



Williamson County School Board Meeting

May 18, 2020 6:30 PM

Executive Committee

1. Call to Order

- a. Record Attendance
- b. Pledge of Allegiance

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

- a. Williamson County School Board Meeting held pursuant to Executive Order #16 signed by Governor Bill Lee and Waiver of Williamson County School Board Policy 1.400 School Board Meetings and Work Sessions.

3. Items of Particular Public Interest (Public Comment)

4. Approval of Agenda

5. Approval of Consent Agenda

- a. April 16, 2020 Special Called School Board Meeting Minutes
- b. April 20, 2020 School Board Meeting Minutes
- c. May 4, 2020 Special Called School Board Meeting Minutes
- d. 2020-2021 PCR Revision
- e. Approval of ePlan Applications for FY2020-2021 142 School Federal Projects to include ESEA Grants, IDEA, Part B., IDEA Pre-School, Grants, Carl Perkins Basic Grant as well as the FY2020 IDEA Technology Partnership Grant with Superintendent Authorizations (Annual Agenda Item)
- f. High Performing School District Flexibility ACT

6. Communications to the Board

- a. Superintendent's Report
- b. District Update
 - I. Student Spotlight
 - II. Staff Spotlight
- c. Board Chairman's Report

7. Unfinished Business

8. New Business

- a. 2019-2020 School Board Budget
 - I. Education Capital Funds Amendment
 - II. General Purpose School Fund Resolution - Additional Special Education Expenses

III. General Purpose School Fund Resolution - Trustee
Commission

IV. General Purpose School All Funds Resolution - COVID
19 Expenses

V. Central Cafeteria Fund Resolution - Cafeteria Workers
Salaries and Benefits

VI. General Purpose School Fund Resolution - Lease
Purchase Chromebooks

VII. General Purpose School Fund Resolution - Property
Insurance

b. PECCA Memorandum of Understanding 2019-2022

c. Board Policies - First Reading

I. 3.500 Food Service Management

II. 5.1082 Telework

III. 5.3051 Families First Coronavirus Response Act

9. Adjournment



Special Called Board Meeting

April 16, 2020 5:00 PM

Livestream/Zoom

PD Room 1761 West Main Street Franklin, TN

1. Call To Order

Chairman Gary Anderson called the meeting to order at 5:06 p.m.

2. Record Attendance

Attendance Taken at 5:08 PM.

Mr. Gary Anderson:	Present
Mr. Dan Cash:	Present
Ms. Sheila Cleveland:	Present
Mrs. Angela Durham:	Present
Mrs. Candace Emerson:	Absent
Mr. Brad Fiscus:	Present
Mr. Jay Galbreath:	Present
Mrs. Nancy Garrett:	Present
Mr. KC Haugh:	Present
Mr. Eliot Mitchell:	Present
Mr. Eric Welch:	Present
Mr. Rick Wimberly:	Present

Present: 11, Absent: 1.

3. Chairman Anderson stated, "The Williamson County School Board is meeting electronically as it is necessary to protect public health, safety, welfare in light of the coronavirus".

a. Williamson County School Board Meeting held pursuant to Executive Order #16 signed by Governor Bill Lee.

b. Waiver of Williamson County School Board Policy 1.400 School Board Meetings and Work Sessions

4. New Business

a. 2020-2021 School Board Budget

I. General Purpose School Fund Budget

Chairman Anderson called on Superintendent Golden who recommended approval of the General Purpose School Fund Budget for 2020-2021 as presented in the amount of \$395,925,769.

Mr. Eliot Mitchell and Mr. Rick Wimberly separately stated that they have a relative employed by the school system and certify they will vote in the best interest of the school district.

Motion Passed: Motion by Mr. Rick Wimberly to approve as presented. A second was made by Mr. Dan Cash. Chairman Anderson called for a roll call vote on the motion.

Mrs. Candace Emerson: Absent
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mr. Gary Anderson: Yes
Mr. Jay Galbreath: Yes
Ms. Sheila Cleveland: Yes
Mr. Rick Wimberly: Yes
Mr. KC Haugh: Yes
Mr. Eric Welch: Yes
Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes
Yes: 11, Nay: 0, Absent: 1

II. Capital Fund Request

Chairman Anderson called on Superintendent Golden who recommended approval for the 2020-2021 Capital Fund Request as presented in the amount of \$9,936,647.

Motion Passed: Motion by Mr. Eliot Mitchell to approve as presented. A second was made by Mr. Eric Welch. Chairman Anderson called for a roll call vote on the motion.

Mrs. Candace Emerson: Absent
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mr. Gary Anderson: Yes
Mr. Jay Galbreath: Yes
Ms. Sheila Cleveland: Yes
Mr. Rick Wimberly: Yes
Mr. KC Haugh: Yes
Mr. Eric Welch: Yes
Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes
Mr. Dan Cash: Yes
Yes: 11, Nay: 0, Absent: 1

5. Adjournment

There being no further business, Chairman Anderson adjourned the meeting at 5:20 p.m.

Chairperson

Superintendent



Williamson County School Board Meeting

April 20, 2020 6:30 PM

Livestream/Zoom

Professional Development Room
1761 West Main Street, Franklin, TN

1. Call to Order

Chairman Gary Anderson called the meeting to order at 6:30 p.m.

a. Record Attendance

Attendance Taken at 6:30 PM.

Mr. Gary Anderson:	Present
Mr. Dan Cash:	Present
Ms. Sheila Cleveland:	Present
Mrs. Angela Durham:	Present
Mrs. Candace Emerson:	Absent
Mr. Brad Fiscus:	Present
Mr. Jay Galbreath:	Present
Mrs. Nancy Garrett:	Present
Mr. KC Haugh:	Present
Mr. Eliot Mitchell:	Present
Mr. Eric Welch:	Present
Mr. Rick Wimberly:	Present

Present: 11, Absent: 1.

b. Pledge of Allegiance

Chairman Anderson and Superintendent Jason Golden led the Pledge of Allegiance after which the Board observed a moment of silence.

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

a. Williamson County School Board Meeting held pursuant to Executive Order #16 signed by Governor Bill Lee.

Chairman Anderson called on Superintendent Golden who recommended approval for the School Board to meet electronically pursuant to Governor Bill Lee's Executive Order #16.

Motion Passed: Motion by Mr. Eric Welch to approve. A second was made by Mr. Rick Wimberly. Chairman Anderson called for a roll call vote.

Mrs. Candace Emerson:	Absent
Mr. Brad Fiscus:	Yes

Mr. Gary Anderson: Yes
Mr. Jay Galbreath: Yes
Ms. Sheila Cleveland: Yes
Mr. Rick Wimberly: Yes
Mr. KC Haugh: Yes
Mr. Eric Welch: Yes
Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Yes: 11, Nay: 0, Absent: 1

b. Waiver of Williamson County School Board Policy 1.400 School Board Meetings and Work Sessions.

Chairman Anderson called on Superintendent Golden who recommended approval to waive Board Policy 1.400 School Board Meetings and Work Sessions which allows the Board to meet electronically.

Motion Passed: Motion by Mrs. Nancy Garrett to approve. A second was made by Ms. Sheila Cleveland. Chairman Anderson called for a roll call vote on the motion.

Mrs. Candace Emerson: Absent
Mr. Gary Anderson: Yes
Mr. Jay Galbreath: Yes
Ms. Sheila Cleveland: Yes
Mr. Rick Wimberly: Yes
Mr. KC Haugh: Yes
Mr. Eric Welch: Yes
Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Yes: 11, Nay: 0, Absent: 1

3. Items of Particular Public Interest (Public Comment)

Chairman Anderson stated that due to the current circumstances, the Williamson County School Board is meeting electronically and there is no public comment.

4. Approval of Agenda

Chairman Anderson presented the agenda for approval.

Motion Passed: Motion by Mr. Eric Welch to approve. A second was made by Mr. KC Haugh. Chairman Anderson called for a roll call vote on the motion.

Mrs. Candace Emerson: Absent
Mr. Jay Galbreath: Yes
Ms. Sheila Cleveland: Yes
Mr. Rick Wimberly: Yes
Mr. KC Haugh: Yes
Mr. Eric Welch: Yes
Mrs. Nancy Garrett: Yes

Mrs. Angela Durham: Yes
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mr. Gary Anderson: Yes
Yes: 11, Nay: 0, Absent: 1

5. **Approval of Consent Agenda**

Chairman Anderson presented the consent agenda for approval.

Motion Passed: Motion by Ms. Sheila Cleveland to approve. A second was made by Mr. Dan Cash. Chairman Anderson called for a roll call vote on the motion.

Mrs. Candace Emerson: Absent
Ms. Sheila Cleveland: Yes
Mr. Rick Wimberly: Yes
Mr. KC Haugh: Yes
Mr. Eric Welch: Yes
Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mr. Gary Anderson: Yes
Mr. Jay Galbreath: Yes
Yes: 11, Nay: 0, Absent: 1

- a. March 30, 2020 School Board Meeting Minutes
- b. Board Policies - Second Reading
 - I. 3.405 Commercial Advertising on Williamson County School Buses
 - II. 3.604 Public Records Request
 - III. 4.302 Field Trips
- c. 2020-2021 Proposed Classified Pay Chart

6. **Communications to the Board**

- a. Superintendent's Report
Superintendent Golden provided an update on the Coronavirus and how it has affected school district operations and the plans in process.
- b. Board Chairman's Report
Chairman Anderson thanked district employees for their work behind the scenes during this time.

7. **Unfinished Business**

There was no unfinished business.

8. **New Business**

a. 2020-2021 Facilities Use Fee Schedule

Chairman Anderson called on Superintendent Golden who recommended the 2020-2021 Facilities Fee Schedule as presented with no changes from this year's fee schedule.

Motion Passed: Motion by Mr. Dan Cash to approve. A second was made by Mr. Eliot Mitchell. Chairman Anderson called for a roll call vote.

Mrs. Candace Emerson: Absent
Mr. Rick Wimberly: Yes

Mr. KC Haugh:	Yes
Mr. Eric Welch:	Yes
Mrs. Nancy Garrett:	Yes
Mrs. Angela Durham:	Yes
Mr. Dan Cash:	Yes
Mr. Eliot Mitchell:	Yes
Mr. Brad Fiscus:	Yes
Mr. Gary Anderson:	Yes
Mr. Jay Galbreath:	Yes
Ms. Sheila Cleveland:	Yes

Yes: 11, Nay: 0, Absent: 1

b. Superintendent's Tenure Recommendation to the Board

Chairman Anderson called on Superintendent Golden who recommended the teacher tenure list as presented.

Motion Passed: Motion by Mr. Rick Wimberly to approve. A second was made by Mrs. Angela Durham. Chairman Anderson called for a roll call vote on the motion.

Mrs. Candace Emerson:	Absent
Mr. KC Haugh:	Yes
Mr. Eric Welch:	Yes
Mrs. Nancy Garrett:	Yes
Mrs. Angela Durham:	Yes
Mr. Dan Cash:	Yes
Mr. Eliot Mitchell:	Yes
Mr. Brad Fiscus:	Yes
Mr. Gary Anderson:	Yes
Mr. Jay Galbreath:	Yes
Ms. Sheila Cleveland:	Yes
Mr. Rick Wimberly:	Yes

Yes: 11, Nay: 0, Absent: 1

c. High School 2019-2020 Graduation Window

Chairman Anderson called on Superintendent Golden who recommended to extend the 2020 Graduation Window from May 21 – July 31, 2020.

Motion Passed: Motion by Mrs. Nancy Garrett to approve. A second was made by Mrs. Angela Durham. Chairman Anderson called for a roll call vote on the motion.

Mrs. Candace Emerson:	Absent
Mr. Eric Welch:	Yes
Mrs. Nancy Garrett:	Yes
Mrs. Angela Durham:	Yes
Mr. Dan Cash:	Yes
Mr. Eliot Mitchell:	Yes
Mr. Brad Fiscus:	Yes
Mr. Gary Anderson:	Yes
Mr. Jay Galbreath:	Yes
Ms. Sheila Cleveland:	Yes

Mr. Rick Wimberly: Yes

Mr. KC Haugh: Yes

Yes: 11, Nay: 0, Absent: 1

d. Resolution By The Williamson County Board of Education To Suspend Board Policies Impacted by the COVID-19 Pandemic.

Chairman Anderson called on Superintendent Golden who recommended the Resolution by the Williamson County Board of Education to Suspend Board Policies Impacted by the COVID-19 Pandemic as presented.

Motion Passed: Motion by Mr. Brad Fiscus to approve. A second was made by Mr. Eric Welch. Chairman Anderson called for a roll call vote on the motion.

