school-specific teacher development plan with Poplar Grove Middle School (Title I school, 2022-23 TSI status) and Johnson Elementary School (Title I school) during the 2023-24 school year (corresponds with District Improvement Plan goal 1)
- **\$15,000.00** for supplemental academic/curricular materials for addressing learning loss and students' academic needs through providing high-quality instructional materials for students in RTI/intervention, tutoring, and supplemental Tier 1 supports

Family and Community Engagement

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

We did the following to engage our district's stakeholders:

During the current and previous school years, principals met with their school's advisory councils. These councils include students, parents, school administrators, and teachers and other staff. At these meetings, their advisory councils discussed priorities for the school based on their needs, and they created a list of potential expenditures for each school. These were then sent to the district ESSER 3.0 planning team and reviewed. Additionally, all parents and families were sent a communication in August 2023 that included a Google Form for gathering feedback (in both English and Spanish) concerning spending priorities and further ideas for the use of remaining ESSER 3.0 funds. We had a survey response rate of over 30% of our families in the FSSD, and these responses encompassed families from every major

stakeholder group, including families of children with disabilities, English learners, children experiencing homelessness, foster care students, and other underserved student classifications. The FSSD has no tribal groups within our boundaries, and civil rights and disability rights groups had the opportunity to provide feedback as stakeholders at our public School Board Meetings.

Once the ESSER 3.0 plan is approved by TDOE, the Public Plan document will be shared through a district-wide communication and will be posted on the district website in both English and Spanish. Further updates will be provided to each school's advisory council and through School Board meetings. If further opportunities arise that necessitate a shift in spending priorities, more feedback will be solicited through the same means.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

For FY24, we did the following to engage at least 10% of our stakeholders:

- Met with parents and students as a part of school advisory councils
- Hosted a Parent-Family Engagement Input Session on August 11th for all parents and hosted by district leadership at our Performing Arts Center
- Open discussion about spending plans and ideas during School Board meetings and Budget Work Sessions
- Parent/Teacher survey that garnered responses through a district-wide communication and a Google Form that garnered **479** responses, or approximately 30% of families (21% of respondents indicated they had a child with an IEP or 504; 3% of respondents indicated they had a child in ESL services), including a survey that was also sent in Spanish. Parents/Teachers indicated that resources to support tutoring and inventions and supplemental academic/enrichment materials were the highest priorities.
- Feedback gathered from grades 5-8 students through a Google Form in September 2023 that garnered **881** responses (about 29% of our student enrollment) with Building Repairs being the most-chosen expenditure that was selected or provided
- Communication with local organizations that serve our community

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

We sent communications and parent surveys in both English and Spanish. We sent the parent survey to all families and enabled parents to select any indicators that fit one of their students, including special education, English Language Learner, etc. We had a large number of parents and teachers who responded to the survey that indicated they had a child with an IEP/504, English Learner, and other subgroups. We continued engagement with a civil rights organization, as well as one representing disability rights.

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

Revisions to our ESSER 3.0 plan have involved multiple modes of engagement, including additional parent & teacher surveys, student feedback from a Google Form, a Parent-Family Engagement Input Session hosted by district leadership, discussions with students and parents through email communications and school advisory councils, and actively seeking input from other stakeholders and parents of students with special needs. These items have occurred throughout the 2021-22 & 2022-23 school years and at the beginning of the 2023-24 school year, for the reallocation of our remaining funds for ESSER 3.0.

Safe Return to In-person Instruction and Continuity of Services Plan Addendum Guidance September 2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (**March 1 and Sept. 15**). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: **Franklin SSD**

Date: **09/15/23**

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

The information that we have gathered was collected in a multitude of ways, including the following:

- Input from staff, families, & other stakeholders
- Public input during school board meetings
- Public input via social media platforms (Facebook, Twitter, Instagram)
- Phone and conference calls with community agencies
- Regular meetings with community members/agencies/health department
- Meetings of the school nurses, district leadership, principals, etc.

2. Describe how the LEA engaged the health department in the development of the revised plan.

The district communicates regularly with the Williamson County Health Department to gather community information and to discuss our school procedures and policies. They continue to provide guidance to our district team and school board, based on ongoing updates to state and federal guidelines and best practices.

3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<p><i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i></p> <p><u>No revisions needed for the September 2023 update.</u> Support with hand washing/hand sanitizing for children with disabilities is provided as needed by school staff. Every school is staffed with a nurse; nurses consult with parents of children with disabilities and with school administrators and teachers regarding questions related to disabilities and health and safety strategies according to specific IEPs and as needed.</p>
<p><i>Physical distancing (e.g., use of cohorts/podding)</i></p> <p><u>No revisions needed for the September 2023 update.</u> This is no longer occurring.</p>
<p><i>Hand washing and respiratory etiquette</i></p> <p><u>No revisions needed for the September 2023 update.</u> Adequate time is provided for regular hand washing in all schools frequently throughout the school day. Respiratory etiquette is strongly encouraged as well.</p>
<p><i>Cleaning and maintaining healthy facilities including improving ventilation</i></p> <p><u>No revisions needed for the September 2023 update.</u> During the 2021-22 school year, large area disinfectant sprayers were purchased and used for areas like gyms, cafeterias, buses, etc. to provide more coverage in a more time-efficient manner, and these are still in use for the 2023-24 school year.</p>
<p><i>Contact tracing in combination with isolation and quarantine</i></p> <p>All reports of positive cases received from students and staff are referred to the school nurse and individuals are advised on isolation dates and excluded from school based on current CDC guidance. All reports received regarding close contact to a positive case are provided current CDC guidance for precautions following exposure. Nurses are monitoring active cases that have been reported.</p>
<p><i>Diagnostic and screening testing</i></p> <p>Families and staff are asked to report any illness symptoms and are advised by the school nurse to follow the advice of their physician or the CDC's recommendations for exclusion and testing for COVID-19. All school staff are educated to monitor students for visible signs of illness and refer students to the school nurse for assessment.</p>
<p><i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i></p> <p><u>No revisions needed for the September 2023 update.</u> A COVID-19 vaccine information link is posted on the FSSD website. The school nurse provides assistance to families and staff members when requested to locate available vaccine administration sites.</p>
<p><i>Universal and correct wearing of masks</i></p> <p><u>No revisions needed for the September 2023 update.</u> The district has communicated with parents by email, text and voice messaging, as well as placement on the website, the state mask requirements for school districts. The district website links to the CDC's mask recommendations. Masks are not required for students or teachers but may be worn if desired.</p>

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services.

The district will ensure continuity of services by offering multiple supports, services, and resources as needed for all students. The services our district offers apply to all students receiving in-person instruction, and they also apply to any students that may be quarantined at home due to being exposed to COVID-19.

The services that the FSSD continues to provide are as follows:

- All students have devices for use at school and home. These devices enable students to work from home during any periods of illness or quarantine. All materials and technology are provided for students and families.
- Families may check out a wireless hotspot for Internet access at home.
- School counselors, social workers, parent liaisons, and others reach out to students and families to assist in assessing their needs.
- Mercy Community Health Care mental health therapists are stationed in our schools, as well as school psychologists, who provide on-site and after-school support as needed.
- The EAP Program is available to all employees, which provides mental health, addiction, and other support services.
- Food boxes are delivered to those that need this resource. The district also offers a summer feeding program where families can pick up meals for students.
- Devices are sent home with students when needed to provide the continuity of learning/services.
- Hot spots are provided to those students who are learning from home due to quarantine as needed.
- School advisory councils meet to address any needs that students may have.
- The McKinney-Vento coordinator and the district's social workers ensure that students who are classified as homeless are receiving a consistent and stable education and work with community agencies to assist with other physical and social-emotional needs.
- Therapy dogs are available to students and staff in all schools and the central office, as needed, to help reduce anxiety and stress. The district has seven full-time therapy dogs.
- Professional learning in personal and social competencies is ongoing for district and school administrators, teachers and staff.
- Students are provided opportunities to share personal experiences and stressors through advisory meetings, morning meetings, and counselor appointments during the school day.

FY24 ESSER 3.0 Application Board Approval School Year 2023-24

Due December 1, 2023

LEA #: 941	LEA Name (Legal Name of Agency): Franklin SSD
LEA Legal Mailing Address: Street Address: <u>507 New Highway 96 West</u> City: <u>Franklin</u> State: <u>TN</u> Zip: <u>37064</u>	

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year's application for filing.

This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

September 18, 2023

Board Meeting Date



Director of Schools (Signature)

Dr. David Snowden
Director of Schools (Print Name)

9/18/2023
Date Signed



Board of Education Official (Signature)

Robert Blair
Board of Education Official (Print Name)

9/18/2023
Date Signed

4.2041 SUMMER INSTRUCTIONAL PROGRAMS – 2nd Reading

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

Following discussion at the 1st Reading, the years listed on page 1 in lines 7 and 9 have been removed for the 2nd Reading.

