



## Williamson County School Board Meeting

October 19, 2020 6:30 PM

Support Services Building - Professional Development Room

### 1. Call to Order

- a. The Williamson County School Board is meeting in person at 1761 West Main Street, Franklin TN but has limited capacity. As a result, Williamson County Schools is officially meeting electronically as it is necessary to protect public health, safety, and welfare in light of the coronavirus pursuant to **Executive Orders # 16 and #60** signed by Governor Bill Lee and Waiver of Williamson County School Board Policy 1.400.
- b. Record Attendance

- c. Pledge of Allegiance

### 2. Items of Particular Public Interest (Public Comment)

### 3. Approval of Agenda

### 4. Approval of Consent Agenda

- a. Approval of September 21, 2020 School Board Meeting Minutes
- b. Board Policies - Second Reading
  - I. 4.600 Report Cards and Grading Systems
- c. 2021-2022 Budget Timeline (Annual Agenda)
- d. Donation of Computers from Williamson County
- e. Physician Supported Request for a student to be exempt from Compulsory Attendance
- f. Music City Assembly of God Church Lease at Mill Creek Middle School
- g. Town of Nolensville Sidewalk Easement Request at Nolensville Elementary School

### 5. Communications to the Board

- a. Superintendent's Report
- b. District Update

I. School Spotlight

c. Board Chairman's Report

**6. New Business**

a. 2020-2021 School Board Budget (10 min)

I. General Purpose School Fund Amendment 10.20 Safe Schools Grant

II. General Purpose School Fund Amendment 10.20 Donation Robotics

III. Education Capital Projects Fund 10.20 Intra-category Trinity Walking Path

b. Request for (Flex) Asynchronous Learning Fridays

c. Board Policies - First Reading

I. 5.500 Discrimination / Harassment of Employees

II. 5.501 Complaints and Grievances

III. 6.304.01 Student Discrimination, Harassment, Bullying, Cyber-Bullying and Intimidation

**7. Adjournment**



## Williamson County School Board Meeting

September 21, 2020 6:30 PM

Student Support Services Building - Professional Development Room

Attendance Taken at 6:04 PM.

Mrs. Jennifer Aprea:	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.

### 1. Call to Order

Superintendent Golden called the meeting to order at 6:31 p.m. He thanked Sheriff's Deputies Ron Hooper and Randel Purcell for attending.

- a. The Williamson County School Board is meeting in person at 1761 West Main Street, Franklin TN but has limited capacity. As a result, Williamson County Schools is officially meeting electronically as it is necessary to protect public health, safety, and welfare in light of the coronavirus pursuant to **Executive Orders # 16 and #60** signed by Governor Bill Lee and Waiver of Williamson County School Board Policy 1.400.

b. Record Attendance

c. Pledge of Allegiance

Superintendent Golden led the Pledge of Allegiance and then the School Board observed a moment of silence.

### 2. Election of School Board Chairman

Superintendent Golden opened the floor for nominations for School Board Chairman.

Rick Wimberly nominated Nancy Garrett for Chair.

Seeing there were no other nominations, Superintendent closed the floor for nominations and called for a roll call vote on the motion.

**Motion Passed:** Motion by Mr. Rick Wimberly to nominate Mrs. Nancy Garrett for School Board Chairman.

Mrs. Candace Emerson:	Absent
Mr. Rick Wimberly:	Yes
Mr. KC Haugh:	Yes
Mr. Eric Welch:	Yes

a. 2020- 2021 School Board Budget (10 min)  
I. General Purpose School Fund Budget:  
Amendments: 09.20. Gov Give Grant

Chairman Garrett called on Superintendent Golden who recommended approval of the General Purpose School Fund Amendment for the Gov Give Grant for a Mobile Cyber Security unit for the CTE Department in the amount of \$841,320.00.

**Motion Passed:** Motion by Mr. KC Haugh to approve. A second was made by Mr. Dan Cash.

Mrs.  
Candace Absent  
Emerson:  
Mr. Eliot Mitchell: Yes  
Mr. Brad Fiscus: Yes  
Mrs.  
Jennifer Aperia: 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

II. General Purpose School Fund Budget:  
Amendments: 09.20. United Way

Chairman Garrett called on Superintendent Golden who recommended approval of the General Purpose School Fund Amendment for United Way funds for afterschool tutoring for 1-4 grades in eight of our elementary schools in the amount of \$36,000.00.