Mrs. Candace Emerson: Absent

Mrs. Nancy Garrett: Yes

Mrs. Angela Durham: Yes

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

Mr. Brad Fiscus: Yes

Mr. Gary Anderson: Yes

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mr. Rick Wimberly: Yes

Mr. KC Haugh: Yes

Mr. Eric Welch: Yes

Yes: 11, Nay: 0, Absent: 1

9. Adjournment

There being no further business, Chairman Anderson adjourned the meeting at 7:17 p.m.

Chairperson

Superintendent



Special Called Board Meeting

May 4, 2020 5:00 PM

Livestream/Zoom

PD Room 1761 West Main Street Franklin, TN

1. Call To Order

Chairman Gary Anderson called the meeting to order at 5:00 p.m.

2. Record Attendance

Attendance Taken at 5:00 PM.

Mr. Gary Anderson:	Present
Mr. Dan Cash:	Present
Ms. Sheila Cleveland:	Present
Mrs. Angela Durham:	Present
Mrs. Candace Emerson:	Absent
Mr. Brad Fiscus:	Present
Mr. Jay Galbreath:	Absent
Mrs. Nancy Garrett:	Present
Mr. KC Haugh:	Present
Mr. Eliot Mitchell:	Present
Mr. Eric Welch:	Absent
Mr. Rick Wimberly:	Present

Present: 9, Absent: 3.

3. Chairman Anderson read the following statements:

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

- a. Williamson County School Board Meeting held pursuant to Executive Order #16 signed by Governor Bill Lee and Waiver of Williamson County School Board Policy 1.400 School Board Meetings and Work Sessions.

4. New Business

a. 2020-2021 Central Cafeteria Fund

Chairman Anderson called on Superintendent Jason Golden who recommended approval of the 2020-2021 Central Cafeteria Fund in the amount of \$14,557,636.

Motion Passed: Motion by Mr. Eliot Mitchell to approve. A second was made by Mr. Rick Wimberly. Chairman Anderson called for a roll call vote on the main motion.

Mrs. Candace Emerson: Absent

Mr. Jay Galbreath:	Absent
Mr. Eric Welch:	Absent
Mrs. Angela Durham:	Yes
Mr. Dan Cash:	Yes
Mr. Eliot Mitchell:	Yes
Mr. Brad Fiscus:	Yes
Mr. Gary Anderson:	Yes
Ms. Sheila Cleveland:	Yes
Mr. Rick Wimberly:	Yes
Mr. KC Haugh:	Yes
Mrs. Nancy Garrett:	Yes
Yes: 9, Nay: 0, Absent: 3	

b. 2020-2021 Extended School Program Fund

Chairman Anderson called on Superintendent Golden who recommended approval of the 2020-2021 Extended School Program Fund in the amount of \$7,153,988.

Motion Passed: Motion by Mr. Eliot Mitchell to approve. A second was made by Mr. KC Haugh. Chairman Anderson called for a roll call vote.

Mrs. Candace Emerson:	Absent
Mr. Jay Galbreath:	Absent
Mr. Eric Welch:	Absent
Mr. Dan Cash:	Yes
Mr. Eliot Mitchell:	Yes
Mr. Brad Fiscus:	Yes
Mr. Gary Anderson:	Yes
Ms. Sheila Cleveland:	Yes
Mr. Rick Wimberly:	Yes
Mr. KC Haugh:	Yes
Mrs. Nancy Garrett:	Yes
Mrs. Angela Durham:	Yes
Yes: 9, Nay: 0, Absent: 3	

5. Adjournment

There being no further business, Chairman Anderson adjourned the meeting at 5:33 p.m.

Chairperson

Superintendent

To: Board of Education

From: Leslie C. Holman, Asst. Superintendent/CFO

RE: PCR 2020-2021

Date: April 29, 2020



During the preparation of the PCR in February, the wrong standard was used to add foreign language to the Middle School. There is a need to add 5 positions back to the PCR in Middle school to retain the status of the current year foreign language program.

It is the procedure that we separate out of the district standard, programs that are new and to provide district wide a set amount for that program , until it gets established, whereby in subsequent years, they will become a part of the specials calculation. This allows for the district to grow the program and once grown and are part of the curriculum for middle school (or any level, for that matter) it becomes part of the standard specials.

Staff recommends adding back 5 positions for foreign language to the middle school for next year.

1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4000
Fax (615) 472-4190
Website: <http://www.wcs.edu>



MEMORANDUM

TO: Williamson County School Board

FROM: Jason Golden, Superintendent

DATE: May 18, 2020

RE: Approval of ePlan Applications for FY2021 to include ESEA Grants as Amended by Every Student Succeeds Act, IDEA, Part B, IDEA Pre-School, and Carl Perkins Basic Grant

This memo is to request the approval of the FY2021 Federal Fund 142 ePlan Applications/Budgets with the following statement, allowing superintendent approval of revisions and amendments:

"The Williamson County Board of Education approves the FY2021 ePlan Applications and Budgets for ESEA Grants (Titles IA, I-Delinquent, I-Neglected, IIA, III, IV), IDEA, Part B, IDEA Pre-School, and Carl Perkins Basic Grant and authorizes the superintendent to file any necessary budget revisions, plan addenda, or transfer requests."

2020-2021 BUDGET FOR 142 SCHOOL FEDERAL PROJECTS

WILLIAMSON COUNTY BOARD OF EDUCATION APPROVAL MAY 18, 2020

(Includes Special Education I.D.E.A., Part B & I.D.E.A. Pre-School, Carl Perkins Basic, and ESEA Grants (Title I, I Neglected, I Delinquent, IIA, III, IV)
As Amended by Every Student Succeeds Act

REVENUES

47131	Carl Perkins Basic Grant	\$320,968
47141	Title IA, I Neglected, I Delinquent Grants To States	\$709,135
47143	Special Education Grants to States	\$6,812,339
47145	Special Education Pre-School	\$121,314
47146	Title III, English Language Acquisition	\$73,681
47189	Title IIA, Teacher Training	\$487,871
47590	Title IV, Student Support and Academic Enrichment	\$49,597

REVENUES	\$8,574,905
TOTAL	

EXPENDITURES

71100	Regular Instruction Program	\$662,487
71200	Special Education Instruction Program	\$4,555,251
71300	Vocational Education Programs	\$205,415
72120	Special Education Health	\$688,348
72130	Other Student Support	\$138,662
72210	Instructional Support	\$568,348
72220	Special Education Instruction Staff Support	\$468,945
72230	Vocational Education Staff Support	\$18,707
72710	Transportation	\$1,000
99100	Indirect Cost (Transfer to Other Funds)	\$1,267,742

EXPENDITURES	\$8,574,905
TOTAL	

**142 School Federal Projects Funds (New Allocations for 2020-2021 do not include Carryover
Funds from FY 2019-2020 ESEA, IDEA, and IDEA Pre-School Grants.)**

142 2020-2021 PROPOSED BUDGET IN EPLAN FOR ESEA AS AMENDED BY EVERY STUDENT SUCCEEDS ACT (ePlan defined as "Tennessee Electronic Planning and Grants Management System")									
WILLIAMSON COUNTY BOARD OF EDUCATION APPROVAL									
	18-May-20	BUDGET	EPLAN	EPLAN TITLE I	EPLAN TITLE I	EPLAN	EPLAN	EPLAN	
DESCRIPTION	LINES		TITLE I A	NEGLECTED	DELINQUENT	TITLE IIA	TITLE III	TITLE IV	TOTALS BY CATEGORY
EXPENDITURES									
INSTRUCTION									
	71100								
Teachers	71100 116		416,002.00						
Educational Assistants	71100 163						34,410.00		
Other Salaries & Wages	71100 189			4,000.00			10,000.00		
Social Security	71100 201		25,792.00	248.00			2,754.00		
Pensions	71100 204		42,723.00	411.00			2,038.00		
Life Insurance	71100 206		262.00				42.00		
Medical Insurance	71100 207		63,024.00				10,100.00		
Dental Insurance	71100 208		3,120.00				500.00		
Employer Medicare	71100 212		6,032.00	58.00			644.00		
Contracts with Other Sch. Systems	71100 311		1,645.96						
Instructional Supplies & Materials	71100 429		5,136.04	1,633.00			8,425.28	1,000.00	
Regular Instruction Equipment	71100 722							22,487.00	
TOTAL INSTRUCTION			\$ 563,737.00	\$ 6,350.00			\$ 68,913.28	\$ 23,487.00	\$ 662,487.28
OTHER STUDENT SUPPORT									
	72130								
Other Salaries & Wages	72130 189		2,100.00		13,750.00				
Social Security	72130 201		131.00		853.00				
Pensions	72130 204		216.00		1,412.00				
Life Insurance	72130 206								
Medical Insurance	72130 207								
Dental Insurance	72130 208								
Employer Medicare	72130 212		31.00		200.00				
Travel--Mileage	72130 355								
Other Contracted Services	72130 399								
In-Service/Staff Development	72130 524							24,298.00	
Other Charges--Parent Involvement	72130 599		5,403.00						
TOTAL OTHER STUDENT SUPPORT			\$ 7,881.00		\$ 16,215.00			\$ 24,298.00	\$ 48,394.00
INSTRUCTIONAL SUPPORT									
	72210								
Education Media Personnel	72210 137					46,424.00			
Secretary(s)	72210 161					14,416.00			
Other Salaries & Wages	72210 189		59,331.00			235,503.00			
	72210 196					1,000.00			
Social Security	72210 201		3,678.00			18,430.00			
Pensions	72210 204		6,093.00			27,331.00			
Life Insurance	72210 206		49.00			208.00			
Medical Insurance	72210 207		11,817.00			49,995.00			
Dental Insurance	72210 208		585.00			2,475.00			
Employer Medicare	72210 212		860.00			4,312.00			
Travel--Mileage	72210 355					4,500.00			
Other Contracted Services	72210 399					23,333.00			
In-Service/Staff Development	72210 524		6,128.00		3,491.50	44,889.00	2,500.00	1,000.00	
TOTAL INSTRUCTIONAL SUPPORT			\$ 88,541.00		\$ 3,491.50	\$ 472,816.00	\$ 2,500.00	\$ 1,000.00	\$ 568,348.50
TRANSPORTATION									
	72710								
Contract with Parents	72710 313		900.00						
Contract with Vehicle Owners	72710 315		100.00						
TOTAL TRANSPORTATION			1,000.00						\$ 1,000.00
TRANSFERS OUT									
	99100								
Indirect Cost	99100 504		21,090.00	202.00	628.00	15,055.00	2,268.00	\$ 812.00	
TOTAL TRANSFERS OUT			\$ 21,090.00	\$ 202.00	\$ 628.00	\$ 15,055.00	\$ 2,268.00	\$ 812.00	\$ 40,055.00
TOTAL EXPENDITURES			\$ 682,249.00	\$ 6,552.00	\$ 20,334.50	\$ 487,871.00	\$ 73,681.28	49,597.00	\$ 1,320,284.78
REVENUE									
TITLE I, Grants to LEA	47141	\$	709,135.50						
TITLE III, English Language Acquisition	47146	\$	73,681.28						
	47189	\$	487,871.00						
Title IV, Student Support and Academic Enrichment	47590	\$	49,597.00						
TOTAL REVENUE			\$ 1,320,284.78						

