



Williamson County Board Policy Committee

February 3, 2020 6:00 PM

Training Center, 1st Floor 1320 West Main Street

1. Agenda

2. Board Policies Second Reading

- a. 3.3002 Service Animals
- b. 3.4001 Special Transportation for Exceptional Students
- c. 5.109 Evaluation

3. Board Policy for Editorial Change

- a. 2.805 Purchasing

4. Board Policy for Discussion

- a. 1.403 Agendas



TO: WILLIAMSON COUNTY SCHOOL BOARD

POLICY COMMITTEE MEETING AGENDA

Monday, February 3, 2020

6:00 p.m., Training Center, 1st Floor

Policies for Second Reading

- 3.3002 Service Animals
- 3.4001 Special Transportation for Exceptional Students
- 5.109 Evaluations

Policy for Editorial Change

- 2.805 Purchasing

Policy for Discussion

- 1.403 Agendas

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Service Animals in District Facilities	Descriptor Code: 3.3002	Issued Date: 11/18/19
		Rescinds: 3.3002	Issued: 05/27/14

1 In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained
 2 miniature horses (hereinafter referred to as service animals) are permitted for use by individuals with
 3 disabilities on district property and in district facilities provided the individuals and their animals meet
 4 the requirements and responsibilities covered in this policy.

5 ~~An individual with a disability may be accompanied by a service animal at any WCS school site, school~~
 6 ~~activity, or other WCS activity consistent with the provisions of this policy, related procedures, the~~
 7 ~~Americans with Disabilities Act, and any other applicable state and federal laws. The definition of~~
 8 ~~“service animal” shall be that found in the Americans with Disabilities Act.~~

9 ~~Service animals shall be allowed in all areas where the individual would otherwise be allowed to travel.~~
 10 ~~However, an administrator may restrict the use of service animals in an area due to health and safety~~
 11 ~~restrictions, danger to the animal, or where the use of the animal may compromise the integrity of the~~
 12 ~~activity occurring in the area.~~

13 Any service animal brought into a district facility by an individual with a disability must have been
 14 trained to do work or perform tasks for the individual. The work or tasks performed by the service
 15 animal must be directly related to the handler’s disability. Examples of work or tasks include, but are
 16 not limited to, assisting individuals who are blind or have low vision with navigation and other tasks,
 17 alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-
 18 violent protection, pulling a wheelchair, assisting an individual during a seizure, retrieving items, and
 19 providing physical support and assistance with balance and stability to individuals with mobility
 20 disabilities.

21 The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being,
 22 comfort, or companionship do not constitute work or tasks for the purposes of this policy.

23 WCS students and employees who are present where a service animal is in use shall not:

- 24 1. Touch or pet the animal unless invited to do so by the handler;
- 25 2. Feed the animal;
- 26 3. Deliberately startle or otherwise interfere with the work being performed by the animal;
- 27 4. Distract the animal from its work;
- 28
- 29
- 30
- 31

- 1 5. Separate or attempt to separate the animal's handler from the animal; or
- 2
- 3 6. Inquire about the nature of the individual's disabilities.

4 WCS shall not be liable for any harm or injury caused to a service animal, nor shall WCS be liable for
5 any harm or injury caused by a service animal to students, staff, visitors, or to any property

6 **CARE AND SUPERVISION OF A SERVICE ANIMAL**

7 A service animal shall be under the control of its handler. A service animal shall have a leash, harness,
8 or other tether unless the handler is unable, because of a disability, to use a harness, leash, or other tether,
9 or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective
10 performance of work or tasks, in which case the service animal must be otherwise under the handler's
11 control by means of voice control, signals, or other effective means.