Franklin Special Board of Education

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

1 *General*

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

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

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

14 **SUMMER PROGRAMMING²**

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

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

1 **ATTENDANCE REQUIREMENTS²**

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

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

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

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

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

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

Legal References

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

Cross References

Extended Contracts 5.112

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

1 *General*

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

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

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

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

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

1 ATTENDANCE REQUIREMENTS²

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

Legal References

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

Cross References

Extended Contracts 5.112

5.305 FAMILY AND MEDICAL LEAVE – 2nd Reading

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

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

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

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

Franklin Special Board of Education

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

1 PURPOSE

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

4 ELIGIBILITY

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

13 GENERAL PRINCIPLES

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

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

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

32 MATERNITY/PATERNITY LEAVE

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

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

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

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

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

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

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

3 LEAVE FOR A SERIOUS HEALTH CONDITION ⁶ ⁷

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

11 LEAVE FOR MILITARY FAMILY MEMBERS

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

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

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

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

10

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

15

16 ~~The calculation of this 5-year period shall not include the interval of October 28, 2009 through~~
 17 ~~March 8, 2013.~~ The “single twelve (12) month period”² for leave to military caregiver leave begins
 18 on the first day the employee takes leave for this reason and ends twelve (12) months later. An
 19 eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide
 20 care for a covered service member. The maximum of twenty-six (26) workweeks may include no
 21 more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child,
 22 for placement of a child for adoption or foster care, for care of a parent who has a serious health
 23 condition, or for the employee's own serious health condition.

24 **INTERMITTENT LEAVE**^{9 10}

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

34 **RESTRICTIONS**

35 1. Notice Requirements

- 36
- 37 a. *Employee Notice*^{10 11} - For foreseeable leave, the employee shall provide the Director of
 38 Schools with at least thirty (30) days written notice before the beginning of the anticipated
 39 leave.
- 40
- 41 b. *District Notice* - Once it has been established that the leave requested qualifies for FMLA,
 42 the Director of Schools / designee shall notify the employee within three (3) business
 43 days (absent extenuating circumstances) that any leave taken pursuant to state leave

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

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

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

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

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

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

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

Legal References

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

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Franklin Special Board of Education

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

1 **PURPOSE**

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

4 **ELIGIBILITY**

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

9 **GENERAL PRINCIPLES**

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

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

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

28 **MATERNITY/PATERNITY LEAVE**

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

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

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

9

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

18

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

25 **LEAVE FOR A SERIOUS HEALTH CONDITION⁶**

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

33 **LEAVE FOR MILITARY FAMILY MEMBERS**

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

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

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

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

1 INTERMITTENT LEAVE⁹

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

11 RESTRICTIONS

12 1. Notice Requirements

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

24 2. Certification Requirement¹³

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

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

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

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

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

8 **REQUIREMENTS OF THE BOARD**¹⁵

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

Legal References

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

Cross References

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

4.300 EXTRACURRICULAR ACTIVITIES – *RENAMED* – 2nd Reading
WAS NAMED COCURRICULAR ACTIVITIES

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

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

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

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

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

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

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

Franklin Special Board of Education

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

1 *General*

2 The following shall be adhered to:

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

21 **STUDENT CLUBS & ORGANIZATIONS³**

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

Legal References

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

Cross References

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

Franklin Special Board of Education

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

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

Legal References

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

6.4001 STUDENT SURVEYS, ANALYSES, AND EVALUATIONS

– **2nd Reading**

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

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

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

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

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

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

Franklin Special Board of Education

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

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

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

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

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

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

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

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

1 COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING⁵

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

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

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

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

Legal References

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

Cross References

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

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

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

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

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

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

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

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

1 2. Religious practices; and

2

3 3. Firearm ownership.

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

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

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

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

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

17

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

19

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

25

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

28

29 5. Student recognition programs.

Legal References

1. TCA 49-2-211
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Cross References

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

5.3023 COVID SICK LEAVE – *1st Reading for Deletion*

This policy was extended through the end of FY 2022 and has expired. Absences due to a positive diagnosis of the illness of the employee are now compensated under the employee's sick leave and personal leave allowance.

Franklin Special Board of Education

Monitoring: Review: After June 30, 2022	Descriptor Term: COVID Sick Leave	Descriptor Code: 5.3023	Issued Date: 02/21/22
		Rescinds: 5.3023	Issued: 10/18/21

- 1 Employees are entitled to up to 5 days of paid COVID-19 sick leave January 1, 2022 – June 30, 2022,
- 2 not to exceed 10 days total for the 2021-2022 school year, if they are unable to work because the
- 3 employee has a confirmed diagnosis of COVID-19. The COVID diagnosis must be communicated to
- 4 the school nurse for appropriate return date determination to qualify for this leave.

- 5 This additional leave will expire June 30, 2022.

Cross References

Sick Leave 5.302

1.102 BOARD MEMBERS LEGAL STATUS – *1st Reading*

Revisions are based on legislative updates: Public Chapter 114 requires acceptance of GED, HiSET, and other types of high school equivalency credentials approved by the State Board of Education. We have updated our policy to include the broader range of credentials accepted in accordance with state law.

Franklin Special Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: Proposed
		Rescinds: 1.102	Issued: 08/08/22

1 The legal status of board members shall be as follows:

2 **NUMBER OF MEMBERS¹**

3 The board is composed of six (6) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be at least 21 years of age and residents of the school district. They shall be
6 citizens of recognized integrity, intelligence, and ability to administer the duties of the office.^{1, 2} To
7 qualify as a candidate, an individual must show proof of:

- 8 1. Graduation from high school or receipt of a ~~GED or HiSET;~~³ high school equivalency credential
9 approved by the State Board of Education;² and
- 10 2. ~~Being a qualified voter and resident in the county for one (1) year prior to the qualifying~~
11 ~~deadline for running as a candidate (effective with the 2024 election).⁴~~
- 12 3. Being a qualified voter and resident in the district for one (1) year prior to the qualifying
13 deadline for running as a candidate (effective with the 2024 election).¹

16 **TERMS OF OFFICE**

17 Members of the board shall serve four (4) year terms.¹

18 **METHOD OF ELECTION**

19 Members of the Board shall be elected by qualified voters of the Franklin Special School District at the
20 August election.

21 **VACANCIES**

22 Vacancies shall be declared to exist on account of death, resignation, moving out of the district,⁴ or
23 through due process proceedings.^{6 4}

24 When a vacancy occurs, the unexpired term shall be filled by the remaining members of the Board. Such
25 appointment shall continue until the next biennial election.⁷ At such election a person shall be elected to
26 either fill the unexpired term of office created by the vacancy or to a full term of office.

27 **RESIGNATION**

- 1 A thirty (30) day notice is requested of any Board member who wishes to resign the position. Such
- 2 resignation shall be presented in writing to the Chairman of the Board.

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(4); Public Acts of 2023, Chapter No. 114
3. TCA 49-2-202(a)(2)
4. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att’y Gen. Op. No. 21-14 (September 1, 2021)
5. TCA 49-2-202(e)(1)

Franklin Special Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 08/08/22
		Rescinds: 1.102	Issued: 04/11/22

1 The legal status of board members shall be as follows:

2 **NUMBER OF MEMBERS¹**

3 The board is composed of six (6) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be at least 21 years of age and residents of the school district. They shall be
6 citizens of recognized integrity, intelligence, and ability to administer the duties of the office.^{1, 2} To
7 qualify as a candidate, an individual must show proof of:

- 8 1. Graduation from high school or receipt of a GED or HiSET;³ and
- 9 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying
10 deadline for running as a candidate (effective with the 2024 election).⁴
- 11 3. Being a qualified voter and resident in the district for one (1) year prior to the qualifying
12 deadline for running as a candidate (effective with the 2024 election).

13 **TERMS OF OFFICE**

14 Members of the board shall serve four (4) year terms.¹

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17 August election.

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20 through due process proceedings.⁶

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22 appointment shall continue until the next biennial election.⁷ At such election a person shall be elected to
23 either fill the unexpired term of office created by the vacancy or to a full term of office.

24 **RESIGNATION**

25 A thirty (30) day notice is requested of any Board member who wishes to resign the position. Such
26 resignation shall be presented in writing to the Chairman of the Board.

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(4)
4. Public Acts of 2022, Chapter No. 809
5. TCA 49-2-202(a)(2)
6. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2);
Tenn. Att’y Gen. Op. No. 21-14 (September 1, 2021)
7. TCA 49-2-202(e)(1)

1.106 CODE OF ETHICS – *1st Reading*

A new change to state law, Public Chapter 37, requires local Boards of Education to notify the Tennessee Ethics Commission of the primary person responsible for administering and enforcing their ethical standards. TSBA has provided language in their model policy on this practice. The Board has discretion as to implementation and could select a different individual to be in charge of this reporting.

Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: Proposed
		Rescinds: 1.106	Issued: 04/10/23

1 *General*¹

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,
3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence
4 the vote, official action, or judgment of the board member or employee in executing decisions
5 affecting the school district. It is also prohibited for a board member's or an employee's spouse or
6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive
8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are
9 provided in connection with a conference sponsored by an established or recognized statewide
10 association of school board officials or by an umbrella or affiliate organization of such statewide
11 association of school board officials.