142 2020-2021 PROPOSED BUDGET IN EPLAN FOR INDIVIDUALS WITH DISABILITIES ACT AND I.D.E.A. PRE-SCHOOL					
(ePlan defined as "Tennessee Electronic Planning and Grants Management System")					
WILLIAMSON COUNTY BOARD OF EDUCATION APPROVAL					
	18-May-20	BUDGET	EPLAN	EPLAN IDEA	EPLAN
DESCRIPTION		LINES	IDEA, PART B	PRE-SCHOOL	TOTALS BY CATEGORY
EXPENDITURES					IDEA, PT.B
SPECIAL EDUCATION					CCEIS, 141
INSTRUCTION					99100 590, IDEA, (Pt.B)
	71200				
Teachers	71200 116			41,500.00	
Educational Assistants	71200 163	2,356,358.00		29,685.00	
Speech Pathologist	71200 171			20,000.00	
Other Salaries & Wages	71200 189	127,338.00			
Social Security	71200 201	153,990.00		5,655.00	
Pensions	71200 204	124,185.00		8,025.00	
Life Insurance	71200 206	6,528.00		51.00	
Medical Insurance	71200 207	1,292,750.00		10,100.00	
Dental Insurance	71200 208	63,998.00		500.00	
Employer Medicare	71200 212	36,014.00		1,325.00	
Contracts with Private Agencies	71200 312	258,095.00		1,773.00	
Instructional Supplies & Materials	71200 429	9,314.00		67.00	
Other Materials & Supplies	71200 499	8,000.00			
TOTAL SPECIAL EDUCATION					
INSTRUCTION		\$ 4,436,570.00	\$ 118,681.00	\$ 4,555,251.00	
HEALTH SERVICES					
	72120				
Medical Personnel	72120 131	516,085.00			
Social Security	72120 201	31,999.00			
Pensions	72120 204	51,610.00			
Life Insurance	72120 206	370.00			
Medical Insurance	72120 207	73,176.00			
Dental Insurance	72120 208	3,623.00			
Employer Medicare	72120 212	7,485.00			
Travel--Mileage	72120 355	4,000.00			
TOTAL HEALTH SERVICES		\$ 688,348.00		\$ 688,348.00	
OTHER STUDENT SUPPORT					
	72130				
Other Salaries & Wages	72130 189				470,836.00
Social Security	72130 201				28,572.00
Pensions	72130 204				41,856.00
Life Insurance	72130 206				434.00
Medical Insurance	72130 207				85,850.00
Dental Insurance	72130 208				4,250.00
Employer Medicare	72130 212				6,683.00
Other Contracted Services	72130 399				387,183.00
In-Service/Staff Development	72130 524				14,368.00
TOTAL OTHER STUDENT SUPPORT				\$ -	\$ 1,040,032.00
INSTRUCTIONAL STAFF SUPPORT					
	72220				
Psychological Personnel	72220 124	96,618.00			
Secretary(s)	72220 161	33,005.00			
Other Salaries & Wages	72220 189	217,350.00			
Social Security	72220 201	21,883.00			
Pensions	72220 204	35,026.00			
Life Insurance	72220 206	247.00			
Medical Insurance	72220 207	48,783.00			
Dental Insurance	72220 208	2,415.00			
Employer Medicare	72220 212	5,118.00			
Travel--Mileage	72220 355	8,500.00			
TOTAL SPECIAL EDUCATION					
INSTRUCTIONAL STAFF SUPPORT		\$ 468,945.00		\$ 468,945.00	
TRANSFERS OUT					
	99100				
Indirect Cost	99100 504	178,444.00	2,633.00		
	99100 590	1,040,032.00			
TOTAL TRANSFERS OUT		\$ 1,218,476.00	\$ 2,633.00	\$ 1,221,109.00	
TOTAL SPECIAL EDUCATION					
EXPENDITURES		\$ 6,812,339.00	\$ 121,314.00	\$ 6,933,653.00	
	47143				
	47145				
REVENUE					
SPECIAL EDUCATION GRANTS TO STATES	47143	\$ 6,812,339.00			
SPECIAL EDUCATION PRE-SCHOOL	47145	121,314.00			
TOTAL REVENUE		\$ 6,933,653.00			

142 2020-2021 PROPOSED BUDGET FOR CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006				
WILLIAMSON COUNTY BOARD OF EDUCATION APPROVAL				
(ePlan defined as "Tennessee Electronic Planning and Grants Management System")				
	18-May-20	EPLAN		
DESCRIPTION	BUDGET LINES	CARL PERKINS		
		BASIC GRANT	TOTALS BY CATEGORY	
EXPENDITURES				
SPECIAL EDUCATION				
INSTRUCTION				
	71300			
Teachers	71300 116	50,000.00		
Clerical Personnel	71300 162	16,696.00		
Social Security	71300 201	4,140.00		
Pensions	71300 204	5,970.00		
Life Insurance	71300 206	58.00		
Medical Insurance	71300 207	13,888.00		
Dental Insurance	71300 208	688.00		
Employer Medicare	71300 212	970.00		
Instructional Equipment	71300 730	113,005.36		
TOTAL SPECIAL EDUCATION				
INSTRUCTION		\$ 205,415.36	\$	205,415.36
OTHER STUDENT SUPPORT				
	72130			
Other Salaries & Wages	72130 189	8,500.00		
Social Security	72130 201	527.00		
Pensions	72130 204	873.00		
Employer Medicare	72130 212	125.00		
Travel--Mileage	72130 355	64,193.00		
In-Service Staff Development	72130 524	16,050.00		
TOTAL OTHER STUDENT SUPPORT		\$ 90,268.00	\$	90,268.00
INSTRUCTIONAL SUPPORT				
	72230			
Clerical Personnel	72230 162	5,569.00		
Social Security	72230 201	349.00		
Pensions	72230 204	279.00		
Life Insurance	72230 206	6.00		
Medical Insurance	72230 207	1,264.00		
Dental Insurance	72230 208	64.00		
Employer Medicare	72230 212	81.00		
Travel-Mileage	72230 355	500.00		
In-Service/Staff Development	72230 524	10,595.00		
TOTAL INSTRUCTIONAL SUPPORT		\$ 18,707.00	\$	18,707.00
TRANSFERS OUT				
	99100			
Indirect Cost		6,578.00		
TOTAL TRANSFERS OUT		\$ 6,578.00	\$	6,578.00
TOTAL VOCATIONAL EXPENDITURES		\$ 320,968.36	\$	320,968.36
REVENUE				
Vocational/Educ. Basic Grants to States	47131	\$320,968.36		
TOTAL REVENUE	47131	\$ 320,968.36		

1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4000
Fax (615) 472-4190
Website: <http://www.wcs.edu>



MEMORANDUM

TO: Williamson County School Board

FROM: Jason Golden, Superintendent

DATE: May 18, 2020

RE: Approval of ePlan Application for FY2020, IDEA Technology Partnership Grant, \$2,500

This memo is to request the approval of the FY2020 Federal Fund 142 ePlan Application and Budget with the following statement, allowing superintendent approval of revisions and amendments:

"The Williamson County Board of Education approves the FY2020 ePlan Application and Budget for the IDEA Technology Partnership Grant and authorizes the superintendent to file any necessary budget revisions, plan addenda, or transfer requests."

This grant has been made available for Student Support Services due to COVID-19 and has a dollar range of \$2,500 to \$20,000. WCS is allowed and has submitted an application for \$2,500, in hopes that TDOE grants an additional amount up to \$20,000.

The Grant will provide specialized technology equipment and supplies for students who need additional support.



MEMORANDUM

DATE: 5-7-2020

TO: Williamson County Board of Education

FROM: Jason Golden, Superintendent

RE: High Performing School Districts Flexibility Act renewal

Per TCA §49-2-701 et seq., it is time to renew WCS' declaration as a high performing school district. WCS continues to qualify for this designation that lasts three years. This designation opens the door to request waivers of certain State regulations and allows us reduces the number of items that must be taken to the County Commission for self-sustaining funds. The most significant practical impact of this designation for us has been reduction in paperwork for our cafeteria and SACC budgets, since the Commissioner still has the power to turn down our waiver requests.

Staff recommends the Board vote to re-declare itself a high performing school district pursuant to the High Performing School Districts Flexibility Act.



To: Board of Education
From: Leslie C. Holman, Assistant Superintendent/CFO
RE: 2019-2020 Budget Amendments and Resolutions
Date: May 4, 2020

The following budget amendment require your approval only.

Education Capital Projects Fund Amendment

05.20.BHS Completion

We are in the final phase of the Brentwood High School improvements and have bid the project and need **\$2,922,410** to complete the project. There are interest earnings and unencumbered funds for general capital projects that can meet this need.

The following budget resolutions requires yours and county commission approval as well.

Resolutions:

General Purpose School Fund

06.20. Addl SPED Expenses

Certain student support service department's needs are not able to be properly forecasted during the budget process in that they are tied to student needs. Legal expenses for due process procedures are one of these expenses. We need an additional **\$600,000** for legal expenses for the 19-20 year for these cases. We will use fund balance to fund this expense.

06.20.Trustee Commission

There is a need to increase trustee's commission based on the amount of local revenue we receive. We only budget 92% of anticipated property tax collections and receive in excess of 98% and therefore will use this to fund this need. **(\$670,000).**

06.20.Property Insurance

Property and content insurance premium and self-funded costs exceeded the amount budgeted for the fiscal year **(\$70,000)**. We will use fund balance to fund this additional expense.

06.20.Covid 19 Expenses-All Funds

FEMA has awarded a reimbursement grant for certain expenses incurred because of the COVID 19 situation. We created an account for all departments and funds to use to encumber any expense any funds directly related to Covid 19, such as cleaning, sign printing and thermometers to name a few. Also, certain technology expenses were incurred such as the purchase of Chromebooks to give out to students so that they could experience continued learning. We can be reimbursed up to 75% of approved expenses. We are using fund balance to cover the remaining 25% of the covered expenses.

Central Cafeteria Fund

06.20.Cafeteria

During the Coronavirus Pandemic (Covid 19), the Board has continued to pay all full time and regular part time employees of all funds. The Central Cafeteria Fund operates on fees generated through lunch purchases and USDA reimbursements. The Board suspended school operations in March under the direction of the state and the food service fund has not received any material revenue through this time. It will have depleted its fund balance by year end. We have received the CARES grant from the federal government which can be used to pay wages of workers affected by the pandemic. These funds will be deposited to the School Federal Projects Fund and will be transferred to the Central Cafeteria Fund to

continue to pay salaries and benefits for cafeteria workers. It is expected that we will need approximately **\$575,000** to pay these workers through the end of the year.

06.20.Lease Purchase Chromebooks

In anticipation of the need to extend digital learning processes through the next year and possibly as a future trend for education, there is a need to purchase additional Chromebooks to ensure that all students have a learning device to be used off campus. It is the Board's intent to enter into a lease purchase agreement with Dell for these Chromebooks. We will include in our operational budget \$1,511,073 each year for the next 4 years to purchase 18,555 laptops. State law requires that we obtain county commission approval on lease purchase agreements. The purpose of this resolution is to obtain that approval.

Staff recommends approval of the above noted amendment and budget resolutions.

**BUDGET AMENDMENT APPROPRIATING \$2,922,408 FROM CAPITAL INTEREST
EARNINGS AND UNENCUMBERED FUNDS TO FINISH THE BRENTWOOD HIGH SCHOOL
IMPROVEMENTS**

WHEREAS, the Board and Commission authorized and provided funding for the improvements to Brentwood Middle and High Schools; and

WHEREAS, the final bids for the last phase has been bid and there is a need for an additional \$2,922,410 to finish the project; and

WHEREAS, the Education Capital Projects Fund has interest earnings in the amount of \$2,018,537 for general purposes and unencumbered general funds for the remaining;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of Education meeting in regular session on May 18, 2020 approve and amend the Education Capital Projects Fund budget as follows:

Revenue		
177.441100	Interest Earnings	2,018,537
177.91300.579910.510	Unencumbered Funds	903,871
Expenditures		
177.91300.570600.67.C1267	Building Construction	2,922,410

Action Taken:
School Board

Yes____ **No**____

RESOLUTION NO. _____

Requested by: Board of Education

**RESOLUTION AMENDING THE 2019-20 GENERAL PURPOSE SCHOOL BUDGET \$600,000
FOR ADDITIONAL SPECIAL EDUCATION EXPENSES**

WHEREAS, the Student Support Services Department has estimated there is a need to increase the amount for contracted services for legal services associated with due process; and

WHEREAS, each year due processes are ended and started throughout the year and there is no way to determine the exact cost during the budget process; and

WHEREAS, this cost was not able to be determined until now and therefore we will use fund balance to offset this need;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on June 8, 2020 approve and amend the 2019-2020 General Purpose School Fund budget in the following manner:

Revenue 141.39000	Fund Balance	\$600,000	
Expenditures 141.72220.539999	Other Contracted Services- Legal		\$600,000
	Total	\$600,000	\$600,000

Commissioner Tom Tunncliffe

Committees Referred to & Action Taken

1. School Board	For _____ Against _____
2. Education	For _____ Against _____
3. Budget	For _____ Against _____
COMMISSION ACTION TAKEN:	For _____ Against _____ ABS Out _____

Elaine Anderson - County Clerk

Tommy Little - Commission Chairman

Date

Rogers Anderson - County Mayor

RESOLUTION NO. _____
Requested by : Board of Education

**RESOLUTION APPROPRIATING \$670,000 IN THE GENERAL PURPOSE SCHOOL FUND
BUDGET FROM CURRENT REVENUES FOR RELATED TRUSTEE COMMISSION**

WHEREAS, there is a need for an additional **\$670,000** in the trustee commission line item due to the actual revenue for property taxes exceeding budgeted amounts; and

WHEREAS, the expense for Trustee's Commission is directly related to the amount collected in property tax;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on June 8, 2020 amend the 2019-2020 General Purpose School Fund budget in the following manner:

Revenue		
141.40110	Property Tax Collections	\$670,000
Expenditures		
141.72310.551000	Trustee Commission	\$670,000

Commissioner Tom Tunncliffe

Committees Referred to & Action Taken

1. School Board	For ____ Against ____
2. Education	For ____ Against ____
3. Budget	For ____ Against ____
COMMISSION ACTION TAKEN:	For ____ Against ____ ABS ____ Pass ____

Elaine Anderson-County Clerk

Tommy Little, Commission Chairman

Rogers Anderson-County Mayor

Date

RESOLUTION NO. _____

Requested by: Board of Education

**RESOLUTION AMENDING ALL FUNDS FOR THEIR 019-20 BUDGET FOR COVID 19 RELATED EXPENSES TO BE
PARTIALLY REIMBURSED BY FEMA FUNDS**

WHEREAS, due to the COVID 19 situation we have incurred many costs associated with the event that were not anticipated:
and

WHEREAS, we established a code for every department to use to capture any related expenses they incurred due to Covid
19; and

WHEREAS, we have applied for federal funds to cover a portion of these costs through a FEMA grant at 75% of approved
costs with fund balance being used to fund the remaining portion;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular
session on June 8, 2020 approve and amend the 2019-2020 General Purpose School, Central Cafeteria
and Extended School Program Funds budget in the following manner:

General Purpose School Fund

141.47000	Federal Funds	\$240,000	
141.39000	Fund balance	80,000	
Expenditures			
141.71910.539900.P8020	Other Charges-Covid 19		194,000
141.72910.539900.P8020	Other Charges-Covid 19		115,000
141.73910.539900.P8020	Other Charges-Covid 19		11,000

Central Cafeteria Fund

143.47000	Federal Funds	7,500	
143.39000	Fund Balance	2,500	
143.73901.539900	Other Charges Covid 19		10,000

Extended School Program Fund

146.47000	Federal Funds	7,500	
146.39000	Fund Balance	2,500	
146.73901.539900	Other Charges Covid 19		10,000

Commissioner Tom Tunncliffe

Committees Referred to & Action Taken

1. School Board	For____Against____
2. Education	For____Against____
3. Budget	For____Against____
COMMISSION ACTION TAKEN:	For____Against____ABS Out____

Elaine Anderson - County Clerk

Tommy Little - Commission Chairman

Date

Rogers Anderson - County Mayor

RESOLUTION NO. _____

Requested by: BOARD OF EDUCATION

**RESOLUTION APPROPRIATING up to \$575,000 TRANSFERRED FROM OTHER FUNDS TO
THE CENTRAL CAFETERIA FUND REIMBURSING THE CENTRAL CAFETERIA FUND FOR
PAYROLL COSTS INCURRED DURING COVID 19**

WHEREAS, the Board operates a separate fund for the administration of the cafeteria operations;
and

WHEREAS, when the Cronoavirus (Covid 19) situation became reality for the United States in March,
the State made the decision to shut down school operations, and ultimately through the end
of the year, and since the cafeteria operation is based on fee collections and
reimbursements for meals served, no funds have been received by the Central Cafeteria
Fund to pay its full time and regular part time employees through the end of the year ; and

WHEREAS, the Federal Government has instituted a CARES grant whereby we may pay these
salaries for these workers with these funds which can be transferred from the School
Federal Projects Fund;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County
Commission meeting in regular session on June 8, 2020 amend the 2019-2020
Central Cafeteria fund budget as follows:

Revenue		
143.49800	Transfers from other Funds	\$575,000
Expenditure		
143.73100.516500	Cafeteria Personnel	\$575,000

Commissioner Tom Tunnicliffe

Committees Referred to and Action Taken

School Board	For__	Against__	
Education	For__	Against__	
Budget	For__	Against__	
Commission	For__	Against__	ABS__

Elaine Anderson-County Clerk

Tommy Little – Commission Chairman

Rogers Anderson-County Mayor

Date

RESOLUTION NO. _____

Requested by: Board of Education

**RESOLUTION APPROVING LEASE/PURCHASE AGREEMENTS FOR
CHROMEBOOK COMPUTERS FOR DIGITAL LEARNING**

WHEREAS, state statutes require that the local legislative body approve all lease purchase agreements or other contracts for all departments that extend beyond the fiscal year; and

WHEREAS, Williamson County Board of Education desires to enter a lease purchase agreement for Chromebook computers that will be used by the our students for a total principal cost of \$6,066,292, an interest cost of 0% with a yearly commitment of \$1,511,073 if approved in subsequent budgets and at the end of the lease will become property of the Board; and

WHEREAS, during the COVID 19 situation we needed to develop new strategies and plans to equip our students to be able to do a lot of their learning at a distance. These computers are needed to enable continued learning for our students. We generally can use the computers beyond the term of the lease; and

WHEREAS, this contract will be the responsibility of the Williamson County Board of Education and will be funded each year through the budget with proper budget approval;

NOW, THEREFORE BE IT RESOLVED that the Williamson County Board of County Commissioners meeting in regular session on June 8, 2020 authorize the Williamson County Board of Education to enter into this lease purchase agreement for Chromebook computers.

Commissioner Tom Tunncliffe

Committees Referred to & Action Taken

1. School Board	Yes____ No____
2. Education	Yes____ No____
3. Budget	Yes____ No____
COMMISSION ACTION TAKEN:	Yes____ No____

Elaine Anderson-County Clerk

Tommy Little -Commission Chairman

Rogers Anderson-County Executive

Date

RESOLUTION NO. _____

Requested by: Board of Education

**RESOLUTION APPROPRIATING \$70,000 IN THE 2019-2020 GENERAL PURPOSE SCHOOL
OPERATING BUDGET FOR PROPERTY INSURANCE CLAIMS**

WHEREAS, claims to date and projected future payments for property insurance claims for the school department will exceed budgeted projections; and

WHEREAS, these are unexpected and sometimes hard to forecast due to the nature of the expense and the county is self-funded for these claims to a certain limit and we must pay to that limit per claim; and

WHEREAS, we will fund this need from fund balance;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on June 8, 2020 approve and amend the 2019-2020 General Purpose School Fund operating budget in the following manner:

Revenue		
141.39000	Fund Balance	\$70,000
Expenditure		
141.72610.550200	Building and Content ins.	\$70,000

Commissioner Tom Tunncliffe

Committees Referred to and Action Taken

School Board	For ____	Against ____	
Education	For ____	Against ____	
Budget	For ____	Against ____	
Commission	For ____	Against ____	ABS ____

Elaine Anderson-County Clerk

Tommy Little – Commission Chairman

Date

Rogers Anderson-County Mayor



MEMORANDUM

DATE: May 6, 2020

TO: Williamson County Board of Education

FROM: Leigh Webb, Assistant Superintendent for Secondary Schools

RE: Proposed amended 2019-2022 PECCA MOU regarding teachers

Attached is the proposed amended 2016-2019 Memorandum of Understanding (MOU) under the Professional Employees Collaborative Conferencing Act (PECCA). This reflects our annual discussion with WCEA leaders, highlighting the proposed changes to the current MOU. As a result of the budget discussions related to COVID-19, the proposed pay chart has no changes to the pay chart.

The attachment to this memo highlights the changes recommended as a result of the annual discussions with WCEA.

Staff recommends approval of the PECCA MOU, to be effective July 1, 2020.

The below edits were made to the proposed PECCA MOU for 2020-2021. Highlighted text indicates new wording:

Section 5.5 Pilot Online Program

Notwithstanding anything herein to the contrary, any full-time teacher exclusively teaching online classes during the term of this MOU shall be paid per the teachers' salary schedule, Appendix A-1. ~~Such A teacher's schedule may vary from the traditional schedule in Article IX. hereinbelow and may vary from additional rights and obligations described in this MOU. During the Spring of 2020, the parties to this agreement shall review through the PECCA collaborative process the use of such full time teachers to determine the full extent to which such teachers' work varies from the terms of this MOU.~~ Enrollment for each online course shall adhere to the State Board of Education Rules & Regulations governing pupil teacher ratio for that course's classroom equivalent.

6.7 Continuation

Educators hired after July 1, 2009, are not entitled to receive upon retirement the benefits described in this subparagraph b. ~~WCS Administration will research over the 2019-2020 school year the feasibility of contracting for gap coverage for these retiring employees.~~

Section 9.2 Load

Secondary school educators shall not be required to teach in more than three subject areas with a total of three teaching preparations, except **in extraordinary cases of extreme emergencies.** All such cases shall be **as** approved by the **Director of Schools or designee.** ~~The approval must be accompanied by a written plan, submitted to the Board, to remove the hardship teaching assignment.~~

Section 9.3 Planning Time

a. Board shall provide each elementary and middle school educator with 225 minutes planning time per week with no period less than 30 consecutive minutes per day. This planning time should be protected from any other school responsibilities. **Two and a half hours (2 ½) of planning time shall be protected for individual duty-free teacher planning while the remaining planning time may be utilized for other planning such as team planning, data review, and student-specific meetings.**

b. The Board shall provide each high school educator with a daily planning period equivalent in length to a daily teaching period at his or her particular high school. This planning time should be protected from any other school responsibility. **Two and a half hours (2 ½) of planning time shall be protected for individual duty-free teacher planning while the remaining planning time may be utilized for other planning such as team planning, data review, and student-specific meetings.**

Section 9.7 Other Professional Responsibilities

All educators shall make every effort to volunteer for up to four (4) extra-curricular and/or after school activities that occur in the day to day operation of the school, whether on or off campus. The list(s) shall be posted by the principal in fall, winter, and/or

spring. If necessary, the principal shall equitably distribute the assignments among all faculty based upon the educator's preferences and will consider excusing those with exigent circumstances. Faculty members are expected to sign up or volunteer when requested, except when they are excused after discussion with the principal. Activities that are extraordinarily time intensive may be counted as two or more activities and shall be designated as such by the principal on the listing. Principals may not require participation beyond the maximum four activities outside of Parent Teacher Conferences as scheduled by the calendar committee and one (1) Open House as scheduled by the building principal. Participation in promotion and graduation ceremonies outside of the school day shall count as one of the four (4) extra-curricular and/or after school activities.

9.8 Telework During School Closure

The Director of Schools may require teachers during a time of school closure to perform their duties remotely through the use of district provided equipment and resources. The District will provide additional internet access, equipment, and/or materials needed to successfully carry out duties as directed by school administration.

MEMORANDUM OF UNDERSTANDING
2019-2022

WILLIAMSON COUNTY BOARD OF
EDUCATION

AND

PECCA REPRESENTATIVES SELECTED
BY THE WILLIAMSON COUNTY
EDUCATION ASSOCIATION

Memorandum of Understanding
PECCA Representatives Selected by the
Williamson County Education Association
And
Williamson County Board of Education
2019-2022

<u>Table of Contents</u>		<u>Page</u>
Article I	Recognition	4
Article II	Management Rights	5
Article III	Association Rights	6
Article IV	Grievance Procedure	8
Article V	Salary and Supplements	11
Article VI	Benefits	14
Article VII	Leave of Absence	17
Article VIII	Student Discipline Procedures	21
Article IX	Hours and Load	23
Article X	Educator Conduct and Disciplinary Procedures	26
Article XI	Complaints	28
Article XII	Vacancies	30
Article XIII	School Calendar	34
Article XIV	Class Size	35
Article XV	Educator Dress	36
Article XVI	Duration	37

Appendix A-1	Teacher Salary Schedule	38
Appendix A-2	Curriculum Specialist Salary Schedule	39
Appendix B	Grievance Form	40

ARTICLE I RECOGNITION

Section 1.1 Date & Definition

This Memorandum of Understanding (MOU) is entered into this 17th day of June 2019 for the 2019-2022 school years by the Williamson County Board of Education, hereinafter referred to as the "Board", and the representatives of the professional employees of the Williamson County Board of Education selected pursuant to the terms of TCA §49-5-605, subject to annual amendments consistent with Tennessee law.

Section 1.2 Association Recognition

The Board hereby recognizes the Williamson County Education Association, hereinafter referred to as the "Association", as the exclusive designee for educator participants in collaborative conferencing pursuant to the terms of the Professional Educators Collaborative Conferencing Act of 2011 (PECCA), TCA §49-5-601 et seq., said determination having been made by Williamson County professional educators through a confidential poll per the terms of PECCA.

ARTICLE II MANAGEMENT RIGHTS

Section 2.1 Board Rights

The educator participants in PECCA hereby recognize that all rights which are vested in the Board except those which are clearly and expressly relinquished herein by the Board, shall continue to be vested in and exercised exclusively by the Board without prior notice to the Association or the educator participants in PECCA either as to the taking of action under such rights or with respect to the consequence of such action during the term of this MOU.