**Motion Passed:** Motion by Mr. Eric Welch to approve. A second was made by Mr. Eliot Mitchell.

Mrs.  
Candace Absent  
Emerson:  
Mr. Eliot Mitchell: Yes  
Mr. Brad Fiscus: Yes  
Mrs.  
Jennifer Aperia: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mr. Rick

Wimberly:  
Mr. KC            Yes  
Haugh:  
Mr. Eric           Yes  
Welch:  
Mrs. Nancy       Yes  
Garrett:  
Mrs. Angela      Yes  
Durham:  
Mr. Dan           Yes  
Cash:

Yes: 11, Nay: 0, Absent: 1

III. Education Capital Projects Fund Budget:

Intra-Category Adjustment

1. 09.20 Intra-Category. HS Projects

Chairman Garrett called on Superintendent Golden who recommended approval of the Education Capital Projects Fund Intra-category HS Projects in the amount of \$3,000,000.00 to use toward the Page High Master Plan and Ravenwood and Summit High School additions.

**Motion Passed:** Motion by Mr. Eric Welch to approve. A second was made by Mr. Brad Fiscus.

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

Yes: 11, Nay: 0, Absent: 1

IV. Approval of Lease/Purchase Agreements for Chromebook Computers

Chairman Garrett called on Superintendent Golden who recommended approval of the Resolution to Lease / Purchase Chromebooks for Digital Learning in the total amount of \$7,326,864.00.

**Motion Passed:** Motion by Mr. Eliot Mitchell to approve. A second was made by Mr. Eric Welch.

Mrs.  
Candace        Absent  
Emerson:  
Mrs.  
Jennifer        Yes  
Aprea:

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

b. Board Policies - First Reading

I. 4.600 Report Cards and Grading Systems

Chairman Garrett called on Superintendent Golden who recommended approval Board Policy 4.600 Report Cards and Grading Systems on first reading as presented.

**Motion Passed:** Motion by Mr. Dan Cash to approve. A second was made by Mr. Eliot Mitchell.

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
Mrs. Jennifer Aprea:	Yes

Yes: 11, Nay: 0, Absent: 1

c. Approval of Board Parameters School Calendar ( Board Policy 1.800)

Chairman Garrett called on Superintendent Golden who recommended no parameters for the 2021-2022 School Calendar.

**Motion Passed:** Motion by Mr. Eric Welch to approve. A second was made by Mr. Dan Cash.

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

Mrs. Jennifer Aperia: Yes


Mr. Jay Galbreath: Yes

Yes: 11, Nay: 0, Absent: 1

**9. Adjournment**

There being no further business, Chairman Garrett adjourned the meeting at 7:56 p.m.

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Superintendent

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Report Cards and Grading Systems</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>06/17/19</b>
		Rescinds: <b>4.600</b>	Issued: <b>09/21/17</b>

## 1 **REPORT CARDS**

2 The Superintendent shall develop an administrative procedure to establish a system of grading and  
3 assessment for evaluating and reporting student progress in conjunction with Tennessee academic  
4 standards for grades K-12.

5 The report cards shall indicate the information necessary to communicate effectively with the parents  
6 concerning their child's academic progress, conduct and attendance.

7 When a student's academic performance or behavior noticeably or suddenly changes, the teacher shall  
8 promptly inform the parents, maintain a record of the contact, and make an effort to have a conference  
9 with the parent. Parents will receive interim progress reports or other notification whenever a  
10 significant change in performance occurs or whenever a student is failing.

11 Report cards communicating student academic progress or status (grades) and attendance will be  
12 provided to parents on a regular basis (9 weeks).

13 Teachers may use supplemental reports to communicate additional progress as appropriate.

## 14 **K-1 STANDARDS-BASED GRADING SCALE**

15 The student consistently demonstrates understanding and application of the standard.

16 The student is making progress toward the standard.

17 The student is not making progress toward the standard

## 18 **GRADES 2- 12 NUMERICAL GRADING SCALE:**

19	<u>Grade</u>	<u>Grade Range</u>
20	A	91 – 100
21	B	81 – 90
22	C	72 – 80
23	D	70 – 71
24	F	0 – 69
25	I	Incomplete (must be removed during the next grading period)
26	P/F	Credit by Examination

1 Numerical grades may be used for tests and other daily or weekly work that is readily quantifiable and  
 2 shall be used on report cards. Only **LETTER GRADES** (A, B, C, etc.) will be used on high school  
 3 transcripts. No plus (+) or minus (-) notations will be used on high school transcripts.