12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)
14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.
15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall
16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of
17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of
18 Schools' office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of
20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and
21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or
23 employee and make recommendations to cease any activity that, in the Ethics Committee's judgment,
24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a
25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;
- 28
- 29 2. In the case of a board member, refer the matter to the Board of Education for possible public
30 censure, if warranted;
- 31

- 1 3. In the case of an employee, refer the matter to the Director of Schools/designee for possible
2 disciplinary action, if warranted; or
3
4 4. In a case involving possible violation of state statutes, refer the matter to the district attorney
5 for possible ouster or criminal prosecution.

6 **POINT OF CONTACT²**

7 The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director
8 of Schools shall provide the contact information to the Commission and ensure that any changes are
9 submitted within thirty (30) calendar days.

Legal References

1. TCA 8-17-103
2. Public Acts of 2023, Chapter No. 37

Cross References

Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

Franklin Special Board of Education			
Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 04/10/23
		Rescinds: 1.106	Issued: 10/13/08

1 *General*¹

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,
3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence
4 the vote, official action, or judgment of the board member or employee in executing decisions
5 affecting the school district. It is also prohibited for a board member’s or an employee’s spouse or
6 child living in the same household to accept such items.

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9 provided in connection with a conference sponsored by an established or recognized statewide
10 association of school board officials or by an umbrella or affiliate organization of such statewide
11 association of school board officials.

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17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of
18 Schools’ office, where they shall be open to public inspection.

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24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a
25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

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- 1 3. In the case of an employee, refer the matter to the Director of Schools/designee for possible
- 2 disciplinary action, if warranted; or
- 3
- 4 4. In a case involving possible violation of state statutes, refer the matter to the district attorney
- 5 for possible ouster or criminal prosecution.

Legal References

1. TCA 8-17-103

Cross References

- Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

1.400 SCHOOL BOARD MEETINGS – *1st Reading*

Public Chapter 350 creates additional opportunities for board members to attend board meetings electronically. Now, board members will be able to use this method of attendance for two additional reasons: (1) if they are sick or in a period of convalescence on the advice of a healthcare professional; and (2) due to inclement weather.

Franklin Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: Proposed
		Rescinds: 1.400	Issued: 01/11/16

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board will be open to the public, except for those meetings in which the law allows
3 closed sessions.¹ Open meetings will be physically accessible to all students, employees and interested
4 citizens.^{3 2}

5 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic
6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
7 of efficient and orderly public meetings.^{4 3}

8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held on the second Monday of each month, unless otherwise
10 specified.

11 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
12 by the chair.

13 **SPECIAL MEETINGS**

14 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
15 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools
16 require it, or when requested to do so by a majority of the Board.^{2 4}

17 Only business related to the call of the meeting and details related to agenda items shall be discussed or
18 transacted by the Board at a special meeting.

19 **ELECTRONIC ATTENDANCE**⁵

20 Absent Board members may attend a regular or special meeting by electronic means ~~if the member is~~
21 ~~absent because of work, a family emergency, or the member's military service. If a board member is~~
22 ~~absent due to military service, he/she may participate electronically as often as he/she is able to do so.~~
23 ~~However, a board member may not participate electronically more than two (2) times per year for~~
24 ~~absences due to work and/or family emergencies.~~ **for certain qualifying reasons.**

25 *General Requirements*

26 The following requirements apply to all electronic attendance, regardless of the reason for the
27 member's absence:

- 1 1. A quorum of the Board ~~must~~ shall be physically present at the meeting in order for any member
2 to attend electronically;
- 3 2. Any Board member wishing to participate electronically ~~must~~ shall do so using
4 technology ~~which~~ that allows the Chair to visually identify the member; and
- 5 3. The responsibility for the connection lies with the Board member wishing to participate
6 electronically. No more than three (3) attempts to connect shall be made; unless the Board
7 chooses to make additional attempts.

8 *Work Related Absence*

9 ~~The following requirements apply to electronic attendance due to a work related absence:~~

- 10 1. ~~The Board member must be absent from the county due to work.~~
- 11 2. ~~The member wishing to participate must give the Chair and director at least five (5) days notice~~
12 ~~prior to the meeting of the member's desire to participate electronically.~~

13 A board member may attend a meeting by electronic means if out of the county due to work; however,
14 he/she may only participate electronically two (2) times per year for this reason. The board member
15 shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the
16 board member's intention to participate electronically.

17 *Sickness or Period of Convalescence*

18 A board member may attend a meeting by electronic means if sick or in a period of convalescence on
19 the advice of a healthcare professional; however, he/she may only participate electronically three (3)
20 times per year for this reason.

21 *Inclement Weather or Natural Disaster*

22 A board member may attend a meeting by electronic means due to inclement weather or natural
23 disaster if the schools in the school district are closed; however, he/she may only participate
24 electronically three (3) times per year for this reason.

25 *Family Emergency*

26 ~~The following requirement applies to electronic attendance due to a family emergency:~~

- 27 1. ~~The member must be absent due to the hospitalization of the member or the death or~~
28 ~~hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law,~~
29 ~~daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister~~
30 ~~in-law.~~

31

1 A board member may attend a meeting by electronic means if there is a family emergency that
2 prevents him/her from attending in person. The absence shall be due to the hospitalization of the board
3 member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,
4 sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,
5 or sister-in-law. The board member may only participate electronically two (2) times per year for this
6 reason.

7 *Military Service*

8 A board member may attend a meeting by electronic means if out of the county due to military service.
9 The board member may participate electronically as often as he/she is able to do so.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

Cross References

School Board Legal Status and Authority 1.100
Notification of Meetings 1.402
Appearances Before the Board 1.404
Section 504 & ADA Grievance Procedures 1.802

Franklin Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 01/11/16
		Rescinds: 1.400	Issued: 08/13/12

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board will be open to the public, except for those meetings in which the law allows
3 closed sessions.¹ Open meetings will be physically accessible to all students, employees and interested
4 citizens.³

5 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic
6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
7 of efficient and orderly public meetings.⁴

8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held on the second Monday of each month, unless otherwise
10 specified.

11 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
12 by the chair.

13 **SPECIAL MEETINGS**

14 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
15 meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools
16 require it, or when requested to do so by a majority of the Board.²

17 Only business related to the call of the meeting and details related to agenda items shall be discussed or
18 transacted by the Board at a special meeting.

19 **ELECTRONIC ATTENDANCE**⁵

20 Absent Board members may attend a regular or special meeting by electronic means if the member is
21 absent because of work, a family emergency, or the member's military service. If a board member is
22 absent due to military service, he/she may participate electronically as often as he/she is able to do so.
23 However, a board member may not participate electronically more than two (2) times per year for
24 absences due to work and/or family emergencies.

25 *General Requirements*

26 The following requirements apply to all electronic attendance, regardless of the reason for the
27 member's absence:

- 1 1. A quorum of the Board must be physically present at the meeting in order for any member to
2 attend electronically.
- 3 2. Any member wishing to participate electronically must do so using technology which allows
4 the Chair to visually identify the member.
- 5 3. The responsibility for the connection lies with the member wishing to participate electronically.
6 No more than three (3) attempts to connect shall be made, unless the Board chooses to make
7 additional attempts.

8 *Work Related Absence*

9 The following requirements apply to electronic attendance due to a work related absence:

- 10 1. The Board member must be absent from the county due to work.
- 11 2. The member wishing to participate must give the Chair and director at least five (5) days notice
12 prior to the meeting of the member's desire to participate electronically.

13 *Family Emergency*

14 The following requirement applies to electronic attendance due to a family emergency:

- 15 1. The member must be absent due to the hospitalization of the member or the death or
16 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
17 law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or
18 sister-in-law.
19

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. TCA 49-2-202(c)(1)
3. 28 CFR § 36.201(a); 36.202
4. OP Tenn. Atty. Gen. 95-126
5. TCA 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
Section 504 & ADA Grievance Procedures 1.802

1.502 BOARD-MEDIA RELATIONS – *1st Reading*

Revisions to this policy change the number from 1.503 and name from “News Releases, News Conferences and Interviews” and to update the language and references.

Franklin Special Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Board-Media Relations	Descriptor Code: 1.502	Issued Date: Proposed
		Rescinds: 1.503	Issued: 09/14/98

1 **NEWS RELEASES AND NEWS CONFERENCES**

2 The release of official news from the ~~system and schools~~ school district shall be coordinated as
3 follows:

- 4 1. The ~~board~~ Chair shall be the official spokesperson for the Board, ~~except as this duty is~~
5 ~~delegated to others~~;
- 6 2. News releases which are of a system wide nature or pertain to established system policy are the
7 responsibility of the Director of Schools ~~or a designated member of the administrative staff~~
8 ~~/designee~~; and
- 9 3. News releases which are of concern to only one school or to an organization of one school are
10 the responsibility of the principal of that particular school.