Section 2.2 Savings

If any article or part of this MOU is held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any Article or part should be restrained by such tribunal, the remainder of the MOU shall not be affected thereby.

Section 2.3 Modification of MOU

This MOU shall not be modified in whole or in part except by an instrument in writing prepared and approved in compliance with the terms of PECCA.

ARTICLE III ASSOCIATION RIGHTS

Section 3.1 Use of Facilities

- a. The Association will be permitted to use school buildings and facilities for the purpose of conducting professional meetings before or after the educators' normal work assignment.
- b. These meetings shall be arranged in advance with the school principal consistent with that school's facilities use procedures. Permission to use the facilities will not be unreasonably withheld.

Section 3.2 Communications

- a. The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards approved by the principal in an area designated for educator use, such as educator lounges and workrooms.
- b. The Association shall have the right to use educator mailboxes, including e-mail, for communications purposes.

Section 3.3 Visitation

- a. Duly authorized representatives of the Association shall be permitted to transact official Association business at school locations before and after school and during the educator's lunch period, provided this shall not interfere with or interrupt normal school operations.
- b. The Association Representatives shall report their presence to the Principal at the time of their arrival on school premises.

Section 3.4 Board Agenda

- a. The regular Board Agenda will include upon request by the Association president under "Communications" a report from the Association. Depending on available time, the Board Chairman may allow a discussion of the report.

Section 3.5 Released Time

- a. The Association shall have the right to use up to 15 days released time, with substitutes to be paid for by the Association, for educators who are officers or agents of the Association in order to conduct Association business.
- b. Members of committees, including but not limited to the PECCA Team, the Calendar Committee, and the Sick Bank Committee shall be given release time for any meetings

that take place during the school day. Educators on the Sick Bank Committee shall be paid \$25 per hour per the terms of Section 5.4 below for committee meetings occurring outside the contract day described in Section 9.1 below.

ARTICLE IV GRIEVANCE PROCEDURE

Section 4.1 Definitions

- a. "Grievance" shall mean a claim by an educator that there has been a violation, misrepresentation, or misapplication of the terms of this MOU.
- b. The term "days" shall mean any and all days. In the event the final day of any time limit described in this article falls on a weekend or system holiday, the deadline day shall be the next day the system is open.

Section 4.2 General Provisions

- a. The grievant(s) may submit a copy of the written grievance to the Association prior to proceeding to Step 2 of the grievance procedure described in Section 4.3 below. The Association may determine whether to participate in said grievance. In such event, the Association shall name an Association Designee in the written Grievance Form, attached hereto as Appendix B. A grievance that does not meet the time limits outlined in the procedures listed in Section 4.3 shall not be accepted.
- b. Grievances by two or more educators alleging the same violation, misrepresentation, or misapplication of the terms of this MOU may, upon agreement of the grievant(s) and the Board or representative, be joined together under the general provisions and procedures of the article.
- c. Failure by the designated supervisor at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the aggrieved party to proceed to the next step.
- d. Failure by the grievant(s) to appeal to the next step within the prescribed time limits shall result in a withdrawal of the grievance.
- e. The filing of a grievance shall in no way interfere with the right of the Board and the Administration to carry out its management responsibilities, subject to the final disposition of the grievance. Any resolution of a grievance shall not be inconsistent with this MOU.
- f. No reprisals shall be taken by the Board or the Administration against an educator because of participation in a grievance.
- g. A grievance may be withdrawn at any level without establishing a precedent, except that if a grievance is withdrawn, the grievant(s) shall be prohibited from refiling a grievance based upon the same incident as the withdrawn grievance.

- h. All parties involved in a grievance may have a representative(s) of their choosing present at all steps of the procedure.
- i. The Board and the Administration shall cooperate in the investigation of any grievance.
- j. Neither the grievant(s) nor the Board shall be permitted to assert any grounds or evidence before the arbitrator which were not previously disclosed to the other party.

Section 4.3 Procedures

Step 1: The parties hereto acknowledge that it is most desirable for an educator and the administrator involved to resolve problems through free and informal communications. No later than 35 days after the event giving rise to the grievance or 35 days after the educator should reasonably have learned of the event giving rise to the grievance, whichever is later, the educator must discuss the grievance with the immediately involved supervisor. If this informal process fails to satisfy the educator, a formal written grievance may be processed as outlined below. See form, Appendix B.

Step 2: If the grievant(s) is not satisfied with the disposition of the grievance in Step 1, the educator may present the written grievance to the immediately involved supervisor no later than 15 days after the informal meeting. The administrator involved will arrange for a meeting to take place within ten (10) days after the receipt of the written grievance. The grievant(s) must specify the section of this MOU that is alleged to have been violated and shall state the specific redress sought. Within five (5) days after the meeting, the grievant(s) shall be provided with the administrator's written response, including the reasons for the decision.

Step 3: If the grievant(s) is not satisfied with the disposition of the grievance in Step 2, the grievant(s) may refer the grievance to the Superintendent of Schools within ten (10) days after the receipt of the Step 2 written decision. The Superintendent of Schools shall arrange for an appeal hearing to take place within 15 days of the Superintendent of Schools' receipt of the appeal. Within ten (10) days after completion of the appeal hearing, the grievant(s) shall be provided with the Superintendent of Schools' written response, including the reasons for the decision.

Step 4: If the grievant(s) is not satisfied with the disposition of the grievance in Step 3, the grievant(s) may within 35 days after receipt of the Step 3 written decision, submit the grievance to arbitration under the Labor Arbitration Rules of the American Arbitration Association. Upon submission of said grievance to the American Arbitration Association, the grievant(s) shall provide a copy of said submission to the Superintendent of Schools. The arbitrator will limit the hearing and decision to the grievance as stated in Step 1. The arbitrator's decision will be in writing and will set forth findings, reasoning, and conclusions on the issues submitted. Notwithstanding any rules of the American Arbitration Association to the contrary, the arbitrator's decision shall not be binding except as described in Step 5 below. Each party shall be responsible for any costs for

witnesses or any other costs associated with the presentation of its case. All other costs for this arbitration, except as noted above, shall be borne by the two parties equally. Alternatively, the Grievant, at his or her sole discretion, may waive this step within 35 days after receipt of the Step 3 written decision.

Step 5: When the arbitrator's decision has been rendered, the Board shall, within 45 days or the Board's next regular meeting, whichever occurs last, take specific action to reject said decision or the arbitrator's decision shall be implemented. The grievant(s) shall receive a copy of the Board's decision within 5 days after the Board's consideration of the grievance. Or, if the arbitration of the grievant(s) is waived, and if the grievant(s) is not satisfied with the disposition of the grievance in Step 3, the grievant(s) may request a review by the Board within 35 days after the educator received the Step 3 written decision or within 35 days after the time limits for Step 3 have expired. The request shall be made in writing through the Superintendent of Schools, who shall attach all related documents and forward the request within 7 days to the Board. The Board shall review the grievance and shall schedule a Board hearing within 25 days after the receipt of the Board hearing request. The grievant(s) shall receive a copy of the Board's decision within five (5) days after the Board hearing.

No decisions made through this process shall be precedential for any grievance submitted by any subsequent grievant. However, in the event a grievance reaches Step 5 above, the parties to this MOU shall discuss the grievance decision at their next PECCA meeting to determine if a change in the terms of the MOU are appropriate.

ARTICLE V SALARIES AND SUPPLEMENTS

Section 5.1 Salary Schedule

The base salary of each educator shall be covered by the regular salary schedule as set forth in Appendix A-1, which is attached to and made a part of this MOU.

Section 5.2 Method of Payment

- a. Except for the first month of the school year, educators shall have regular pay days each month on the 15th and end of the month. If the regular pay day comes before educators have worked ten days during that school year, the first pay period for that school year will be the next regular pay day.
- b. Educators shall receive electronic notice of all payments.
- c. Educators will have the option to select a financial institution/second account of their choice to divert a portion of their semi-monthly salary.
- d. All salary payments issued to educators will be electronically transferred to the financial institution(s) that the educator has selected.

Section 5.3 Supplements

- a. Supplements will be paid at the level listed below for teachers with an approved and funded supplement for that particular activity.

\$675

Teacher Mentor
Science Facilitator
Social Studies Facilitator

\$1,350

Elementary Grade Level Chair/BLT
Team Leader Middle

\$1,925

Band Director Middle
Orchestra Middle

\$2,525

Orchestra High
Drama High
Chorus High

\$3,500

Department Head High

Testing Coordinator, Elem & Middle
\$2,000

Testing Coordinator, High
\$3,000

<u>Online Class</u>	<u>17% (BS + Experience as a Band Director)</u>
\$3,500 per class per semester	Band Director High

Supplement level will be discussed as a salaries or wages item under PECCA.

Athletic Director Middle and Athletic Director High positions shall be filled by licensed teachers, with salary paid per the district's annual Athletic Supplements chart.

- b. Department Head, Team Leader Middle, Grade Level Chairperson, MS and HS Band and Orchestra Director, HS Chorus and Drama Director, and MS and HS Athletic Director supplements shall be distributed over 24 pay period.
- c. Supplements are generally only available to employees who work less than a twelve-month contract. An exception to this general rule is for twelve-month Career and Technical teachers who take on supplemented activities outside of their normal instructional assignment.

Section 5.4 Stipends and Hourly Work Rates

Educators may be asked to attend workshops beyond required contract in-service requirements, work beyond the duty day or calendar in order to accomplish district wide curriculum writing assignments or conduct workshops for WCS. These activities must be approved prior to the work being performed for payment. If payment is received for any of the below activities the educator will not be eligible to use the hours for continuing education credits (CEU's) for license renewal.

- a. Educators shall be paid \$25 per hour for such work as tutoring or curriculum writing or participation in IEP/504/RTI meetings that occur outside of the workday when approved by the school principal or central office supervisor. Such work shall be scheduled to be no less than one (1) hour in duration. Educators shall be paid no less than \$25 for each such meeting even if the meeting concludes in less than one (1) hour.
- b. Educators shall be paid a maximum of \$150 per day prorated in half day increments when attending a workshop that exceeds the requirements for meeting the 200 day contract if the workshop attendance is requested by the school system and determined to be necessary for the efficient operation of the system.
- c. Teachers who conduct workshops shall be paid \$350 for each full day they are conducting the training.

Section 5.5 Online Program

Notwithstanding anything herein to the contrary, any full-time teacher exclusively teaching online classes during the term of this MOU shall be paid per the teachers' salary schedule,

Appendix A-1. A teacher's schedule may vary from the traditional schedule in Article IX. Enrollment for each online course shall adhere to the State Board of Education Rules & Regulations governing pupil teacher ratio for that course's classroom equivalent.

ARTICLE VI BENEFITS

Section 6.1 Health Coverage

- a. Each full-time educator will be eligible to participate in the Williamson County self-insurance medical/dental plan. The Williamson County self-insurance plan, administered by Williamson County government, is on a January 1 calendar year, but this MOU is scheduled on a July 1 calendar year. In the event Williamson County government proposes any changes to that plan that might take effect during the term of this MOU that may affect the benefits described in this Article, the parties hereto shall meet to discuss any such proposal prior to implementation, and any change during the term of this MOU must be approved by the Board of Education.
- b. Any full-time educator who desires to decline the health plan may select an in-hospital indemnity plan provided by the Board instead of a health plan.
- c. Any full-time educator may purchase an additional amount of coverage for the immediate family equal to that provided by the Board for a full-time educator.
- d. Additional health insurance options in addition to the existing plan choices may be made available to full-time educators, including options such as flexible benefit plans, Health Savings Accounts, etc.

Section 6.2 Life Insurance

- a. The Board will provide an amount of group term life insurance of no less than \$40,000 for each full-time educator. WCS administration will continue to pursue with County Government the possibility of increasing this coverage to \$50,000 and to the IRS limit for income tax purposes as it may change from time to time.
- b. The full-time educator group term life insurance program provided by the Board will include a double indemnity clause for accidental death and dismemberment.
- c. Any full-time educator may purchase additional life insurance coverage from plans approved by the Board at personal expense through payroll deduction.

Section 6.3 Dental Coverage

- a. Each full-time educator will be eligible for a Board-approved dental plan.
- b. Any full-time educator may purchase an additional amount of dental coverage for immediate family equal to that provided by the Board for a full-time educator.

Section 6.4 Disability Coverage

Each full-time educator will be eligible for a Board-approved disability plan pending funding.

Section 6.5 Description

- a. The Board shall provide each full-time educator a description of the coverage provided above within ten (10) days of the beginning of the school year or date of employment. The description of conditions and limits of coverage as provided shall be delivered in clear and concise language.