12 ~~Students and employees with service animals are expected to care for and supervise their animal. WCS~~
13 ~~is not responsible for the care or supervision of a service animal, including, but not limited to, walking~~
14 ~~the animal or responding to the animal's need to relieve itself. WCS is not responsible for providing a~~
15 ~~staff member to walk the service animal or to provide any other care or assistance to the animal.~~

16 ~~In the case of a student who is unable to care for or supervise the service animal, the parent is~~
17 ~~responsible for providing care and supervision. In such case, the parent should contact the school~~
18 ~~administration to make arrangements for the care and supervision of the animal. All issues related to~~
19 ~~the care and supervision of service animals will be addressed on a case-by-case basis at the discretion~~
20 ~~of the building administrator or the Superintendent of Schools.~~

21 **SPECIAL PROVISIONS / MINIATURE HORSES**

22 ~~Requests to permit a miniature horse to accompany a student or employee with a disability in school~~
23 ~~buildings, in a classroom, or at school functions, will be handled on a case-by-case basis.~~
24 ~~Consideration will be given to the following factors:~~

25 The following factors will be considered when there is a request to permit a miniature horse to
26 accompany a student or employee with a disability:

- 27 1. The type, size, and weight of the miniature horse and whether the facility can accommodate
28 these features;
- 29 2. Whether the handler has sufficient control of the miniature horse;
- 30 3. Whether the miniature horse is housebroken; and
- 31 4. Whether the miniature horse's presence in a specific facility compromises legitimate safety
32 requirements that are necessary for safe operation.

1 WCS students and employees making use of a service miniature horse must provide annual proof of
2 the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus,
3 Encephelomyelitis, Rhinoneumonities, Influenza, and Strangles

4 **REMOVAL OF A SERVICE ANIMAL**

5 District staff may ask an individual with a disability to remove a service animal from the premises if:

- 6 1. The animal is out of control and the animal's handler does not take effective action to control it;
- 7 2. The animal is not housebroken; or
- 8 3. The animal's presence would fundamentally alter the nature of the service, program, or activity.

9 **REQUESTS FOR USE OF SERVICE ANIMALS**

10 The Superintendent of Schools, or the Superintendent's designee, shall establish procedures to be
11 followed for **requesting** the use of service animals by WCS students and employees. ~~Failure to abide by~~
12 ~~any of the requirements of this policy may result in the use of the service animal being restricted.~~

13 ~~All~~ Requests for the use of a service animal by a WCS student or employee shall be made in writing to
14 the Superintendent of Schools, or the Superintendent's designee, on a form created by the district. The
15 form shall be available upon request from the administrator of each school in the case of a student, or
16 from the Human Resources department in the case of an employee. The request must be delivered to the
17 Superintendent of Schools or the Superintendent's designee at least 10 business days prior to bringing
18 the service animal to school or work, and the completed request must include any required
19 documentation.

20 ~~Individuals who are not WCS students or employees who are visiting a WCS facility or event and require~~
21 ~~an accommodation for their disability should contact the ADA Coordinator for Williamson County at~~
22 ~~(615) 790-5466, or (615) 472-4000.~~

23 **GENERAL REQUIREMENTS**

24 All service animals must be housebroken.

25 ~~The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal,~~
26 ~~whether wild or domestic, will be permitted as a service animal.~~

27 ~~The animal must be required for the individual with a disability, and it must be individually trained to~~
28 ~~perform work or complete a task(s) related to the disability of the individual.~~

29 WCS students and employees making use of a service animal of any kind must provide a health
30 certificate from a licensed veterinarian prior to making use of the **service** animal at school or at work.
31 The health certificate must be provided on a semi-annual basis thereafter.

1 WCS students and employees making use of a service dog must provide annually proof of a negative
2 result from a fecal test for intestinal parasites, and annual proof of the following vaccinations: DHLPPC
3 (Distemper, Hepatitis, Leptospirosis, Parinfluenza, Coronavirus, Bordetella, and Rabies.

4 All service animals must be:

- 5 1. Spayed or neutered (dogs only);
- 6
- 7 2. Treated for, and kept free of, fleas, ticks, and other parasites; and
- 8
- 9 3. Kept clean and groomed to avoid shedding and dander.