11 **INTERVIEWS**

12 When individual board members or the Director of Schools express their views on any issue which is
13 in opposition to a view expressed in board policy, they have the duty to make clear that the view
14 expressed is not the official view of the Board or school system.
15

Cross References

Board-Community Relations 1.500
Crisis Management 3.203
Staff-Community Relations 5.606
Qualifications and Duties of the Director of Schools 5.802
Student Suicide Prevention 6.415
Media Access to Students 6.604

<h1>Franklin Special Board of Education</h1>			
Monitoring: Review: Annually, in September	Descriptor Term: News Releases, News Conferences and Interviews	Descriptor Code: 1.503	Issued Date: 09/14/98
		Rescinds: BCBJA	Issued: 02/20/89

- 1 The release of official news from the system and schools shall be coordinated as follows:
- 2 1. The board chairman will be the official spokesman for the Board, except as this duty is
- 3 delegated to others;
- 4
- 5 2. News releases which are of a system wide nature or pertain to established system policy are the
- 6 responsibility of the director of schools or a designated member of the administrative staff; and
- 7
- 8 3. News releases which are of concern to only one school or to an organization of one school are
- 9 the responsibility of the principal of that particular school.
- 10 When individual board members or the director express their views on any issue which is in opposition
- 11 to a view expressed in board policy, they have the duty to make clear that the view expressed is not the
- 12 official view of the Board or school system.

Cross References:
Board-Community Relations 1.500

1.805 USE OF EMAIL – *1st Reading*

Revisions follow a general review with our required policies and bring this policy up to date with language, as well as updating the title of the policy and references.

Franklin Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Use of Email	Descriptor Code: 1.805	Issued Date: Proposed
		Rescinds: 1.805	Issued: 03/10/14

- 1 ~~Electronic mail capability among board members and district staff exists for the purpose of enhancing~~
2 ~~communication to better perform tasks associated with their positions and assignments. Therefore~~ All
3 staff and board members who have access to the district network shall adhere to the following
4 guidelines when sending or receiving messages via system wide-electronic mail (e-mail):
- 5 1. Because all computer hardware and software belong to the Board, all data including e-mail
6 communications stored or transmitted on school system computers shall be monitored. ~~Employees~~
7 ~~Staff~~ Board members have no right to privacy with regard to such data. ~~Confidentiality of e-mail~~
8 ~~communication cannot be assured.~~ E-mail correspondence may be a public record under the public
9 records law and may be subject to public inspection.¹
 - 10 2. Messages shall pertain to legitimate Board/district business. E-mail shall not be used to circumvent
11 requirements of the Open Meetings Act.²
 - 12 3. Staff/board members will be asked to sign **terms and conditions for** the FSSD Employee Use of
13 Electronic Access Agreement. Staff/board members shall not reveal their passwords to others in the
14 network or to anyone outside of it. If anyone has reason to believe that a password has been lost or
15 stolen or that e-mail has been accessed by someone without authorization, he/she shall contact the
16 technology coordinator immediately.
 - 17 4. It is the responsibility of the sender not to violate copyright laws.
 - 18 5. Messages shall not be sent that contain material that may be defined by a reasonable person as
19 obscene or that are racist, sexist or promote illegal or unethical activity. The e-mail system may not
20 be used for personal gain or political or religious views.
 - 21
22 6. Personal e-mail accounts should never be used to communicate with students or parents on school
23 matters by FSSD staff, unless approved by the district.
 - 24
25 Any usage contrary to the above shall be reported immediately to the Director of Schools and may
26 result in the suspension and/or revocation of system access, or if deemed necessary, appropriate
27 disciplinary action may be taken.

Legal References

1. TCA 10-7-512
2. **TCA 8-44-102**

Cross References

Use of the Internet/Intranet 4.406

Franklin Special Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date: 03/10/14
		Rescinds: 1.805	Issued: 11/20/00

- 1 Electronic mail capability among board members and district staff exists for the purpose of enhancing
2 communication to better perform tasks associated with their positions and assignments. Therefore all
3 staff and board members who have access to the district network shall adhere to the following
4 guidelines when sending or receiving messages via system wide-electronic mail (e-mail):
- 5 1. Because all computer hardware and software belong to the Board, all data including e-mail
6 communications stored or transmitted on school system computers shall be monitored.
7 Employees/board members have no right to privacy with regard to such data. Confidentiality of e-
8 mail communication cannot be assured. E-mail correspondence may be a public record under the
9 public records law and may be subject to public inspection.¹
 - 10 2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent
11 requirements of the Open Meetings Act.²
 - 12 3. Staff/board members will be asked to sign the FSSD Employee Use of Electronic Access
13 Agreement. Staff/board members shall not reveal their passwords to others in the network or to
14 anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that
15 e-mail has been accessed by someone without authorization, s/he shall contact the technology
16 coordinator immediately.
 - 17 4. It is the responsibility of the sender not to violate copyright laws.
 - 18 5. Messages shall not be sent that contain material that may be defined by a reasonable person as
19 obscene or that are racist, sexist or promote illegal or unethical activity. The e-mail system may not
20 be used for personal gain or political or religious views.
 - 21 6. Personal e-mail accounts should never be used to communicate with students or parents on school
22 matters by FSSD staff, unless approved by the district.
- 23 Any usage contrary to the above shall be reported immediately to the director of schools and may
24 result in the suspension and/or revocation of system access or if deemed necessary, appropriate
25 disciplinary action may be taken.

Legal Reference:
1. TCA 10-7-512
2. TCA 8-44-102 (a)(c)

1.901 CHARTER SCHOOL APPLICATIONS – *1st Reading*

Due to recent changes to state law and State Board of Education regulations and policies, TSBA recommends these revisions to our current policy.

The State Board of Education is charged with ensuring local Boards adhere to certain standards when authorizing charter schools. Recently, the State Board has updated these requirements to align with nationwide best practices. Additionally, Public Chapter 206 includes updated requirements for charter schools.

Note: Previously, the “review team” (Page 1 last paragraph) also had a member of the Board: TSBA removed that language from their model policy. As a best practice, TSBA is recommending keeping the review team process separate from the Board vote. The thought is that this provides a clearer separation of the tiers of review.

Franklin Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Proposed
		Rescinds: 1.901	Issued: 01/09/23

1 General

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to charter
3 schools converting from existing public schools. Proposals from existing charter school operators or
4 replicators and applicants proposing to contract with educational service providers shall be in accordance
5 with state law.¹

6 APPLICATION PROCESS²

7 A prospective charter school sponsor shall send the Director of Schools/designee notice of its intent sixty
8 (60) calendar days prior to February 1st of the year preceding the year in which the proposed charter
9 school plans to begin operation as a charter school. The Director of Schools/designee shall determine
10 whether the sponsor has selected the correct application category within ten (10) business days of
11 receiving the letter of intent and notify the sponsor within five (5) business days of a determination that
12 the incorrect application category has been selected.²

13 A sponsor seeking board approval of an initial charter school application shall complete the forms
14 provided by the Tennessee Department of Education (TDOE). The application shall provide all the
15 information required by state law. The sponsor shall demonstrate that the proposed charter school meets
16 the purpose prescribed by state law for the formation of a charter school, and the proposed charter school
17 will be able to implement a viable program of quality education for its students.³

18 Electronic copies of applications must be submitted to the board and the TDOE on or before ~~4:30 p.m.~~
19 ~~11:59 p.m. Central Time~~ on February 1st of the year preceding the year in which the proposed charter
20 school plans to begin operation as a public charter school. If the 1st of February falls on a Saturday,
21 Sunday, or holiday on which the school district offices are closed, applications will be accepted on the
22 next business day on or before ~~4:30 p.m.~~ 11:59 p.m. Late applications will not be accepted, without
23 exception. The sponsor shall pay an application fee of \$2,500.00.²

24
25 The Board shall determine whether an application is complete within ten (10) business days of
26 receiving the application and shall notify the sponsor within five (5) business days of the determination
27 if the application is determined to be incomplete.³

28

29 REVIEW TEAM¹

30 If necessary, ~~the board~~ the Director of Schools/designee shall appoint a review team to assist in reviewing
31 and evaluating charter school applications. The team shall be comprised of members of the
32 administrative staff for the district, and community members, ~~and a member of the Board~~ with relevant
33 educational, organizational, financial, and legal experience. At the board meeting in December of each

1 year, the Director of Schools/**designee** shall make a recommendation to the Board on which members of
 2 his/her administrative staff should be appointed to the team. The Board shall name the members of the
 3 team at its meeting in January of each year. The Board shall designate a Chair of the review team as the
 4 contact person for answering questions about the application process and receiving applications. The
 5 Director of Schools/designee shall develop an orientation for the team to ensure consistent evaluation
 6 standards and the elimination of real or perceived conflicts of interest.