Section 6.6 Funding

- a. Educators that select individual medical and dental coverage shall pay no premium.
- b. Educators that select dependent medical and/or dental coverage shall pay 20% of the funded premium. Dependent coverage shall include rates for each of the following: employee + one, employee with more than one (family).
- c. Retired educators who meet the county service requirements of at least ten (10) consecutive years of employment in WCS, who select medical and/or dental coverage and who receive TCRS retirement benefits shall pay 20% of the established premium. Retiring educators who meet the county service requirements as outlined in 6.7 b, and who receive TCRS retirement benefits and select medical and/or dental coverage, shall pay 20% of the established premium. They may also continue life insurance in the amount of \$15,000 by paying the full premium.
- d. Educators eligible for COBRA coverage shall pay the full premium plus plan administration cost of 2%.
- e. Dependent coverage will be payroll deducted in equal semi-monthly installments from the salaries of those full-time educators who select the coverage.
- f. If two members of a family are covered by the health and dental plan of the board, the dollar amount of both premiums may be applied to the family premium.
- g. A spousal surcharge of \$100 per month will be charged to employees hired after July 1, 2007 and re-enrollees that participate in the Williamson County medical/dental plan and whose spouses are eligible for, but reject, such insurances through their own employer.

Section 6.7 Continuation

- a. Full-time educators on approved non-paid leave will have the option to continue the dental, disability, health, and life coverage by paying the premium to the Williamson

County Self-Insurance Fund (WCSIF) within the first five (5) days of the calendar month of coverage.

- b. Retiring educators hired before July 1, 2009 who meet the county service requirements of at least ten (10) consecutive years of full time employment with Williamson County, and are at least 55 years of age, or who have 30 consecutive years of full time employment in Williamson County, regardless of age, have the option to continue health and/or dental coverage, paying 20% of the premium. Said educators have the option to continue life insurance up to \$15,000, with the employee paying the full premium to the WCSIF within the first five (5) days of the calendar month of coverage. After age 65, available coverage for life insurance may decrease. Upon becoming Medicare eligible, retired educators are automatically enrolled in the Medicare Advantage plan chosen by the WCSIF and may continue paying 20% of the established health premium.

Educators hired after July 1, 2009, are not entitled to receive upon retirement the benefits described in this subparagraph b.

- c. Full-time educators may, upon resignation or termination, have the right to continue the health and dental coverage up to 18 months, by paying the premium and plan administration cost of 2% to the WCSIF, within the first five (5) days of the calendar month of coverage (COBRA).

Section 6.8 Employee Tuition Rates

The out of county family tuition rate for employees' children shall be set by the Board of Education annually. Tuition expenses for employees, including Educators, are governed by Standard Operating Procedure 2.523p, Employee Tuition Rate.

ARTICLE VII LEAVES OF ABSENCE

Section 7.1 Sick Leave

- a. Definition: Sick leave shall mean leave of absence because of illness of the educator from natural causes or accident or the illness or death of the educator's spouse, parent, grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or other family member with approval of the Superintendent of Schools which necessitates the absence of the educator.
- b. Allocation: The time allowed for sick leave with pay shall be one (1) day for each school month (20 days) of employment. Sick leave shall be cumulative for all earned days not used.
- c. Advance Use: An educator in need of sick leave shall be allowed to use unearned sick leave up to the number of days which such educator may accumulate during the remainder of the current year in which employed. Upon termination of the employment of such educator before such days are earned or at the end of the school year, there shall be deducted from the final salary of such educator an amount based on the educator's daily rate of pay sufficient to cover any excess sick leave days used. If such final salary is insufficient for this purpose, the educator shall be liable for reimbursement of any amount in excess of the final salary.

Section 7.2 Bereavement Leave

- a. Definition: Bereavement leave shall mean leave of absence because of the death of the educator's spouse, parent, grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or other family member with approval of the Superintendent of Schools which necessitates the absence of the educator.
- b. Allocation: Up to a maximum of three (3) days of bereavement leave each year shall not be charged against the educator's sick leave accumulation. Furthermore, up to two additional days may be purchased at the average cost of a substitute. Up to three (3) additional days may be purchased for a second qualifying event. These days shall be non-cumulative. This does not eliminate the use of sick leave for bereavement if the need exceeds three (3) days.

Section 7.3 Personal Leave

- a. Personal Leave Definition: Personal leave shall mean a leave of absence for the purpose of transacting or attending to personal business and may be used for any purpose at the discretion of the educator.

- b. Allocation: The time allowed for personal leave with pay shall consist of one (1) day per each one-half year employed per school year. (Half year employed means the employee must have been in an active pay status every day of the first 100 days of the school year to earn one (1) day leave and in an active pay status all 100 days of the second half of the contract year to earn the second day.) Any personal leave remaining unused after the end of the year shall be credited to that educator as sick leave.
 - 1. Educators will be granted one (1) additional personal leave day after twenty consecutive years in Williamson County.
- c. Advance Use: An educator in need of personal leave shall be allowed to use unearned personal leave up to the number of days which such educator may accumulate during the remainder of the current year. Upon termination of such educator before such days are earned, there shall be deducted from the final salary of such educator an amount based on the daily rate of pay sufficient to cover an unearned personal leave day used. If such final salary is insufficient for this purpose, the educator shall be liable for reimbursement of any amount in excess of the final salary.
- d. In addition to the personal leave described above, each educator governed by this MOU shall start employment with three (3) days available local leave whereby the educator can “pay” the cost of their substitute for an additional day of leave for personal reasons. Thereafter, each said educator will accrue one (1) additional such day per year, except that the total available days may not at any point exceed a maximum of three (3) available days. The employee will have the cost of the substitute deducted from their paycheck during the pay period the leave was used. The cost of the substitute day will be the average cost of a substitute and will be based on an amount determined at the beginning of each school year. All educators utilizing this leave will be charged the cost of the substitute whether or not a substitute was utilized during their absence.

Section 7.4 Uncompensated Leave

- a. Any educator requesting an uncompensated leave for military service, legislative service, maternity, adoption, or recuperation of health or other leaves required by state and/or federal laws shall be granted approval by the Superintendent of Schools without forfeiture of accumulated leave credits, tenure status, or other fringe benefits (TCA 49-5-702).
- b. Any educator requesting an uncompensated leave for educational improvements, parental leave, or other sufficient reason(s) may be granted approval by the Superintendent of Schools; however, the educator will lose all fringe benefits and many other benefits that accrue as a result of employment, including but not limited to credited time toward retirement and one (1) personal day for every semester during which an uncompensated day is taken.

- c. Educators who take approved uncompensated leave, not exceeding ten (10) days per year, shall not lose insurance benefits.

Section 7.5 Leave Application Procedures

- a. When an educator needs to be absent, the educator shall notify the supervisor or designee, as soon as possible before the school day begins. The educator is responsible for recording the absence, by telephone or internet, in the automated substitute teacher calling system or in "Employee Self Service", as required for the position.
- b. The educator shall complete a written Long-Term Leave of Absence Application for a leave request of ten (10) days or more, including any accompanying physician's statement or other documentation required by the application.
- c. For long term medical leave requests, the Superintendent of Schools may require at the system's expense an examination by another physician other than the physician certifying the medical disability.
- d. In the event of the absence of an educator in excess of the sick leave days available to the educator, the Superintendent of Schools may require an examination by a physician certifying the previous absences. The system would pay for the second opinion.
- e. The Superintendent of Schools or designee may require a physician's statement for any sick leave claim.
- f. The Superintendent of Schools or designee may require documentation to establish the cause for any bereavement leave claim.
- g. The system shall keep a record of the accumulated sick leave for each eligible educator in its employ and shall provide a verified copy to the educator upon request.
- h. Written application for personal leave shall be filed with the principal no less than 24 hours prior to the date of the proposed absence, except in cases of emergency. The educator shall not be required to give reasons for use of any personal leave. This leave will be subject to approval by the principal in all cases except those covered by "j" below.
- i. The approval of the Superintendent of Schools shall be required for personal leave approval under the following conditions:
 - 1. If more than 10% of the educators in any school request personal leave on the same day (in making this calculation, any major fraction shall be considered as one (1));

2. If personal leave is requested during any prior established examination period;
 3. If personal leave is requested on the day immediately preceding or following a holiday or vacation period.
- k. If any educator fails to secure approval for any paid leave or provide appropriate notice and documentation, forfeiture of the paid leave will result.
 - l. Written application for an uncompensated leave of absence shall be filed with the principal no less than 30 days prior to the date of the proposed absence, except in the case of an emergency. The request, with the principal's recommendation, shall be forwarded to the Superintendent of Schools or designee for recommendation. The educator shall be notified in writing of the Superintendent of Schools action on the uncompensated leave of absence. The educator may apply for an extension of leave using the same procedure as used to apply for the original leave.

Section 7.6 Return Rights

- a. Upon return of the educator from an approved leave of absence within 12 months, the educator shall return to the same position.
- b. If the leave of absence exceeds 12 months, the educator shall be placed in the same or a comparable position upon return from leave.
- c. Upon returning to employment, the educator shall assume all previous rights and privileges.
- d. Any educator on approved leave shall notify the principal in writing at least 30 days prior to the date of return if the educator does not intend to return to the position from which the leave was taken. Failure to render such notice shall be considered a breach of contract.

Section 7.7 Substitute Notification

Educators will input absences into the automated substitute calling system, by telephone or internet. It shall be the duty of the principal, or designee, to ensure the securing of a substitute when the educator notifies the principal and requests leave approval. An educator may suggest a particular individual(s) when notifying a school of their impending absence; however, the principal shall retain the authority for assigning all the substitutes and inputting pre-arranged substitutes in the system.

ARTICLE VIII STUDENT DISCIPLINE PROCEDURES

Section 8.1 Board Support and Assistance

- a. The Board recognizes its responsibility to give all reasonable support and assistance to educators with respect to the maintenance of control and discipline in the classroom.
- b. Whenever it appears that a particular student requires the attention of special teachers, special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Board will take reasonable steps to assist the educators with respect to such students.

Section 8.2 Corporal Punishment Policy

Written statements of the current School Board Policy governing student suspension, expulsion, and the use of corporal punishment of students shall be available at each school.

Section 8.3 Classroom Control

- a. Subject to special education law and all other applicable legal authority, an educator may exclude a student from class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation make the continued presence of the student in the classroom intolerable. This exclusion may include student misuse of technology, including but not limited to violations of the student Acceptable Use Agreement, subject to the standards hereinabove.
- b. In such cases, the educator will furnish the principal full particulars of the incident in writing when the student is sent to the office. The principal shall furnish the teacher in writing, prior to the student returning to class, the corrective action(s) that will be applied.

Section 8.4 Assault on Educators and/or Students

- a. Assault is defined in Tennessee as (i) Intentionally, knowingly or recklessly causing bodily injury to another; (ii) Intentionally or knowingly causing another to reasonably fear imminent bodily injury; or (iii) Intentionally or knowingly causing physical contact with another which a reasonable person would regard as extremely offensive or provocative. When a teacher concludes he or she has been assaulted by a student, a meeting to discuss the assault will be held with an administrator no later than the end of the next school day following the assault.
- b. An educator may use such force as is reasonable and necessary for personal protection or protection of a student from attack or injury. Any such attack shall be reported to the principal immediately.

- c. The Board will provide legal counsel on request to advise the assaulted educator of rights and obligations and shall promptly render assistance to the educator in connection with the handling of the incident by law enforcement and judicial authorities.
- d. Educators injured in the line of duty are eligible for worker's compensation but must report such injury to their supervisor and complete necessary paperwork to document the injury. In the event an Educator is denied worker's compensation for a claimed injury, that Educator may request the Assistant Superintendent for Human Resources to review the decision.
- e. Educators incurring damage to eyeglasses, hearing aids, dental devices, prosthetic devices, or other personal property as a result of a student's act are eligible to file for a claim for reimbursement with the county risk management. A report of the incident must be reported immediately to the supervisor, who will assist the educator in obtaining the necessary paperwork.

Section 8.5 Loss of Pay

- a. Time lost by an educator in connection with any incident mentioned in this Article shall not be charged against the educator. The educator shall suffer no loss of pay or benefits up to 30 days, verified by a physician's statement of inability to work, as a result.
- b. If the need exists beyond the 30 days, consideration shall be given to providing the educator with no loss of pay or benefits.

ARTICLE IX HOURS AND LOAD

Section 9.1 Hours

- a. The educator's workday shall consist of seven and a half (7 ½) hours, inclusive of any before or after school activities, based on a 180-student day school year.
- b. The Superintendent of Schools may reduce the workday hours for the efficient operation of the school system.