4 **WEIGHTED GRADES:** For Advanced Placement (A.P.) and International Baccalaureate (I.B.)  
 5 courses, teachers will add five (5) percentage points to the first semester period grade. For the second  
 6 semester, the student must sit for the exam in order to earn five (5) percentage points for the second  
 7 semester. For Honors courses, including middle school courses taught at high school honors level,  
 8 teachers will add three (3) percentage points to each semester period grade.

9 For courses that include an opportunity for industry certification, teachers will add four (4) percentage  
 10 points for the first semester. For the second semester, students must sit for the appropriate exam in  
 11 order to earn the four (4) additional percentage points.

12 For local and statewide dual credit courses, students will receive four (4) additional percentage points  
 13 for each semester. For the second semester, students must sit for the appropriate exam in order to earn  
 14 the four (4) additional percentage points.

15 I.B. Math Studies shall be treated as an Honors, not an A.P. / I.B. course for GPA and weighting  
 16 purposes.

17 High School courses taken by middle school students will receive honors credit only if taught at the  
 18 honors level.

19 Middle school students taking high school honors courses and courses taken during high school for college  
 20 credit, online course, and other courses specifically designated as pass/fail in the high school course  
 21 approved list will be recorded on the high school transcript as pass/fail (p/f) with no GPA value.

## 22 **GPA CALCULATION FOR HIGH SCHOOL COURSES:**

23	<u>Grade</u>	<u>Value</u>	<u>Regular</u>	<u>Honors</u>	<u>Statewide/Local Dual Credit/AP/IB</u>
24	A	91 – 100	4	4.5	5
25	B	81 – 90	3	3.5	4
26	C	72 – 80	2	2.5	3
27	D	70 – 71	1	1.5	2
28	F	0 – 69	0	0	0

29 This weighted grading scale shall be used for all official purposes including report cards, GPA, honor  
 30 roll, etc., except the Lottery /Hope Scholarship described below.

31 **TENNESSEE UNIFORM GRADING SCALE FOR LOTTERY/HOPE SCHOLARSHIP:** State  
 32 law requires that students applying for lottery scholarships and other state scholarship funds be  
 33 evaluated utilizing the State's uniform grading scale, listed below:

1	A	93 -- 100
2	B	85 -- 92
3	C	75 -- 84
4	D	70 -- 74

5 **COLLEGE ADMISSIONS:** For purposes of communicating with college admissions offices and  
6 scholarship granting agencies, grade point averages (GPA) will be calculated.

7 **HONORS RECOGNITION:**

8 The weighted GPA will be calculated on all course work using the Williamson County Grading Scale.  
9 GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship  
10 purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on  
11 the transcript.

12 Williamson County Schools will not rank students numerically.

13 For the purposes of honors recognition WCS will use the following Latin System:

14	Summa Cum Laude	4.25 and above
15	Magna Cum Laude	4.00-4.24
16	Cum Laude	3.75-3.99

17 Valedictorian and Salutatorian will be chosen using the following criteria:

- 18 • Student must qualify for the highest Latin System honor awarded in the respective school.
- 19 • Student must sit for the AP exam for every course in which enrolled and must achieve a score  
20 of 3 or above on 75% of AP exams taken.
- 21 • Student will participate in at least 20 hours of community **service during their four years of**  
22 **high school.** ~~above and beyond any other community service required by other organizations.~~  
23 ~~Students must provide documentation of the completed community service hours and~~  
24 ~~documentation of the completed community service hours required by other organizations to~~  
25 ~~their counselor.~~
- 26 • ~~In the event multiple students meet the aforementioned criteria, then the highest achieved ACT~~  
27 ~~composite controls~~ **Students must earn the highest overall ACT composite for their graduating**  
28 **class. The highest ACT is considered the valedictorian(s) and the second highest is considered**  
29 **the salutatorian(s).**

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Legal References

1. TCA 49-6-407

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Cross References

- 4.212 Driver Education
- 4.604 Credit for Prior Courses
- 4.605 Graduation Requirements
- 4.6051 Credit Requirements for Graduation
- 6.709 Student Fees and Fines

To: Board of Education  
From: Leslie C. Holman, Assistant Superintendent/CFO  
RE: 2021-2022 Budget Timeline  
Date: October 15, 2020



Attached is the budget timeline for 2021-2022. The annual agenda requires a budget time line be established by November 1 each year. The timeline reflects points of principal/departamental input and Superintendent/Board review. The actual dates for the board's budget review are reflected on this timeline (highlighted blue) so that you can post to your calendars.

Departments will use the strategic plan to develop their budget. Since the strategic plan is the Board's plan for the next few years, departments use this to align the district's budget yearly.