7 The Board shall require the Director of Schools/**designee** to develop a procedure for receiving, reviewing
 8 and ruling on applications for the establishment of charter schools by the review team. The procedure
 9 shall include a timeline for the application and review process. A copy of the procedure, including the
 10 review criteria, shall be available ~~to any interested party upon request.~~ **on the district's website.**

11 The review team shall:

- 12 1. Evaluate all charter school applications based on the review criteria ~~adopted by the~~
 13 ~~board;~~ **established by state law;** and
- 14 2. Recommend one of the following options to the board for each application: approve, reject, or
 15 reject with stipulations for reconsideration; ~~and~~ ⁴
- 16 3. ~~Make recommendations for revocation, renewal or non-renewal of charter contracts.~~

19 **APPROVAL, DENIAL OF APPLICATION** ⁴ ⁵

20 The Board shall rule by resolution on the approval or denial of an **initial** charter **school** application within
 21 ninety (90) calendar days of receipt of the completed application, or the application shall be deemed
 22 approved by state law. The Director of Schools/**designee** shall report the action taken by the Board to
 23 the **Tennessee** Department of Education.

24 *Approval*

25 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
 26 the Board, which shall be binding on the charter school's governing body. The charter school agreement
 27 shall be in writing and signed by the sponsor and the Board. ~~In the application, the sponsor must~~
 28 ~~demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a~~
 29 ~~charter school and the proposed charter school will be and shall include all aspects of the sponsor's~~
 30 ~~approved application as well as any reporting requirements prescribed under state or federal laws.⁵~~

31 ~~All charter agreements shall include provisions requiring that:~~

- 32 1. ~~Members of charter school governing boards, as well as charter school administrators and any~~
 33 ~~employees with contracting or purchasing authority, complete statements of disclosure of interest~~
 34 ~~reports (consistent with forms filed by members of the Board and key FSSD administrators) and~~
 35 ~~provide them to the Board on an annual basis;~~
- 36 2. ~~Charter schools be fully compliant with all local, state, and federal laws, including the Tennessee~~
 37 ~~Open Meetings Act and Tennessee Public Records Act; and~~
- 38 3. ~~Charter schools must comply with Tennessee Code Annotated 12-4-101 and 12-4-102, which~~
 39 ~~prohibit conflicts of interest in contracting, and require that charter schools disclose all vendor~~

1 ~~or service contracts upon request and, for contracts over \$10,000, submit for publication on the~~
2 ~~FSSD website.~~

3 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and
4 local allocations or thirty-five thousand dollars (\$35,000), whichever is less.^{5 6}

5 Charter schools approved by the Board are expected to implement the application as submitted and
6 approved. Material variations in operations from the approved application require amendment pursuant
7 to state law and the charter school agreement.^{6 7}

8 The Board shall not provide services to charter schools that are not requested during the application
9 process except for those services that are required under state or federal laws. Services agreed to be
10 provided to the charter school by the Board shall be provided at Board actual cost. The Board and charter
11 school shall execute a service contract for any additional services.

12 New charter school agreements are approved for a ten (10) year period.^{7 8} ~~However, following the fifth~~
13 ~~(5th) year of a charter school's initial period of operation or the fifth (5th) year of any renewal of a~~
14 ~~charter school agreement, the LEA must conduct an interim review of the charter school according to~~
15 ~~the guidelines developed by the Department of Education.~~⁸ The Board may revoke or deny renewal of
16 a charter school agreement for any of the reasons enumerated in state law.^{8 9}

17 *Denial*

18 If the initial charter school application is denied, the Board shall notify the sponsor in writing within ten
19 (10) calendar days, specifying the objective reasons for the denial and the deadline by which the sponsor
20 may submit an amended application. Upon written receipt of the grounds for denial, the sponsor shall
21 have thirty (30) calendar days within which to submit an amended application to correct the deficiencies.
22 The Board shall have sixty (60) calendar days either to deny or to approve the amended application, or
23 the application shall be deemed approved by state law.^{4 5}

24 If the amended charter school application is denied, the Board shall notify the sponsor in writing within
25 five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an appeal.
26 Within ten (10) days of final denial, an appeal may be filed with the Tennessee Charter School
27 Commission.^{9 10} ~~If the charter school is authorized by the Commission, it shall remain under the~~
28 ~~oversight of the Commission. The Board shall not exercise its legal option to become an authorizer of~~
29 ~~such a charter.~~

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01(1)(b),(e)
3. TRR/MS 0520-14-01(1)(i)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; TRR/MSS 0520-14-01
6. TCA 49-13-128
7. TCA 49-13-110(d)-(e); TRR/MSS 0520-14-01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

Franklin Special Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 01/09/23
		Rescinds: 1.901	Issued: 03/08/21

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to charter
3 schools converting from existing public schools. Proposals from existing charter school operators or
4 replicators and applicants proposing to contract with educational service providers shall be in accordance
5 with state law.¹

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7 A prospective charter school sponsor shall send the director of schools notice of its intent sixty (60)
8 calendar days prior to February 1st of the year preceding the year in which the proposed charter school
9 plans to begin operation as a charter school.

10 A sponsor seeking board approval of an initial charter school application shall complete the forms
11 provided by the Tennessee Department of Education (TDOE). The application shall provide all the
12 information required by state law. The sponsor shall demonstrate that the proposed charter school meets
13 the purpose prescribed by state law for the formation of a charter school, and the proposed charter school
14 will be able to implement a viable program of quality education for its students.³

15 Applications must be submitted to the board and the TDOE on or before 4:30 p.m. on February 1st of the
16 year preceding the year in which the proposed charter school plans to begin operation as a public charter
17 school. If the 1st of February falls on a Saturday, Sunday, or holiday on which the school district offices
18 are closed, applications will be accepted on the next business day on or before 4:30 p.m. Late
19 applications will not be accepted, without exception. The sponsor shall pay an application fee of
20 \$2,500.00.²

21

22 **REVIEW TEAM**¹

23 If necessary, the board shall appoint a review team to assist in reviewing and evaluating charter school
24 applications. The team shall be comprised of members of the administrative staff for the district,
25 community members, and a member of the board with relevant educational, organizational, financial,
26 and legal experience. At the board meeting in December of each year, the director of schools shall make
27 a recommendation to the board on which members of his/her administrative staff should be appointed to
28 the team. The board shall name the members of the team at its meeting in January of each year. The
29 board shall designate a chairman of the review team as the contact person for answering questions about
30 the application process and receiving applications. The director of schools shall develop an orientation
31 for the team to ensure consistent evaluation standards and the elimination of real or perceived conflicts
32 of interest.

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2 on applications for the establishment of charter schools by the review team. The procedure shall include
3 a timeline for the application and review process. A copy of the procedure, including the review criteria,
4 shall be available to any interested party upon request.

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8 reject with stipulations for reconsideration; and
- 9 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.

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11 The board shall rule by resolution on the approval or denial of a charter application within ninety (90)
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13 state law. The director of schools shall report the action taken by the board to the Tennessee Department
14 of Education.

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17 the board, which shall be binding on the charter school's governing body. The charter school agreement
18 shall be in writing and signed by the sponsor and the board. In the application, the sponsor must
19 demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a
20 charter school and the proposed charter school will be and shall include all aspects of the sponsor's
21 approved application as well as any reporting requirements prescribed under state or federal laws.⁵

22 All charter agreements shall include provisions requiring that:

- 23 1. Members of charter school governing boards, as well as charter school administrators and any
24 employees with contracting or purchasing authority, complete statements of disclosure of interest
25 reports (consistent with forms filed by members of the Board and key FSSD administrators) and
26 provide them to the Board on an annual basis;
- 27 2. Charter schools be fully compliant with all local, state, and federal laws, including the Tennessee
28 Open Meetings Act and Tennessee Public Records Act; and
- 29 3. Charter schools must comply with Tennessee Code Annotated 12-4-101 and 12-4-102, which
30 prohibit conflicts of interest in contracting, and require that charter schools disclose all vendor
31 or service contracts upon request and, for contracts over \$10,000, submit for publication on the
32 FSSD website.

33 The board will receive an annual authorizer fee of three percent (3%) of the annual per student state and
34 local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

35 Charter schools approved by the board are expected to implement the application as submitted and
36 approved. Material variations in operations from the approved application require amendment pursuant
37 to state law and the charter school agreement.⁶

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2 process except for those services that are required under state or federal laws. Services agreed to be
3 provided to the charter school by the board shall be provided at board actual cost. The board and charter
4 school shall execute a service contract for any additional services.

5 New charter school agreements are approved for a ten (10) year period.⁷ However, following the fifth
6 (5th) year of a charter school's initial period of operation or the fifth (5th) year of any renewal of a
7 charter school agreement, the LEA must conduct an interim review of the charter school according to
8 the guidelines developed by the Department of Education.⁸

9 The board may revoke or deny renewal of a charter school agreement for any of the reasons enumerated
10 in state law.⁸

11 *Denial*

12 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within
13 which to submit an amended application to correct the deficiencies. The board shall have sixty (60)
14 calendar days either to deny or to approve the amended application, or the application shall be deemed
15 approved by state law.⁴

16 Within ten (10) days of final denial, an appeal may be filed with the Tennessee Charter School
17 Commission.⁹ If the charter school is authorized by the Commission, it shall remain under the oversight
18 of the Commission. The Board shall not exercise its legal option to become an authorizer of such a
19 charter.