Legal References

1. 28 CFR Part 35

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Special Transportation for Students with Disabilities	Descriptor Code: 3.4001	Issued Date: 11/18/19
		Rescinds: 3.4001	Issued: 08/21/06

1 When an IEP team determines that a student with a disability requires special transportation to receive
2 a free, appropriate public education, The Board shall provide ~~free special transportation services as a~~
3 ~~related service, at no cost, as required under the state and federal law to any student with disabilities~~
4 ~~unable to ride the regular school bus to which he/she has been assigned.~~

5 ~~Any student with a disability unable to ride a regular school bus will be entitled to ride a bus for~~
6 ~~children with disabilities subject to the following conditions:~~

7 1. ~~The Special Education Director coordinates the determination of eligibility for this service.~~

8
9 2. ~~The Special Education Director is authorized to require that the family physician certify in~~
10 ~~writing the disability and that special transportation services are required.~~

11
12 3. ~~The Special Education Director is authorized to require that the Williamson County Health~~
13 ~~Department certify the need for special transportation services.~~

14 Pursuant to state and federal law, students with disabilities are to be placed in their school of zone
15 unless an IEP team determines the school of zone is not an appropriate placement based upon the
16 student's individual needs.

17 ~~Any student riding a bus must be ready to board the bus when it arrives. It is the parents' duty to have~~
18 ~~someone meet the bus and call for the student on delivery.~~

19 Students receiving special transportation shall be at the bus stop designated by the district and ready to
20 board at the time designated by the district. A parent/guardian or the designee of the parent/guardian
21 must be present at the designated bus stop during pick up and/or drop off.

22 ~~In cases where the child must be lifted, parents are responsible for lifting the child on or off the bus at~~
23 ~~home. At school this task is assigned by the school principal.~~

24 A parent/guardian will be responsible for providing any physical assistance the student needs in order
25 to board or deboard a bus.

26 ~~The student will be picked up at and delivered to his/her permanent home address or designated stop.~~

27 ~~Students are expected to attend their school of zone. Beginning school year 2002-03, the Board shall~~
28 ~~provide free transportation, regardless of disability, to and from a student's zoned elementary, middle~~
29 ~~school and high school.~~

- 1 ~~1. Parents who wish for their child to attend an out-of-zone school must follow the guidelines in~~
2 ~~Board policy 1.703.~~

3
4 ~~As required by state and federal law, IEP Teams are expected to place students in the school of~~
5 ~~zone they would attend if not disabled.~~

- 6
7 ~~a. Placement in an out-of-zone or out-of-county school shall only be made if the IEP Team~~
8 ~~can show that the school of zone cannot provide the services and supports in the~~
9 ~~student's IEP.~~
10 ~~b. The IEP Team is required to shall notify the Special Education Coordinator/Director~~
11 ~~Executive Director of Student Support Services in writing when if placement to an out-~~
12 ~~of-zone or out-of-county school is made required for a student with a disability as~~
13 ~~quickly as possible. If the IEP Team suspects ahead of time that such a placement~~
14 ~~recommendation is likely, the Team should invite the Special Education~~
15 ~~Coordinator/Director to attend the IEP meeting for that student. The Executive Director~~
16 ~~of Student Support Services shall attend these meetings as necessary in order to address~~
17 ~~issues and concerns related to the school's (of zone) inability to meet the student's~~
18 ~~individual needs.~~
19 ~~c. The Special Education Department shall determine the reason the school of zone is~~
20 ~~unable to meet the student's needs and make recommendations for correcting those~~
21 ~~problems.~~

- 22
23 ~~2. Students who are in an out-of-zone school in school year 2001-02 may continue to attend that~~
24 ~~school until they would naturally transition to the next school (i.e., elementary to middle school~~
25 ~~or middle school to high school) if the IEP Team feels the current school is the best placement~~
26 ~~for this student.~~

- 27 ~~a. If the IEP Team determines that changing schools would be harmful to students age 19~~
28 ~~and older who are currently in an out-of-zone school, those students may remain at that~~
29 ~~school until they exit school at age 22. The law requires IEP Teams to consider if a~~
30 ~~placement would have harmful effects on a student. Harmful effects can include loss of~~
31 ~~familiar surroundings, teachers and/or routine and loss of friends.~~