This timeline is for the preparation of the yearly operational request for the General Purpose School, Central Cafeteria and Extended School Program Funds only. The School Federal Projects Fund is brought to you in May separately prior to being entered into the state's website.

Maintenance, technology, safety and any other department that has a capital need **that exceeds \$10,000 per project** or in aggregate prepare a capital request at this time also. Last year, these dates for development and review were changed so that these departments have more time to compile their needs accurately and closer to year end. They will be presented for approval at your April meeting and will be presented to the respective county committees at their second budget review meeting which is set by the county.

*The five-year capital plan, which forecasts our major building projects for new buildings, additions and major renovations, is **not** a part of this process.*

If you have any questions, just let me know.

**Williamson County Board of Education  
2021-2022 Budget Preparation Timeline**

Dates	Process	Responsible Parties
<b>2020</b>		
<b>October</b>		
October Work session	Presentation of Timeline for consideration	CFO
Month of October	Open General Purpose Budget Entry in Munis for Director input	CFO
October 20th	HR distribute to Department heads worksheet for personnel request	HR
<b>November</b>		
November Staff Meeting	Superintendent guidelines for budget prep to staff aligning to boards strategic plan	Superintendent
November	Asst. Superintendents gather input from Principals at Nov Admin meeting	Asst. Superintendents/Principals
November	Enrollment work to begin with Principals Input	Zoning Specialist/Principals
<b>December</b>		
All of December-->First Week Jan	Depts. To meet with appropriate Asst. Supers and input recommended changes/cuts to their budgets for Cabinet Review	Dept heads/Asst Supers
December 15th	Dept. Heads final day for HR requests to HR (Must have been reviewed and approved by supervisors prior to submitting)	Dept Heads/HR
<b>DEPARTMENTS TO USE 19-20 ENROLLMENT PROJECTIONS for enrollment type projections</b>		
<b>2021</b>		
<b>January</b>		
January 15th	Drop dead date for Student Enrollment projections to Cabinet for use in personnel calculations	CFO/Zoning Specialist/HR
Month of January	Maintenance , Technology , Safety, Major operational capital requests complied by respective departments	Maintenance/Tech/Safety/Depts/Principals
January 15	Dept. Heads final day for operational input (in Munis)	Dept. Directors/Managers
January 20	HR compile list of new requests by department for use in Cabinet Review	HR
<b>FEBRUARY</b>		
First week of February	Cabinet review of Personnel requests, followed by Operational requests for final cuts	CFO with Superintendent and Asst Supers
Mid first week of February	Personnel approved by cabinet added to PCR by CFO to finalize PCR for budget calculations	CFO
Second week of Feb	Compilation of budget	CFO
February 13	Maint, TECH, Safety Capital requests reviewed with Asst. Superintendents for their input/cuts and approval	IT and Maintenance/Asst Superintendents
February prior to distribution	Second review of total budget, if necessary by Cabinet, for compliance with budget guidance from county and changes if necessary	Noted
Last Week of February	Distribution of Budget to the Board	CFO
Last Week of February	<b>INITIAL BOARD WORKSHOP PER SCHOOL BOARD MEETING SCHEDULE APPROVED JUNE 2020</b>	Board/Cabinet
<b>MARCH</b>		
March 11, 2021 Prior to WorkSession	<b>SECOND BOARD WORKSHOP PRIOR TO BD WORKSHOP IF NEEDED</b>	Board/Cabinet
March 22, 2021	<b>Regular School Board meeting (Budget approval)</b>	Board
<b>APRIL</b>		
April 1	Submit to Co. Mayor	CFO
April-May to be determined by County	Education and Budget Committees of Commission First Review of Budget	Committees/Superintendent/CFO
April 19	Approval by Board of Capital Request	Board
April 26	2nd Review of budget by Education; First review of Capital Requests	Education Committee/Superintendent/CFO
<b>May</b>		
May to be determined by County	2nd Review of budget by budget; First review of Capital Requests	Budget Committee?Superintendent/CFO
<b>JUNE</b>		
June 8 tentative	Public Hearing on Budget (date set by county , may change)	Budget Committee/Public
<b>JULY</b>		
July 12, 2021	Commission Approval 9:00 a.m.	Superintendent/CFO
	Board workshop dates	

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

DATE: October 5, 2020

RE: Donation of Computers from Williamson County

School Board Policy 2.401 Gifts and Bequests requires the Board to consider and approve the contribution of equipment. The Williamson County Government is donating 4065 computers for student use to enable distance learning due to COVID.

