



**Williamson County Board Policy Committee**

May 4, 2020 6:00 PM

PD Room, 1761 West Main Street

**1. The Williamson County School Board is meeting electronically as it is necessary to protect public health, safety, welfare in light of the coronavirus.**

**2. Agenda**

**3. Board Policies First Reading**

a. 3.500 Food Service Management

b. 5.1082 Telework

c. 5.3051 Families First Coronavirus Response Act



TO: WILLIAMSON COUNTY SCHOOL BOARD

**POLICY COMMITTEE MEETING AGENDA**

**Monday, May 4, 2020**

**6:00 p.m., PD Conference Room  
Livestream/Zoom Meeting**

Williamson County School Board is Meeting Electronically Because it is Necessary to Protect Public Health, Safety and Welfare in Light of the Coronavirus.

**Policies for First Reading**

- 3.500 Food Service Management
- 5.1082 Telework
- 5.3051 Families First Coronavirus Response Act

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Food Service Management</b>	Descriptor Code: <b>3.500</b>	Issued Date: <b>09/16/19</b>
		Rescinds: <b>3.500</b>	Issued: <b>05/19/03</b>

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules  
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service  
3 of foods and will meet all state and federal and local requirements necessary for participation.<sup>1</sup>

4 The system's food service supervisor will oversee the program. All products and services necessary for  
5 the operation of the school nutrition department shall be procured using a procurement plan which  
6 must comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit  
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack  
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as  
10 defined by federal regulations.<sup>2</sup>

11 As required for participation in the School Nutrition Programs, the Board agrees to the following:

- 12 1. Meals/snacks must be made available to all students in attendance;
- 13 2. Free and reduced-price meals/snacks must be made available to students who are determined  
14 eligible for these benefits; and
- 15 3. The offer v. serve program will be implemented in elementary, middle, and high schools.

16 Students who participate in no-cost or reduced-cost meals or have unpaid meal charges will not be  
17 distinguished in any way from other students during food service.

18 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a  
19 la carte items at school.

20 Procedures for implementing guidelines established by the State Department of Education, School  
21 Nutrition Program are on file in the district food service procedures manual.

## 22 *Students Requesting Modified Meals*

23 The School Nutrition Program shall make reasonable modifications to accommodate children with  
24 disabilities. These modifications will be made on a case-by-case basis when supported by a written  
25 statement from a licensed healthcare professional who is authorized to write prescriptions under state  
26 law.

27

1 *Competitive Foods*

2 The sale of competitive foods must comply with all local procedures, but at a minimum, must be as  
3 stringent as the current state and federal regulations concerning competitive foods.<sup>3</sup>

4 *Collection of Unpaid Meal Charges*

5 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to  
6 the end of the school year. Uncollected charges from the previous fiscal year shall be considered  
7 delinquent debt. The Superintendent of Schools shall establish reasonable methods and a timeframe for  
8 collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by  
9 the Board. Upon recommendation of the Superintendent of Schools, the Board may classify delinquent  
10 debt as bad debt, which shall be considered uncollectable and categorized as an operating loss.<sup>4</sup>

11 Schools will not publicly identify any student due to any outstanding meal debt or discuss any  
12 outstanding meal debt in the presence of any other students. Schools will not give students any  
13 alternative meal because of the student's inability to pay for a meal or because of any outstanding meal  
14 debt.

15 *Kitchen Use*

16 When the kitchen area is used for any reason, school cafeteria personnel shall be in attendance and  
17 school cafeteria personnel shall be reimbursed in accordance with Board Policy 3.206, Community  
18 Use of School Facilities.

---

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR § 200.426

---

Cross References

Deposit of Funds 2.500  
Financial Reports and Records 2.701  
Community Use of School Facilities 3.206

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Telework</b>	Descriptor Code: <b>5.1082</b>	Issued Date: <b>NEW</b>
		Rescinds:	Issued:

1 General

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

5 The Superintendent may require an employee to telework if the duties and responsibilities of the  
6 position are required. An employee's participation in the program will be both initiated and ended at  
7 the discretion of the supervisor and/or the Superintendent of Schools.