- 32
33 ~~3. The Williamson County School System shall be responsible to transport students with~~
34 ~~disabilities to the educational and/or vocational destination as required by their IEP unless the~~
35 ~~parents/legal guardians of said student choose to provide the student with transportation.~~

36
37 ~~The WCS Transportation Director will endeavor to shall ensure that the vehicles used to~~
38 ~~transport our students provide special transportation to students with disabilities are well~~
39 ~~maintained per manufacturer's recommendation, meet applicable state and federal guidelines~~
40 ~~set forth by the Federal Government, and are properly equipped to handle the needs of students~~
41 ~~with disabilities. All drivers of special transportation buses shall be employees of WCS unless~~
42 ~~specifically approved by the WCS Transportation Director and the Executive Director for~~
43 ~~Student Support Services. The Transportation Director will use only experienced drivers who~~
44 ~~have had satisfactory results been screened for drugs on drug screens, criminal background~~
45 ~~screening, and driving record screening. and hold CPR certification. All drivers of special~~
46 ~~transportation buses shall maintain a current and valid certification in CPR. These drivers must~~

1 ~~be employees of Williamson County Schools. If the IEP of the student with disabilities requires~~
2 ~~an aide to accompany the driver, the Transportation Manager will assign a Williamson County~~
3 ~~School employee to this task. The Williamson County School System is prohibited from~~
4 ~~contracting the transportation of students with disabilities with any 3rd party carrier unless~~
5 ~~approved for an individual instance by the Transportation Manager and the Director of Special~~
6 ~~Education.~~

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: Click here to enter a date.
		Rescinds: 5.109	Issued: 11/26/12

1 All employees are to be evaluated annually. Educators in Williamson County will be evaluated using a
2 state approved and Board approved model for local evaluation.

3 An evaluator team may be involved for educator evaluations at the Principal's discretion. Evaluation
4 shall be for the purpose of improving instruction and ensuring competent and effective performance. A
5 portion of the evaluation will include specific student performance objective data.

6 ~~APPRENTICE/TRANSITIONAL LICENSED TEACHERS~~

7 ~~Apprentice/Transitional~~ Licensed teachers shall be evaluated each year according to the Tennessee State
8 Board of Education evaluation policy with the annual evaluation to be completed by ~~May 15 the last~~
9 ~~teacher workday. At least one formal observation must be performed by the Principal. The remainder~~
10 ~~may be performed by the Principal or a designee who has passed the TEAM certification test.~~
11 ~~Observations shall only be conducted by state certified observers for the school year in which the~~
12 ~~evaluation is taking place.~~

13 If any observer who is a Principal's designee notes a deficiency during any observation, they shall
14 immediately provide a copy of the observation to the Principal. The Principal shall take appropriate
15 action, depending on the nature of the deficiency noted, up to and including issuing a Notice of
16 Deficiency and Improvement Plan.

17 ~~PROFESSIONAL LICENSED TEACHERS~~

18 ~~Professional licensed teachers shall be evaluated each year with the annual evaluation to be completed~~
19 ~~by May 15. At least one formal observation must be performed by the Principal. The remainder may be~~
20 ~~performed by the Principal or a designee who has passed the TEAM certification test.~~

21 ~~If any observer who is a Principal's designee notes a deficiency during any observation, they shall~~
22 ~~immediately provide a copy of the observation to the Principal. The Principal shall take appropriate~~
23 ~~action, depending on the nature of the deficiency noted, up to and including issuing a Notice of~~
24 ~~Deficiency and Improvement Plan.~~

Legal References

1. TCA 49-5-5202, 5203, 5204, 5205
2. TCA 49-5-5206(b), and 5206(c)

Cross References

Evaluations of Instructional Programs 4.702

3. TRR/MS 0520-02-.01-02
4. SBE 5.201

Job Descriptions 5.103
Orientation and Probation 5.107

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 02/18/19
		Rescinds: 2.805	Issued: 09/21/17

1 PURCHASING AUTHORITY

2 The Executive Committee or its designee, the Purchasing Manager, is responsible for and has authority
3 to purchase all equipment, services and supplies for the exclusive use of the school system.