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

	FES			JES			LES			MES			PGES				
	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg		
Pre-Kindergarten (P3)	0	0	2	0.0	3	1	1	0	1	1.0	0	1	1.0	2	3	1	0
Pre-Kindergarten (P4)	12	20	1	32.0	10	10	1	11	9	20.0	13	8	21.0	13	10	1	23
Kindergarten	28	22	3	16.7	25	30	3	43	44	17.4	39	41	16.0	29	34	4	15.75
Pre-First			0	0.0			0			0.0			0.0			0	0
Grade 1	42	32	4	18.5	24	29	3	45	36	16.2	54	49	17.2	29	30	5	11.8
Grade 2	22	40	3	20.7	27	21	3	39	38	15.4	41	43	21.0	32	27	3	19.6666
Grade 3	27	26	4	13.3	26	32	3	48	40	14.7	41	47	22.0	31	28	4	14.75
Grade 4	36	30	4	16.5	17	20	2	31	39	17.5	37	49	17.2	25	35	3	20
Total Students	167	170	337		132	143	275	217	207	424	225	238	463	161	167	328	
American Indian	0	0	0%		0	0	0%	3	1	1%	1	0	0%	0	0	0%	
Asian	9	9	3%		38	15	6%	24	24	6%	40	6	9%	6	6	2%	
Black or African American	34	34	11%		58	23	23%	27	27	7%	45	10	10%	31	31	10%	
Hispanic or Latino	40	40	13%		70	28	28%	111	111	28%	86	20	20%	119	119	40%	
Native Hawaiian-Pacific Islander	0	0	0%		1	0	0%	0	0	0%	1	0	0%	0	0	0%	
White	222	222	73%		84	33	33%	238	238	59%	268	61	61%	144	144	48%	
TOTAL WITHOUT PRE-K	305	305		251	251		403	403		441	441		300	300			

	FIS			FMS			PGMS			
	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg	
Grade 5	106	115	12	18.4			36	49	3	28.3333
Grade 6	131	125	12	21.3			39	37	4	19
Grade 7					117	138	12	21.3		
Grade 8					115	133	11	22.5		
Total Students	237	240	477	232	271	503	148	161	309	

	FES			JES			LES			MES			PGES		
	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg	Female	Male	Teachers Avg
American Indian	1	1	0%		4	1	1%	5	5	2%			5	5	2%
Asian	28	28	6%		28	6	6%	10	10	3%			10	10	3%
Black or African American	72	72	15%		73	15	15%	15	15	5%			15	15	5%
Hispanic or Latino	115	115	24%		125	24	24%	133	133	43%			133	133	43%
Native Hawaiian-Pacific Islander	4	4	1%		0	0	0%	0	0	0%			0	0	0%
White	257	257	54%		273	54	54%	146	146	47%			146	146	47%
TOTAL WITHOUT PRE-K	477	477		503	503		127	127		309	309		309	309	
TOTAL WITHOUT PRE-K	2989	2989		3116	3116		127	127		309	309		309	309	

Grade		Average Size
K-3		17.1
4-6		19.6
7-8		20.2

FSSD Demographics - 09/12/2023

FRANKLIN SPECIAL SCHOOL DISTRICT
Investment Report
July 31, 2023

Local Government Investment Pool

Interest Rate for July 5.16%

General Investment Account

Beginning Balance	\$ 14,047,503.43
Interest	60,276.19
Withdrawals	(700,000.00)
Deposits	
Total Invested	\$ 13,407,779.62

Debt Service Investment Account

Beginning Balance	\$ 663,511.20
Interest	2,907.81
Withdrawals	
Deposits	
Total Invested	\$ 666,419.01

Capital Projects Investment Account

Beginning Balance	\$ 2.79
Interest	0.01
Withdrawals	-
Deposits	-
Total Invested	\$ 2.80

Construction Investment Account

Beginning Balance	\$ 22,804,333.69
Interest	94,719.97
Withdrawals	(2,103,618.93)
Deposits	
Total Invested	\$ 20,795,434.73

FRANKLIN SPECIAL SCHOOL DISTRICT
Investment Report
July 31, 2023

First Tennessee Bank

General Purpose Checking	
Beginning Balance	\$ 2,897,475.36
Receipts	2,495,216.74
Receipts - Loan from First Horizon (Tax Anticipation)	
Payment of Loan fr Debt Svc.	
Transf fr Payroll	
Interest	6,158.08
Transfer from LGIP	700,000.00
Transfer to LGIP	
Pmt of Tax Anticipation Loan to First Horizon	
RePmt Loan to Debt Svc.	
RePmt of Loan to Capt Svc.	
Reimb Const ESSER 3.0 (Roof-FES)	
Disbursements	(5,376,957.73)
Ending Balance	\$ 721,892.45
Debt Service Checking	
Beginning Balance	\$ 1,481,259.90
Receipts	27,978.28
Receipts - Loan Payment fr GP	
From Const Bond payment	
Interest	4,310.66
Transfer from Investments	
Transfer to Investments	
Loan to GP	
Disbursements	
Ending Balance	\$ 1,513,548.84
Capital Projects Checking	
Beginning Balance	\$ 104,084.36
Receipts	71,672.79
Interest	387.69
Payment fr GP of Loan	
Transfer to GP Loan	
Reimb fr GP-Exp	
Disbursements	
Ending Balance	\$ 176,144.84
Construction Checking	
Beginning Balance	\$ 116,098.56
Receipts	
Interest	658.90
Transfer fr LGIP	2,103,618.93
Transfer to LGIP	
Transf to Bond for pmt	
Disbursements	(2,103,618.93)
Ending Balance	\$ 116,757.46

Fnd T	Acct	Obj	Pri	Loc	Prq	Acct	2023-24		2023-24		2023-24		Uncollected
							Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance	
141						General Purpose							
141	R	40110				Current Year Property Tax	12,349,672.00	0.00	12,349,672.00	0.00	0.00	0.00	12,349,672.00
141	R	40115				Discount on Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141	R	40120				Trustee's Collections Prior Ye	70,000.00	0.00	70,000.00	16,959.08	16,959.08	0.00	53,040.92
141	R	40130				Circuit Clerk/Ckm-Prior Year	35,000.00	0.00	35,000.00	3,592.37	3,592.37	0.00	31,407.63
141	R	40140				Interest & Penalty	20,000.00	0.00	20,000.00	1,453.41	1,453.41	0.00	18,546.59
141	R	40161				Payments In Lieu Of Taxes-Tva	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141	R	40163				Payments In Lieu Of Taxes-Othe	65,000.00	0.00	65,000.00	0.00	0.00	0.00	65,000.00
141	R	40210				Local Option Sales Tax	7,300,000.00	0.00	7,300,000.00	673,793.08	673,793.08	0.00	6,626,206.92
141	R	40275				Mixed Drink Tax (ST)	140,000.00	0.00	140,000.00	1,573.56	1,573.56	0.00	138,426.44
141	R	40350				Interstate Telecomm Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141	R	40610				Current Year Property Tax	20,297,649.00	0.00	20,297,649.00	0.00	0.00	0.00	20,297,649.00
141	R	40620				Prior Year Property Tax	110,000.00	0.00	110,000.00	28,988.20	28,988.20	0.00	81,011.80
141	R	40630				Interest & Penalty	30,000.00	0.00	30,000.00	2,078.36	2,078.36	0.00	27,921.64
141	R	40640				Pick-Up Taxes	75,000.00	0.00	75,000.00	2,334.22	2,334.22	0.00	72,665.78
141	R	41110				Licenses & Permits	500.00	0.00	500.00	0.00	0.00	0.00	500.00
141	R	43511				Tuition-Regular Day Students	50,000.00	0.00	50,000.00	42,068.00	42,068.00	0.00	8,932.00
141	R	43513				Tuition-YSI	169,812.00	0.00	169,812.00	-190.00	-190.00	0.00	170,002.00
141	R	43517				Tuition-Other	40,000.00	0.00	40,000.00	28,380.00	28,380.00	0.00	11,620.00
141	R	43570				Receipts From Individual Schoo	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00
141	R	43990				Other Charges For Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141	R	44110				Interest Earned	150,000.00	0.00	150,000.00	4,723.18	4,723.18	0.00	145,276.82
141	R	44120				Lease/Rentals	20,000.00	0.00	20,000.00	300.00	300.00	0.00	19,700.00
141	R	44121				Event Lease Revenue	75,000.00	0.00	75,000.00	3,750.00	3,750.00	0.00	71,250.00
141	R	44122				Membership Sales Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141	R	44123				Facilities Fee Revenue	3,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
141	R	44124				Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141	R	44125				Service Fee Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141	R	44131				Concessions Food	0.00	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	0.00
141	R	44133				Concessions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141	R	44146				E-Rate Funding	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00
141	R	44170				Miscellaneous Refunds	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
141	R	44520				Insurance Recovery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141	R	44530				Sale of Equipment	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00
141	R	44540				Sale of Property	0.00	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	37.00	37.00	0.00	-37.00
141	R	44570				Contributions & Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
141	R	44590				Other Local Revenue	500.00	0.00	500.00	100.00	100.00	0.00	400.00