Section 9.2 Load

Secondary school educators shall not be required to teach in more than three (3) subject areas with a total of three (3) teaching preparations, except in extraordinary cases approved by the Superintendent of Schools or designee.

Section 9.3 Planning Time

- a. The Board shall provide each elementary and middle school educator with 225 minutes planning time per week with no period less than 30 consecutive minutes per day. This planning time should be protected from any other school responsibilities. Two and a half (2 ½) hours of planning time shall be protected for individual duty-free teacher planning while the remaining planning time may be utilized for other planning such as team planning, data review, and student-specific meetings.
- b. The Board shall provide each high school educator with a daily planning period equivalent in length to a daily teaching period at his or her particular high school. This planning time should be protected from any other school responsibility. Two and a half (2 ½) hours of planning time shall be protected for individual duty-free teacher planning while the remaining planning time may be utilized for other planning such as team planning, data review, and student-specific meetings.
- c. Each semester, the Administrative Day immediately prior to the first day of school for students shall be designated as a day for teachers to prepare for instruction in their respective rooms. There shall be no meetings called by central office staff, school administrators, or any employee association during the regular school hours on this day.
- d. Upon request by the Chief Employee Representative, a Planning Period Committee shall be established consisting of three (3) members appointed by the Association and three (3) members recommended by the Superintendent of Schools and approved by the Board. This committee will meet to review any teacher's schedule which does not include the planning period requirements set forth in 9.2(a) and (b) or 9.3(a) and (b) in an effort to find alternatives and to propose solutions to the Superintendent of Schools.

Section 9.4 Duty-Free Lunch

- a. Included in the seven and a half (7 ½) hours workday, all educators shall have duty-free lunch time during the regular school day, equal to the amount of time given to their students for lunch. This lunch period shall be a minimum of 25 minutes. For schools with extended lunch/remediation periods during which actual lunch period has not been fully defined, educators must have a minimum of 25 minutes duty free lunch period per day.
- b. Educators may be required to escort their students to and from the dining area.
- c. Educators will be assigned no other duties during this time.

Section 9.5 Meetings

- a. Educators may be required to arrive before the start or remain after the end of the regular school day, without additional compensation, for the purpose of attending faculty or other school level professional meetings, no more than one (1) day each week.
- b. A maximum of three (3) hours per month may be allocated for before and/or after school professional staff meetings. At the beginning of each semester, the administrator shall decide whether to schedule 45-minute, one (1) hour, or one and a half (1 ½) hours professional staff meetings in order to allow for adequate planning time for teachers to arrange their schedules.
- c. Every effort shall be made not to call such meetings on Friday, or any other day immediately preceding a holiday, vacation or other day, upon which educator attendance is not required at school.
- d. The notice of and agenda for such meetings shall be given to educators involved prior to the meeting, except in cases of emergency. Educators shall have the opportunity to suggest items for the agenda.
- e. Every effort shall be made to conduct Individual Education Plan / RTI / 504 meetings during the school day. When it is necessary to hold said meetings outside of the workday educators shall be paid according to Article V - Section 5.4.

Section 9.6 Faculty Advisory Committee

- a. Nothing in this MOU shall be construed as prohibiting the principal from establishing a faculty advisory committee.
- b. This committee shall be advisory only, and no action, resolution, or vote of said committee shall be binding.

Section. 9.7 Other Professional Responsibilities

All educators shall make every effort to volunteer for up to four (4) extra-curricular and/or after school activities that occur in the day to day operation of the school, whether on or off campus. The list(s) shall be posted by the principal in fall, winter, and/or spring. If necessary, the principal shall equitably distribute the assignments among all faculty based upon the educator's preferences and will consider excusing those with exigent circumstances. Faculty members are expected to sign up or volunteer when requested, except when they are excused after discussion with the principal. Activities that are extraordinarily time intensive may be counted as two (2) or more activities and shall be designated as such by the principal on the listing. Principals may not require participation beyond the maximum four (4) activities outside of Parent Teacher Conferences as scheduled by the calendar committee and one (1) Open House as scheduled by the building principal. Participation in promotion and graduation ceremonies outside of the school day shall count as one (1) of the four (4) extra-curricular and/or after school activities.

Section. 9.8 Telework During School Closure

The Director of Schools may require teachers during a time of school closure to perform their duties remotely through the use of district provided equipment and resources. The District will provide additional internet access, equipment, and/or materials needed to successfully carry out duties as directed by school administration.

ARTICLE X

EDUCATOR CONDUCT AND DISCIPLINARY PROCEDURES

Section 10.1 Definitions

Educators may be disciplined under the terms of this article for insubordination, unprofessional conduct, incompetence, inefficiency, conduct unbecoming to a member of the teaching profession, and/or neglect of duty, including but not limited to tardiness or absenteeism. Allegations of incompetence or inefficiency will most frequently be governed by the “Evaluation” article of this Contract.

Disciplinary action shall be for just cause and may include the following:

1. Oral reprimand (documented but not placed in the personnel file)
2. Written reprimand
3. Suspension
4. Dismissal of an educator, which is governed by T.C.A. §49-5-501 et seq.

The type of discipline administered above shall be determined based upon a consideration of the seriousness of the offense and the educator’s employment record. For minor infractions, an oral reprimand will be given to an educator before a written reprimand is issued. The immediately involved supervisor determines what constitutes a minor infraction. Disciplinary action shall be conducted at the lowest supervisory level whenever reasonably possible.

Section 10.2 Notification

An investigation of the actions which may be the basis for discipline shall be conducted and shall include a conference with the educator prior to any implementation of discipline, except that the Superintendent of Schools may suspend an educator at any time that may seem necessary, pending investigation as described in T.C.A. §49-5-511. Every reasonable effort shall be made to complete an investigation within one (1) pay period. However, the parties hereto recognize that some investigations cannot be completed within that time, whether due to scheduling issues, involvement of the Tennessee Department of Children’s Services, involvement of law enforcement agencies, or otherwise. In the event a suspension pending investigation without pay extends for more than one (1) pay period, the Human Resources Department shall notify the employee and the WCEA President of said event and the reason(s) for it. Each such suspension shall be reviewed each pay period, and the continuation of the suspension of pay shall be reconsidered at that time. In the event of a suspension without pay that extends beyond one (1) pay period, a suspended teacher may request early payment of summer income which has already been earned prior to the date of suspension. The Human Resources Department will inform employees if they are at risk of an impact on employee benefits due to a suspension pending investigation that extends beyond one (1) pay period.

The educator shall be given at least 24 hours’ notice of the said conference, and the educator shall have the right to have an Association representative or a personal attorney present during the said conference, provided the Educator agrees to a scheduled meeting within three (3)

business days of said notice. An educator who disagrees with the allegations presented may respond in writing within two (2) days of that conference. In the event the second day falls on a weekend or other day in which the central office is closed, the response may be made on the next day the central office is open. After investigation and the opportunity to respond, the supervisor shall give the educator notice of what discipline, if any, will be administered.

Section 10.3 Review and Appeal

Written reprimands may be appealed under the terms of the negotiated grievance procedure. For discipline more severe than a written reprimand, the Superintendent of Schools shall review the supervisor's proposal and accompanying records and may uphold, modify, or set aside the proposed disciplinary articles. The educator shall have ten (10) calendar days to request in writing an appeal with the Superintendent of Schools. Upon review of accompanying records and conference with the employee, The Superintendent of Schools shall notify the educator of his/her decision. The educator shall have 30 calendar days to demand a hearing before an Impartial Hearing Officer in accordance with TCA 49-5-512, or as otherwise specified in Tennessee Code Annotated.

Section 10.4 Notice of Deficiencies

In addition to the progressive discipline described in Section 10.1 above, the Board recognizes the concept of progressive improvement. In the event an administrator determines that an educator has deficiencies in his or her work, that administrator may, outside the evaluation process, notify the educator in writing of any alleged deficiencies, indicate expected correction, propose an improvement plan specifying necessary improvements or needed actions, and indicate a reasonable period of time for correction. That time period shall in no event be less than 30 calendar days.

Section 10.5 Employee Rights

Nothing contained herein shall act to limit an educator's rights under the Grievance Procedure of this Contract. Nothing contained herein shall be construed to limit the rights and obligations of the educators and the Superintendent of Schools under the dismissal procedures of T.C.A. §§49-5-511, 49-5-512 and related law. The provisions of this article do not apply to investigations under Board Policy 5.500, Anti-Harassment.

ARTICLE XI COMPLAINTS

Section 11.1 Complaints

Any written complaint regarding an educator made to any member of the administration by a parent, student, or other person shall be investigated by the administrator and the following steps shall be taken:

- a. A copy of the written complaint shall be made by the recipient of the complaint and sent to the affected educator with five (5) days of its receipt.
- b. The educator shall acknowledge the opportunity to review such complaint by signing the filed complaint with expressed understanding that such signature in no way indicates agreement with the contents thereof.
- c. The investigation of such complaints shall begin as soon as possible, but in no event shall the investigation start later than ten (10) days from its receipt.
- d. The educator shall be given an opportunity to respond to the complaint and meet with the complainant and the immediate supervisor upon educator request, in order for the educator to rebut the complaint. It shall be the responsibility of the immediate supervisor to schedule such a meeting.
- e. If the person making the complaint refuses to participate in this procedure within 15 days of the educator's notification to the complainant of a request for a meeting, the complaint will be designated as unsubstantiated and any and all references to the complaint shall not be included in the educator's personnel file.
- f. The educator shall have the right to submit a written answer to such complaint to the supervisor conducting the investigation for review. The supervisor conducting the investigation may request the educator to provide a written response to the complaint. If the educator does not provide or refuses to provide a requested written response, the supervisor conducting the investigation may include such a statement with the complaint.
- g. If the educator or the complainant finds the resolution to be unsatisfactory, an appeal may be made to the Superintendent of Schools, within ten (10) days after receipt of the supervisor's response. The Superintendent of Schools will schedule a meeting with the educator and the complainant within ten (10) days of the written request.
- h. In the event the complaint persists after item "g", the educator or the complainant may appeal to the Board by filing a written appeal to the Board of Education within ten (10) days after receipt of the Superintendent of School's response.

- i. Any substantiated complaint, as determined by the immediately involved supervisor, may be used to evaluate an educator. Unsubstantiated complaints shall not be maintained as part of an educator's file.
- j. A complaint arising from supplemented activities or potential violation of state or federal laws or Board policy shall not be investigated under the procedures and steps under this Article XI.

ARTICLE XII VACANCIES

Section 12.1 Vacancies

- a. A current register of educator vacancies shall be readily accessible and posted online.
- b. Such notification of educator vacancies shall not prevent the Superintendent of Schools from filling a position if desirable applicants are available.
- c. Such vacancy notice shall contain the date of issue, the available position, and the location of the vacancy.
- d. Once a site-specific administrative position has been determined to be vacant by the Superintendent of Schools, that site-specific position will be posted for a minimum of one week before said position is filled.
- e. Consideration shall be given to current educators within the School System for all vacant educator positions, provided they make written application to the Human Resources Department and they are licensed for the vacant position.

Section 12.2 Voluntary Transfers Between Schools

- a. Educators desiring a transfer from one school position to another school position may complete and file with the Human Resources Department a "Request for Transfer" form. See form, Appendix D.
- b. In an effort to assist teachers with narrow certification and/or highly qualified status that improves their employability, as well as to provide tenured educators with opportunities to seek transfers to a different school location(s), the following procedures will be utilized:
 - 1. Educators desiring reassignment shall complete an online transfer application. The open period for enrollment in the transfer program will begin on January 1. Employees may apply for any vacant position during the period of January 1 through May 31. A teacher may apply for a school even if no vacancies are announced at the time of the application and will be eligible for subsequent vacancies that occur for requested grade levels and/or subjects throughout the entire open period. Vacancies will be announced during the open period by the Williamson County Schools Human Resources Department for a minimum of five (5) teacher workdays before the Principal receives applications, interviews applicants and makes a selection. Employees who have not applied by the end of a specific vacancy posting will not be eligible to be considered for that position unless the position is re-posted.