8 **WORK ENVIRONMENT**

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

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

13

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term <b>FAMILIES FIRST CORONAVIRUS RESPONSE ACT</b>	Descriptor Code: <b>5.3051</b>	Issued Date: <b>NEW</b>
		Rescinds:	Issued:

1 General<sup>1</sup>

2 Under the Families First Coronavirus Response Act (FFCRA), this policy will be in effect until  
3 December 31, 2020.

4 The Superintendent of Schools/designee shall post notice of FFCRA requirements and create any  
5 necessary administrative procedures. Employees should seek clarification from the Assistant  
6 Superintendent of Human Resources if they have questions regarding the total amount of leave and pay  
7 available to them.

8 **PAID SICK LEAVE**

9 Employees are entitled to up to two (2) weeks of paid sick leave if they are unable to work or telework  
10 because the employee:<sup>2</sup>

- 11 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 12
- 13 2. has been advised by a health care provider to self-quarantine related to COVID-19;
- 14
- 15 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 16
- 17 4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The  
18 individual must be someone with a personal relationship to the employee;
- 19
- 20 5. is caring for his/her son or daughter whose school or place of care is closed, or person who  
21 regularly provides child care is unavailable, for reasons related to COVID-19 and no other  
22 suitable person is available to care for the child during the requested period of leave. Son or  
23 daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child  
24 of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older  
25 who is incapable of self-care because of a mental or physical disability; or
- 26
- 27 6. is experiencing any other substantially similar condition specified by the Secretary of Health  
28 and Human Services, in consultation with the Secretaries of Labor and Treasury.

29 This paid leave may be taken if there is work available for the employee to complete and the employee  
30 is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave  
31 that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to  
32 exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

1 **EXPANDED FMLA LEAVE**

2 Full-time or part-time employees who have been on the payroll for thirty (30) calendar days prior to the  
 3 beginning of the leave are eligible for expanded FMLA leave (EFMLEA). This includes employees who  
 4 were laid off or terminated after March 1, 2020, who had worked for the district for at least thirty (30)  
 5 of the prior sixty (60) calendar days and were subsequently rehired or otherwise employed by the  
 6 district.<sup>3</sup>

7 Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or  
 8 telework due to the need to care for his/her son or daughter because of a school or child care facility  
 9 closure or because the person who regularly provides child care (i.e. this could include a family member  
 10 or a neighbor) is unavailable for reasons related to COVID-19.<sup>4</sup> In these circumstances, a son or daughter  
 11 is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing  
 12 in loco parentis, who is under 18 years of age; or 18 years of age or older who is incapable of self-care  
 13 because of a mental or physical disability.

14 Qualifying employees may take twelve (12) weeks of EFMLEA leave.<sup>5</sup> The amount of leave available  
 15 may be impacted by any prior use of FMLA.<sup>6</sup>

16 The first ten (10) days of EFMLEA leave shall be unpaid, however, an employee may choose to take  
 17 any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-thirds  
 18 (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued sick leave  
 19 or annual leave to cover those days or the amount is capped per federal law.<sup>7</sup>

---

Legal References

1. Families First Coronavirus Response Act, Pub. L. No. 116-127, §§ 3102, 5101, et seq. (2020)
2. 29 CFR § 826.20(a); 29 CFR § 826.21; 29 CFR § 826.30(a)
3. 29 CFR § 826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), § 3605 (2020)
4. 29 CFR § 826.20(b)
5. 29 CFR § 826.23
6. 29 CFR § 826.23(b); 29 CFR § 826.70
7. 29 CFR § 826.24

---

Cross References

- Sick Leave-Teacher 5.302  
Sick Leave-Classified 5.3022