Franklin Special, TN
Revenues (Date: 8/2023)

Fnd T Acct	Obj	Prj	Loc	PKB	Acct	General Purpose	2023-24		2023-24		2023-24		Uncollected
							Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance	
141	R	46510				TISA	14,729,100.00	0.00	14,729,100.00	0.00	0.00	14,729,100.00	
141	R	46511				Basic Education Program	0.00	0.00	0.00	1,489,287.00	1,489,287.00	-1,489,287.00	
141	R	46515				Early Childhood Education	305,000.00	0.00	305,000.00	0.00	0.00	305,000.00	
141	R	46590				Other State Education Funds	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46591				Coordinated School Health	80,000.00	0.00	80,000.00	0.00	0.00	80,000.00	
141	R	46592				Internet Connectivity	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46610				Career Ladder	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	
141	R	46612				Extended Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46790				Other Vocational	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46850				Mixed Drink Tax	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46980				Other State Grants	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	46981				Safe Schools	53,870.00	0.00	53,870.00	0.00	0.00	53,870.00	
141	R	47143				Ed Of Handicap_IDEA	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	47145				IDEA Preschool	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	47304				Remote Technology Grant	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	47590				Other Federal Through State	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	48130				CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	48990				Other-Citizens Group	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	
141	R	49700				Insurance Recovery	0.00	0.00	0.00	0.00	0.00	0.00	
141	R	49800				Transfers In	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	
141	-					General Purpose	56,344,103.00	0.00	56,344,103.00	2,299,227.46	2,408,424.98	53,935,678.02	

End T Acct	Obj	Pri	Loc	Prq	Acct	2023-24 Original Budget	2023-24 Revised Budget	August 2023-24 Monthly Activity	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	28,667,844.00	28,667,844.00	1,193,387.70	1,770,550.37	248,297.71	26,648,995.92
141 E	71150				Alternative Schools	109,000.00	109,000.00	54,087.20	54,087.20	0.00	54,912.80
141 E	71200				Special Education Program	6,733,898.00	6,733,898.00	200,114.06	268,866.83	204,079.94	6,260,951.23
141 E	71300				Vocational Education Program	0.00	0.00	0.00	0.00	0.00	0.00
141 E	72110				Attendance	0.00	0.00	0.00	0.00	0.00	0.00
141 E	72120				Health Services	881,887.00	881,887.00	27,193.68	45,002.97	1,958.10	834,925.93
141 E	72130				Other Student Support	1,275,888.00	1,275,888.00	59,011.29	76,182.72	1,679.50	1,198,025.78
141 E	72210				Regular Instruction Program	3,150,206.00	3,150,206.00	160,725.54	235,765.19	30,961.58	2,883,479.23
141 E	72220				Special Education Instruction	1,777,394.00	1,777,394.00	74,551.78	106,627.80	27,650.33	1,643,115.87
141 E	72250				TECHNOLOGY	1,532,531.00	1,532,531.00	207,247.12	392,196.79	18,482.34	1,121,851.87
141 E	72310				Board Of Education Services	1,559,195.00	1,559,195.00	34,559.43	326,947.03	303,156.19	929,091.78
141 E	72320				Director of Schools	550,046.00	550,046.00	41,354.76	65,217.16	22,713.50	462,115.34
141 E	72410				Office Of The Principal	3,970,763.00	3,970,763.00	242,367.21	445,946.30	64,304.75	3,460,511.95
141 E	72510				Fiscal Services	818,357.00	818,357.00	69,698.02	105,075.52	1,430.15	711,851.33
141 E	72520				Human Resources	425,953.00	425,953.00	29,738.11	45,414.28	4,876.84	375,661.88
141 E	72610				Operation Of Plant	4,113,362.00	4,113,362.00	347,988.95	731,962.58	184,943.24	3,196,456.18
141 E	72620				Maintenance Of Plant	847,915.00	847,915.00	86,419.46	126,843.76	93,352.92	627,718.32
141 E	72710				Transportation	2,785,446.00	2,785,446.00	73,530.67	196,738.23	138,572.23	2,450,135.54
141 E	72810				Central And Other	403,312.00	403,312.00	17,246.68	30,588.10	19,844.11	352,879.79
141 E	73100				Food Supplies	0.00	0.00	0.00	1,400.01	0.00	-1,400.01
141 E	73300				Community Service	169,813.00	169,813.00	-1,817.10	50.82	0.00	169,762.18
141 E	73400				Early Childhood Education	625,141.00	625,141.00	18,445.87	24,263.74	300.99	600,576.27
141 E	81300				Education Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
141 E	82130				Principal	223,241.00	223,241.00	18,595.00	37,190.00	186,051.00	0.00
141 E	82230				Interest	29,483.00	29,483.00	132.00	264.00	1,219.00	28,000.00
141 E	82330				Other Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
141 E					General Purpose	60,650,675.00	60,650,675.00	2,954,577.43	5,087,181.40	1,553,874.42	54,009,619.18

Fnd	T Acct	Obj	Pri	Loc	Prj	Acct	2023-24		2023-24		2023-24		2023-24		2023-24		Unencumbered Balance	
							Original Budget	Revised Budget	August Monthly Activity	FYTD Activity	Encumbered Amount	Unencumbered Balance						
142						Federal Programs												
142	E	71100				Regular Education Program	234,472.00	234,472.00	55,542.42	63,452.97	13,130.73	157,888.30						
142	E	71200				Special Education Program	807,320.00	807,320.00	19,544.22	36,499.90	40.95	770,779.15						
142	E	72110				Attendance	0.00	0.00	0.00	0.00	0.00	0.00						
142	E	72120				Health Services	24,000.00	24,000.00	2,049.60	4,099.20	20,496.00	-595.20						
142	E	72130				Other Student Support	119,564.00	119,564.00	-185.57	4,670.09	695.47	114,198.44						
142	E	72210				Regular Instruction Program	159,592.00	159,592.00	13,321.21	15,379.71	42,615.44	101,596.85						
142	E	72220				Special Education Instruction	4,667.00	4,667.00	386.54	578.90	0.00	4,088.10						
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	4,625.71	-4,625.71						
142	E	72710				Transportation	15,992.00	15,992.00	326.03	326.03	0.00	15,665.97						
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	60,358.00	60,358.00	0.00	0.00	0.00	60,358.00						
142	-					Federal Programs	1,425,965.00	1,425,965.00	94,984.45	125,006.80	81,604.30	1,219,353.90						

Fnd T Acct	Obj	Pri	Loc	Prg	Acct	2023-24		2023-24		2023-24		Uncollected
						Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance	
143					Food Service							
143 R	43521				Lunch Payments-Children	618,439.00	0.00	618,439.00	65,144.35	65,144.35	553,294.65	
143 R	43522				Lunch Payments-Adults	46,796.00	0.00	46,796.00	5,519.00	5,519.00	41,277.00	
143 R	43523				Income From Breakfast	127,422.00	0.00	127,422.00	13,004.50	13,004.50	114,417.50	
143 R	43525				Ala Carte Sales	160,000.00	0.00	160,000.00	16,334.50	16,334.50	143,665.50	
143 R	43990				Other Charges For Services	90,000.00	0.00	90,000.00	18,176.95	19,006.09	70,993.91	
143 R	44530				Sale of Equipment	300.00	0.00	300.00	60.00	60.00	240.00	
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	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	
143 R	46520				School Food Service	19,000.00	0.00	19,000.00	0.00	0.00	19,000.00	
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	925,000.00	0.00	925,000.00	0.00	0.00	925,000.00	
143 R	47112				USDA Commodities	179,652.00	0.00	179,652.00	0.00	0.00	179,652.00	
143 R	47113				Breakfast	295,000.00	0.00	295,000.00	0.00	0.00	295,000.00	
143 R	47114				USDA Other	182,000.00	0.00	182,000.00	0.00	19,709.28	162,290.72	
143 R	47115				USDA Food Service Equipment Gr	23,000.00	0.00	23,000.00	0.00	0.00	23,000.00	
143 R	47590				Other Federal Through State	99,861.00	0.00	99,861.00	0.00	0.00	99,861.00	
143					Food Service	2,776,470.00	0.00	2,776,470.00	118,239.30	138,777.72	2,637,692.28	

Fnd I Acct	Obj	Pri	Loc	Prq	Acct	2023-24		August 2023-24		2023-24		Encumbered		Unencumbered	
						Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance				
						2,623,509.00	2,623,509.00	249,049.20	324,609.97	1,001,835.92	1,297,063.11				
						0.00	0.00	0.00	0.00	0.00	0.00				
						2,623,509.00	2,623,509.00	249,049.20	324,609.97	1,001,835.92	1,297,063.11				