2. All vacancies, as soon as they are known to the principal of each school, shall be submitted to Human Resources by individual schools and shall be posted on the website upon receipt.
3. Requests submitted during the open period will be considered for all positions that are applied for by the applicant that open during the period after the employee application is submitted.
4. Teachers who submitted applications for transfers during the transfer open period may be considered for vacancies that are posted between June 1 and June 30; however, both the sending and receiving principals must agree to the transfer based on the availability of a suitable replacement for the sending school.
5. Employee requests for transfers will not be considered for vacancies posted after June 30th, except when the re-assignment is made by the Superintendent of Schools for the benefit of the district.
6. Once a transfer is offered to and accepted by an employee, that employee will not be considered for subsequent transfers during that school year.
 - a. In no case shall the filing of a "Request for Transfer" form guarantee such a transfer when or if a vacancy arises in the school to which the educator has requested a transfer.
 - b. The educator desiring the transfer is responsible for scheduling the interview with the appropriate principal or supervisor.
 - c. If a transfer occurs after the beginning of the school year, the school system shall transport the educator's materials/equipment to the new work location. A substitute shall be provided for one (1) day to allow the educator preparation time for the new assignment.
 - d. If a transfer to a different school campus is involuntary, the school system shall transport the educator's materials/equipment to the new work location, if requested by the teacher.

Section 12.3 Involuntary Transfer Between Schools

- a. Notice of a proposed involuntary transfer to another school shall be given in writing to the educator as soon as possible, but in no case later than 5 working days prior to the effective date of transfer.
- b. In those cases where an involuntary transfer to another school is made necessary by enrollment, curriculum, or program changes, the principal shall seek a volunteer educator before selecting a transferee.

- c. An involuntary transfer to another school of an educator shall be affected only after the educator has been given an opportunity to meet and discuss the transfer with the person making the recommendation for a transfer.
- d. The educator may request, in writing, the reason(s) for the proposed transfer. After the receipt of written reason(s), the educator may request a meeting with the Superintendent of Schools to discuss the matter. Involuntary transfers shall not be made for arbitrary or capricious reasons.
- e. All of the above must have been provided to the educator before the Superintendent of Schools implements an involuntary transfer or reassignment.
- f. If a transfer occurs after the beginning of the school year, the school system shall transport the educator's materials/equipment to the new work location. A substitute shall be provided for one (1) day to allow the educator preparation time for the new assignment.
- g. When a new school opens due to growth, the appropriate grade level Assistant Superintendent will assign any educator who remains unassigned after voluntary transfers have occurred, after discussions with the appropriate Principals. Such assignment shall be made pursuant to all the above terms of this Section 12.3. No teacher shall be subject to a reduction in force as a result of growth except as described in Section 12.5b below in which the program being taught by the teacher is eliminated or the total system-wide number of teachers for that teacher's current position is reduced from the current school year to the following school year. Every effort shall be made to find such a teacher a position within that teacher's certification.

Section 12.4 Reassignment Within the School

Reassignments within the school shall not be made for arbitrary or capricious reasons.

Section 12.5 Reduction in Force

- a. If the Superintendent of Schools is contemplating reduction in force of any educator, the Superintendent of Schools will notify the Association as soon as possible before the proposed effective dates of reduction in force. Such notice will be in writing and will include the specific position(s) to be affected, the proposed time schedule, and the reason(s) for the action.
- b. Educators may be subject to reduction in force only when their positions are eliminated as a result of an increase in the operating costs of the school system, provided that such increases cannot be offset by the addition of new revenue or offset by reductions in expenses other than personnel, a reduction in pupil enrollment, or the discontinuance of a particular type of teaching service, provided that such discontinuance is not for arbitrary or discriminatory reasons.

- c. If the position is to be eliminated, the Superintendent of Schools shall give notification of reduction in force to the educator in that position at least one (1) pay period prior to the implementation date.

Section 12.6 Recall

- a. As educator vacancies arise, an educator subjected to reduction in force will be recalled to the first available vacancy for which the educator is licensed.
- b. The recalled educator must have the recommendation of the principal for the position to be filled.
- c. The Superintendent of Schools shall not employ new educators to fill any educator vacancies so long as there are any eligible educators on the preferred reemployment list who are licensed and recommended by the principal.

ARTICLE XIII SCHOOL CALENDAR

Section 13.1 Responsibility

It is the responsibility of the Board to establish and implement the school calendar.

Section 13.2 School Calendar Committee

- a. The proposed school calendar shall be developed by the School Calendar Committee. The committee will be composed of not more than five (5) members appointed by the Association and not more than five (5) members recommended by the Superintendent of Schools and approved by the Board.
 - 1. The Association recommends that the Board consider not scheduling more than one (1) parent-teacher conference after the workday in the same school week.
- b. The Board shall designate one of its appointees as chairman who shall initiate the first meeting.
- c. Prior to March of each year the School Calendar Committee shall submit a written proposed calendar for the subsequent school year to the Superintendent of Schools.
- d. If the Board sends back a proposed calendar for revision, the Board representative shall make every effort to reconvene the school calendar committee to discuss options the Board leaves open in their requirements.

Section 13.3 School Calendar Changes

- a. In the event that the Board determines a need to change the school calendar due to the exhaustion of all available stockpiled days, the Calendar Committee will submit to the Superintendent of Schools, within ten (10) days, written recommendations for making up days missed.
- b. Any calendar which would result in the loss of a pay period for employees shall be approved by the Board a minimum of six (6) months in advance per pay period lost.

ARTICLE XIV CLASS SIZE

Section 14.1 Class Size

- a. Because the class size is an important aspect of an effective educational program, the Board and the educator representatives to PECCA agree that class size should be lowered whenever possible.
- b. Every effort will be made not to exceed the maximum standards as established by the Tennessee State Board of Education Rules, Regulations, and Minimum Standards and the State Board for Vocational/Technical Education, except in large group instruction or experimental classes.
- c. The Superintendent of Schools may request from the Commissioner of Education a waiver of the maximum standards described in subparagraph b, above, for the remainder of the school year after January 1 of each year.

ARTICLE XV EDUCATOR DRESS

Section 15.1 General Provisions

The general principle governing educator dress during duty time covered by this MOU shall be as follows: all educators shall maintain a standard of no less than job-appropriate business casual dress. Educator dress shall not be a distraction to the learning environment or create an unsafe condition for the educator or others.

ARTICLE XVI DURATION

Section 15.1 Three Year MOU

The provision of this revised MOU will be effective as of July 1, 2020 and except as otherwise provided herein, will continue and remain in full force until June 30, 2022 except as amended from time to time.

Approved by the Board of Education the _____ day of June 2020.

WILLIAMSON COUNTY BOARD OF EDUCATION

By: _____
Gary Anderson, Chair

By: _____
Jason Golden, Superintendent

Submitted per PECCA:

Laura Kleman, Chief Employee Representative

Leigh Webb, Chief BOE Representative

APPENDIX A-1
PROPOSED – CONTINGENT ON COUNTY COMMISSION BUDGET APPROVAL
2020-21 Teacher Salary Schedule
200 Day Contract

Gray columns for employees hired on or after July 1, 2014.

	BSNH	BS	BS10	BS20	MA	MA10	MA20	MA30	EDS	PHD
0	40,150				43,975			44,975	47,600	48,600
1	40,652				44,525			45,537	48,195	49,208
2	41,160				45,081			46,106	48,797	49,823
3	41,675				45,645			46,683	49,407	50,445
4	42,195				46,215			47,266	50,025	51,076
5	43,039				47,140			48,212	51,025	52,097
6	43,900	43,900	43,900	43,900	48,082	48,082	48,082	49,176	52,046	53,139
7	44,778	44,778	44,778	44,778	49,044	49,044	49,044	50,159	53,087	54,202
8	45,674	45,674	45,674	45,674	50,025	50,025	50,025	51,163	54,149	55,286
9	46,587	46,587	46,587	46,587	51,025	51,025	51,025	52,186	55,232	56,392
10	47,519	47,519	47,519	47,519	52,046	52,046	52,046	53,229	56,336	57,520
11	48,469	48,469	48,469	48,469	53,087	53,087	53,087	54,294	57,463	58,670
12	49,439	49,439	49,439	49,439	54,149	54,149	54,149	55,380	58,612	59,844
13	50,427	50,427	50,427	50,427	55,232	55,232	55,232	56,488	59,785	61,040
14	51,436	51,436	51,436	51,436	56,336	56,336	56,336	57,617	60,980	62,261
15	52,465	52,465	52,465	52,465	57,463	57,463	57,463	58,770	62,200	63,507
16	52,465	53,514	53,514	53,514	58,612	58,612	58,612	59,945	63,444	64,777
17	53,000	54,584	54,584	54,584	59,784	59,784	59,784	61,144	64,713	66,072
18	53,546	55,676	55,676	55,676	60,980	60,980	60,980	62,367	66,007	67,394
19	53,825	56,233	56,233	56,233	61,590	61,590	61,590	62,991	66,667	68,068
20	54,106	56,795	56,795	56,795	62,206	62,206	62,206	63,621	67,334	68,749
21	54,390	61,149	62,460	63,883	65,367	66,841	68,325	69,875	71,584	73,190

Teachers above the 21-year pay line will remain at their current salary for the 2020-2021 school year per the budget process.

Psychologist salary schedule indexed at 1.05% on teacher salary schedule.

Full-time teachers and other educator personnel including counselors obtaining the National Board Certification (NBC), which will be documented on their license, will receive \$2,500 annually. It will be prorated during the school year in which the certification is received. Or if the teacher is not employed for the full school year, and then for each year thereafter as long as the NBC status is maintained, and the educator remains employed as a teacher in WCS. Eligible part-time educators will receive a prorated amount. Administrators and supervisory personnel are not eligible.

Speech Language Pathologists obtaining Certification of Clinical Competencies Licensure and Orientation and Mobility Specialist serving visually impaired students obtaining ACVREP certification will receive \$2,500 annually. It will be prorated during the school year in which the certification is received or if the employee is not employed for the full school year, and then \$2,500 each year thereafter as long as the CCC is maintained and the educator remains employed as a teacher in WCS. Eligible part-time educators will receive a prorated amount. Administrators are not eligible. CEU's earned to renew CCC licensure must be presented every three (3) years and units must have been earned in therapies/practices directly related to students ages 0-22.

Appendix A-2**PROPOSED – CONTINGENT ON COUNTY COMMISSION BUDGET APPROVAL****Curriculum & Professional Development Specialist Salaries FY 2020-2021
12 Month Employment**

Years of Experience*	
0	\$84,825
1	\$87,641
2	\$87,641
3	\$87,641
4	\$87,641
5	\$87,641
6	\$89,789
7	\$89,789
8	\$89,789
9	\$89,789
10	\$89,789
11	\$91,938
12	\$91,938
13	\$91,938
14	\$91,938
15	\$94,086

Degree Supplement	
EDS	\$1,500
PHD	\$2,500

*Experience is based on actual supervisory experience inside or outside the system.

APPENDIX B
GRIEVANCE FORM
Williamson County Schools

No. _____

Name: _____

Association Designee if included: _____

Phone (Home/Cell): _____

Principal: _____ Cell: _____

Grievant(s) Signature: _____ Date: _____

Grievant(s) Signature: _____ Date: _____

Step 2:

Date Rec'd by Supervisor: _____ Supervisor's Initials: _____

Date of Step 2 Meeting: _____

Supervisor's Written Response, including reasons for the decision (may attach written response):

Supervisor's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

Date Reply Rec'd: _____ Initials of Grievant(s): _____

APPENDIX B
GRIEVANCE FORM, PAGE 2

Step 3:

Date Rec'd by Superintendent: _____ Superintendent's Initials: _____

Date of Step 3 Meeting: _____

Superintendent's Written Response, including reasons for the decision (may attach written response):

Superintendent's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

Date Reply Rec'd: _____ Initials of Grievant(s): _____

Step 4 Non-Binding Arbitration:

Date Rec'd by Superintendent: _____ Superintendent's Initials: _____

Attached are copies of the American Arbitration Association correspondence regarding this grievance.

Step 4 Alternate Board Hearing:

Date Rec'd: _____ Initials: _____

Date of Board Meeting: _____

The portion of Board minutes applicable to the Board hearing is attached to this form.

Chairman of Board's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

Date Reply Rec'd: _____ Initials of Grievant(s): _____

If additional space is required, please use a second sheet, identifying the extension of items above by using the step number.

Williamson County Board of Education

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

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

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

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

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

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

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

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

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

Students Requesting Modified Meals

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

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.³

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.⁴

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: Review: Annually, in January	Descriptor Term: Telework	Descriptor Code: 5.1082	Issued Date: NEW
		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: Review: Annually, in January	Descriptor Term FAMILIES FIRST CORONAVIRUS RESPONSE ACT	Descriptor Code: 5.3051	Issued Date: NEW
		Rescinds:	Issued:

General¹

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

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

PAID SICK LEAVE

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

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

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

EXPANDED FMLA LEAVE

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

Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or telework due to the need to care for his/her son or daughter because of a school or child care facility closure or because the person who regularly provides child care (i.e. this could include a family member or a neighbor) is unavailable for reasons related to COVID-19.⁴ In these circumstances, a son or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.

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

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

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](#)