4 The Executive Committee and others (purchasing agent) shall be the only persons authorized to obligate
5 the district for the purchase of supplies, equipment and services.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal
7 responsibility of the persons making the purchase or purchases. The Board and the Superintendent of
8 Schools will not under any circumstances be responsible for payment of any material or supplies
9 purchased by unauthorized individuals or in an un-prescribed manner.

10 The Superintendent of Schools and other employees designated by the Board shall be authorized to act
11 for the Williamson County Schools in acquiring Federal surplus property through the Tennessee General
12 Services Department for Surplus Property and in entering into agreements, certifications, and covenants
13 of compliance concerning the use of federal surplus property. Those so designated may delegate this
14 authority to other Board members on dates specified by letter of designation. This delegation of
15 purchasing authority may be made solely for the purpose of purchasing surplus Federal property.¹

16 GENERAL

17 The primary responsibility of every purchaser is to obtain “the best value for the dollar” for products and
18 services for the School System.²

19 All purchases shall be made in accordance with Tennessee State Law. All purchases of supplies,
20 materials, and equipment in excess of twenty-five thousand dollars (\$25,000), including those of
21 individual schools, shall be based upon competitive bids.³ These bids shall be solicited by advertisement
22 in a newspaper of general circulation in the district. However, said newspaper advertisement may be
23 waived by the purchasing agent in case of emergency. The purchasing agent shall advertise for bids.
24 However, bids are not required where the purchases will be made from State or Federal GSA Contract.
25 Also, when the purchasing agent deems that the state contract is not in the best interest of the taxpayer,
26 alternative pricing will be obtained.

27 All purchases estimated to be between \$2,500 and \$25,000, including those of individual schools, may
28 be made in the open market without newspaper notice, but shall be based on at least three (3) competitive
29 quotes³ documented on letterhead.

30 The lowest and best bid shall be accepted, provided the Board reserves the right to reject any or all bids.
31 Any bid may be withdrawn prior to the scheduled time for opening of bids. Any bid received after the

1 time and date specified shall not be considered. The Board recognizes that the lowest bid may not be the
2 most responsible nor most advantageous to the public. Factors to be considered should include the
3 responsibility of the bidders, warranty offered, availability of service parts, past service experience, **but**
4 **are not limited to**, life cycle costing, stocking of parts, and training expenses. Any bid that is not the low
5 bid will require Board approval. Monthly summaries of bids shall be submitted to the Board of
6 Education.

7 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
8 or other purchasing procedures is prohibited.

9 Contracts for legal services, educational consultants, and similar services by professional persons or
10 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the
11 basis of competence and integrity.⁴

12 **EMERGENCY PURCHASES**

13 Purchases of specific materials, supplies, equipment or services may be made in the open market for
14 immediate delivery only to meet bona fide emergencies arising from unforeseen cause. All bona fide
15 emergencies must be approved by the Purchasing Manager, and a written report on the circumstances of
16 any such emergency justifying the purchase shall be prepared and accompany the requisition. However,
17 purchases will not be considered an emergency when lack of proper planning has taken place. All
18 emergency purchases shall, if practical, be made on the basis of competitive bids.⁵

19 **COORDINATION BETWEEN DIRECTORS AND PURCHASING OFFICE**

20 The Directors and the purchasing office shall follow the standard operating procedure in scheduling bids,
21 reviewing of specifications, advertisement and awarding of bid. This procedural guideline will be on file
22 in the Finance Department.

23 **BID SPECIFICATIONS**

24 It is the responsibility of the requesting department head to submit complete bid specifications to the
25 purchasing department. The purchasing department may amend bid specifications to guard the Board's
26 interests. Justification must be provided on any sole source or brand name item. Specifications provided
27 for bids must have language that will not restrict vendors from quoting or justification must be attached.