143 Food Service
 143 E 73100 --- Food Supplies
 143 E 73300 --- Community Service
 143 - --- Food Service

Fnd T Acct	Obj Prj Loc	Frg Acct	2023-24			2023-24		2023-24		Uncollected
			Original Budget	Budget Revisions	Revised Budget	August 2023-24 Monthly Activity	FYTD Activity	Balance		
146			Community Service (MAC)							
146 R 43581			1,596,233.00	0.00	1,596,233.00	79,020.65	113,098.42	1,483,134.58		
		Community Services Fees								
146 R 43584			28,430.00	0.00	28,430.00	12,345.00	14,560.00	13,870.00		
		Registration Fees-School Year								
146 R 43585			7,000.00	0.00	7,000.00	0.00	0.00	7,000.00		
		Registration Fees-Summer								
146 R 43990			0.00	0.00	0.00	0.00	0.00	0.00		
		Other Charges For Services								
146 R 44120			0.00	0.00	0.00	0.00	0.00	0.00		
		Lease/Rentals								
146 R 44170			39,000.00	0.00	39,000.00	0.00	0.00	39,000.00		
		Miscellaneous Refunds								
146 R 44530			0.00	0.00	0.00	0.00	0.00	0.00		
		Sale of Equipment								
146 R 44570			0.00	0.00	0.00	0.00	0.00	0.00		
		Contributions & Gifts								
146 R 44990			0.00	0.00	0.00	0.00	0.00	0.00		
		Other Local Revenue								
146 R 46590			0.00	0.00	0.00	0.00	0.00	0.00		
		Other State Education Funds								
146 R 47590			0.00	0.00	0.00	121,720.05	121,720.05	-121,720.05		
		Other Federal Through State								
146 -		Community Service (MAC)	1,670,663.00	0.00	1,670,663.00	213,085.70	249,378.47	1,421,284.53		

Fnd T Acct	Obj	Prj	Loc	FPI	Acct	2023-24		August 2023-24		2023-24		Unencumbered
						Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Encumbered	Balance	
146					Community Service (MAC)							
146 E	73300				Community Service	1,668,652.00	1,668,652.00	74,390.01	187,875.98	40,187.04	1,440,588.98	
146 E	99100				Operating Transfer	0.00	0.00	0.00	0.00	0.00	0.00	
146					Community Service (MAC)	1,668,652.00	1,668,652.00	74,390.01	187,875.98	40,187.04	1,440,588.98	

156	Fnd T Acct	Obj	Prj	Loc	Frg	Acct	2023-24		2023-24		2023-24		Uncollected
							Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance	
						Debt Service							
156 R	40610	---	---	---	---	Current Year Property Tax	6,348,920.00	0.00	6,348,920.00	0.00	0.00	0.00	6,348,920.00
156 R	40620	---	---	---	---	Prior Year Property Tax	45,000.00	0.00	45,000.00	9,067.27	9,067.27	9,067.27	35,932.73
156 R	40630	---	---	---	---	Interest & Penalty	10,500.00	0.00	10,500.00	650.10	650.10	650.10	9,849.90
156 R	40640	---	---	---	---	Pick-Up Taxes	25,000.00	0.00	25,000.00	730.12	730.12	730.12	24,269.88
156 R	44110	---	---	---	---	Interest Earned	40,000.00	0.00	40,000.00	4,650.75	11,869.22	11,869.22	28,130.78
156 R	44990	---	---	---	---	Other Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
156 R	49800	---	---	---	---	Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
156		---	---	---	---	Debt Service	6,469,420.00	0.00	6,469,420.00	15,098.24	22,316.71	22,316.71	6,447,103.29

Fnd T	Acct	Obj	Pri	Loc	Prg	Acct	2023-24		August 2023-24		2023-24		Encumbered		Unencumbered	
							Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance				
156	E	72310	---	----	----	Debt Service	128,233.00	128,233.00	206.44	206.44	0.00	128,026.56	0.00	128,026.56		
						Board Of Education Services										
156	E	82130	---	----	----	Principal	3,370,000.00	3,370,000.00	0.00	0.00	0.00	3,370,000.00	0.00	3,370,000.00		
156	E	82330	---	----	----	Interest	3,769,992.00	3,769,992.00	0.00	0.00	0.00	3,769,992.00	0.00	3,769,992.00		
156	E	82330	---	----	----	Other Debt Service	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00		
156	-	-----	---	----	----	Debt Service	7,269,725.00	7,269,725.00	206.44	206.44	0.00	7,269,518.56	0.00	7,269,518.56		

177	End T Acct	Obj	Pri	Loc	Proj	Acct	2023-24		2023-24		2023-24		2023-24		Uncollected
							Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance			
						Capital Projects									
177 R	40210					Local Option Sales Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	40390					Other Statutory Local Tax	600,000.00	0.00	600,000.00	0.00	0.00	0.00	0.00	600,000.00	0.00
177 R	44110					Interest Earned	250,500.00	0.00	250,500.00	904.60	96,671.17	153,828.83	0.00	153,828.83	0.00
177 R	44530					Sale of Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	44540					Sale of Property	8,000,000.00	0.00	8,000,000.00	0.00	0.00	8,000,000.00	0.00	8,000,000.00	0.00
177 R	44570					Contributions & Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	44990					Other Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	46530					Energy Efficient Schools Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	48130					CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 R	49100					Bonds Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177 -						Capital Projects	8,850,500.00	0.00	8,850,500.00	904.60	96,671.17	8,753,828.83	0.00	8,753,828.83	0.00

177	Fnd T	Acct	Obj	Pri	Loc	Ftg	Acct	2023-24		August 2023-24		2023-24		Encumbered		Unencumbered		
								Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance	Amount	Balance			
							Capital Projects											
177	E	81300					Education Debt Service	0.00	0.00	0.00	0.00	0.00	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	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	0.00	0.00	0.00	0.00	0.00
177	E	82330					Other Debt Service	26,000.00	26,000.00	0.00	0.00	0.00	0.00	0.00	0.00	26,000.00	0.00	0.00
177	E	91300					Education Capital Projects	25,470,720.00	25,470,720.00	1,697,922.14	3,801,541.07	24,537,891.18	24,537,891.18	0.00	0.00	26,000.00	-2,868,712.25	0.00
177	E	99100					Operating Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
177	-						Capital Projects	25,496,720.00	25,496,720.00	1,697,922.14	3,801,541.07	24,537,891.18	24,537,891.18	0.00	0.00	26,000.00	-2,842,712.25	0.00

End T Acct	Obj	Pri	Loc	Proj	Acct	2023-24 Original Budget	2023-24 Budget Revisions	2023-24 Revised Budget	August 2023-24 Monthly Activity	2023-24 FYTD Activity	Uncollected Balance
						77,537,121.00	0.00	77,537,121.00	2,646,555.30	2,915,569.05	74,621,551.95
Grand Revenue Totals						77,537,121.00	0.00	77,537,121.00	2,646,555.30	2,915,569.05	74,621,551.95

Number of Accounts: 365

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

End T Acct	Obj	Prj	Loc	Prg	Acct	2023-24 Original Budget	2023-24 Revised Budget	August 2023-24 Monthly Activity	2023-24 FYTD Activity	Encumbered Amount	Unencumbered Balance
						99,135,246.00	99,135,246.00	5,071,129.67	9,526,421.66	27,215,392.86	62,383,431.48
Grand Expense Totals											

Number of Accounts: 4786

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

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

Received	For the	Actual Sales Tax Revenue				Increase (Decrease) FY23-24 from FY22-23		% Chg FY21-22 compared to FY20-21	% Chg FY22-23 compared to FY21-22	% Chg FY23-24 compared to FY22-23	% Chg FY23-24 compared to FY22-23
		During	Month of	FY20-21	FY21-22	FY22-23	FY23-24	Month-to-Month	Year-to-Date	Month-to-Month	Month-to-Month
Aug	May	\$ 486,669	\$ 596,966	\$ 630,152	\$ 673,793	\$ 43,641	\$ 43,641	22.7%	5.6%	6.9%	6.9%
Sep	June	533,432	620,365	620,525	672,365	\$ 51,840	\$ 95,481	16.3%	0.0%	8.4%	7.6%
Oct	July	523,021	619,147	605,780							
Nov	Aug	532,701	606,729	586,419							
Dec	Sept	544,613	637,185	597,545							
Jan	Oct	555,813	634,248	584,861							
Feb	Nov	562,186	674,124	616,549							
Mar	Dec	816,850	829,679	753,642							
Apr	Jan	555,149	581,999	583,357							
ADA Adjustment		(306,074)	(763,167)	287,134							
May	Feb	462,905	580,125	536,943							
June	March	561,919	598,238	649,595							
July	April	593,537	603,419	632,614							
Total YTD		\$ 6,422,720	\$ 6,819,057	\$ 7,685,116	\$ 1,346,158	\$ 95,481					
FY 2023-2024 Budgeted Total					\$ 7,300,000						
Actual Over (Under) Budget					\$ (5,953,842)						
% of Budget Received YTD					18.4%						
ADA Adjustment (Sales Tax)											
19-20	-67,495										
20-21	-306,074										
21-22	-763,167										
22-23	287,134										