28 The Superintendent of Schools shall give top priority to and exercise tight quality control.

29 All purchases shall be made strictly according to law. No contract for supplying educational needs shall
30 be made with any member of the Board, with the Superintendent of Schools, or with any business
31 organization in which any Board member or the Superintendent of Schools has any financial interest
32 whatsoever.

33 The District will purchase materials and services for those sources able to offer the best prices, consistent
34 with quality, delivery, and service.

35 The Board shall establish the specifications which it expects suppliers and manufacturers to meet or
36 exceed in the supplies and equipment sold to the Williamson County Schools. The Board may

- 1 occasionally solicit the assistance of outside agencies in the spot checking of materials purchased by the
- 2 school district.
- 3 The Superintendent of Schools or designee is responsible for assuring that all bills are checked to
- 4 determine if the price is consistent with market conditions and extra value is received for quantity orders.
- 5 The Board may occasionally cooperate with other governmental agencies in the purchasing of goods,
- 6 services and equipment in order to obtain them at a lower cost.

Legal References

1. TCA 49-1-304
2. TCA 6-36-115; TCA 12-4-106; TCA 49-2-206(b)(3); TCA 49-6-2003
3. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2)
4. TCA 29-20-407
5. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8

Cross References

- Executive Committee 1.301
Credit Cards/Credit Lines 2.8051
Purchase Orders and Contracts 2.808
Conflict of Interest 5.601

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 01/21/20
		Rescinds: 1.403	Issued: 01/18/18

1 The Chair and the Superintendent of Schools shall determine the agenda.¹ While developing the
2 agenda, the Chair and Superintendent shall identify routine or non-controversial items to be placed on
3 the consent agenda, which shall become a part of the regular agenda. If any member objects to
4 including an item on the consent agenda, that item shall be moved to the regular agenda as an action
5 item requiring discussion. The remaining consent items shall be adopted in a single vote without
6 discussion.

7 Additional items of business may be placed on the board work session agenda under “Topics for
8 Discussion” at the request of a board member made in writing. Board members wishing to suggest an
9 item of business for the agenda shall notify the Superintendent and Chair in writing at least ten (10)
10 working days before the board work session. The Board may from time to time invite subject matter
11 experts to provide informational presentations as part of the work session agenda.

12 Regular meetings shall be conducted under the following order of business:

- 13 1. Call to Order, Pledge and Moment of Silence
- 14 2. Items of Public Interest (Public Comment)**
- 15 3. Approval of Agenda*/Items of Consent (Consent Agenda)
- 16 4. Communications to the Board (requiring no action)
- 17 5. Unfinished Business
- 18 6. New Business
- 19 7. Adjournment

20 *Note: Once the agenda has been approved, it may not be changed without action to set aside Board
21 policy.

22 **Thirty (30) minutes will be placed on the agenda for the Chair to recognize individuals to make
23 comments. At the discretion of the Chair, this time may be extended. Williamson County residents and
24 WCS employees shall have first priority. In the event time remains, the Chair may allow nonresidents
25 to speak. All persons addressing the Board will state his/her name, provide his/her address and provide
26 the name of the organization or group he/she represents before addressing the Board. The Board
27 reserves the right to limit the time of any speaker. The Chair shall have the authority to terminate the
28 remarks of any individual who is disruptive or does not adhere to Board rules.²

29 Under the tenure recommendations section of the agenda, if a Board member requests that any specific
30 tenure recommendation(s) be acted upon separately, this request will be honored automatically.

31 Agendas for special-called meetings of the School Board shall be established pursuant to requirements
32 established by Tennessee law.

- 1 The agenda shall be available at each meeting for visitors. The agenda shall be available online to the
- 2 members, the media, and the public.

Legal References

1. TCA 49-2-206
2. TCA 39-17-306

Cross References

- Duties of Officers 1.201
Executive Committee 1.301