This donation meets the guidelines of School Board Policy 2.401. I recommend approval of this donation.



## **MEMORANDUM**

TO: Williamson County Board of Education

FROM: Jason Golden, Superintendent

RE: Physician-Supported Request for Child to be Excused from Compulsory Attendance

DATE: October 6, 2020

CC: Dana Ausbrooks, WCS Attorney

**THE DOCUMENTS SUPPORTING THIS MEMORANDUM ARE FERPA-PROTECTED AND CONFIDENTIAL. ANY DISCLOSURE OF PERSONALLY IDENTIFIABLE STUDENT INFORMATION RELATED TO THIS REQUEST IS A VIOLATION OF FEDERAL LAW.**

Included in a prior, separate confidential message from Dana Ausbrooks to you is a copy of a request from a family to exempt their child from the compulsory attendance law, along with a supporting letter from the child's medical doctor. TCA §49-6-3005(a)(1) allows the Board to approve this request, upon the recommendation of the Principal and Superintendent, if a child is "mentally or physically incapacitated to perform school duties, such disability to be attested by a duly licensed physician in all cases." Under that law, the Board must vote to approve this request. At the same time, Ms. Ausbrooks tells me that FERPA, 20 USC §1232(g), the federal student privacy law, still applies to this request. As a result, the Board cannot discuss at a public meeting any personally identifiable information related to this child.

I recommend that the Board approve this family's request to exempt their child from compulsory attendance based on the confidential information provided to you. Upon a vote approving this request, Ms. Garrett as Board Chair would sign the State exemption form which includes the child's name.



**M E M O R A N D U M**

**DATE:** October 5, 2020

**TO:** School Board Members

**FROM:** Kevin Fortney  
Director of Facilities & Construction

**RE:** **Music City Assembly of God**  
**2010 Williams Road**  
**Nolensville, TN 37135**

Music City Assembly of God is requesting to lease Mill Creek Middle School auditorium and cafeteria for weekly, Sunday worship services. The lease request is for the following:

- Middle School Auditorium & Cafeteria
- Use Period- Weekly on Sundays, 7:00 A.M. to 1:00 P.M.
- Terms of lease- November 2, 2020 – October 31, 2021, with renewal each year thereafter not to exceed five (5) annual renewals.
- Supervisor fee is not waived and custodial services have been scheduled.
- Cost of Covid-19 disinfection will be charged at \$50.00 per area leased.

Staff recommends approval.



## LEASE

THIS LEASE made and entered into this 19<sup>th</sup> day of October, 2020, between Williamson County Board of Education, hereinafter called "Landlord" and Music City Assembly of God, hereinafter called "Tenant".

### WITNESSETH:

FOR AND in consideration of the rentals, undertakings and mutual covenants hereinafter set forth, Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, subject to the terms and conditions hereinafter expressed, certain portions of improved real estate located in Williamson County, Tennessee, and described more particularly as:

Name: Mill Creek Middle School  
Address: 200 York Trail  
Nolensville, TN 37135  
Description of Space: Auditorium and Cafeteria

Said improved real estate is hereinafter referred to sometimes as the "leased premises." TO USE the leased premises, together with the improvements and appurtenances thereto belonging, unto Tenant, its successors and assigns for a term of 12 months, beginning November 1, 2020 and ending October 31, 2020, unless sooner terminated as hereinafter provided. Said lease may be extended for a term not to exceed five (5) annual renewals at the discretion of the Landlord upon application by the Tenant. The terms of this lease shall be subject to all Board of Education policies as amended from time to time.

THE PARTIES HERETO MUTUALLY COVENANT AND AGREE AS FOLLOWS, THIS LEASE BEING EXPRESSLY SUBJECT TO THE TERMS AND CONDITIONS HEREINAFTER SET OUT:

1. Rent. Tenant agrees to pay to Landlord for the leased premises during the term hereof basic rent at the rate of twenty one thousand-eight hundred and fifty dollars and zero cents (\$21,850.00) per annum, payable in twelve (12) installments of approximately one thousand-seven hundred and ninety-eight dollars and zero cents (\$1,798.00) per month. All rentals are payable in advance on the first day of each and every month and shall be payable without notice or demand and without deduction, set-off or abatement except as otherwise provided specifically in this Lease. The amount of rent designated herein is subject to change as the areas requested for use in the premises change. All areas used and charges therefore shall be designated in an exhibit to be attached to the lease. Changes in the rental amount resulting from changes in the space the Tenant wishes to lease shall be effectuated by amendment to the original exhibit and shall not constitute a new lease nor shall it extend any lease into which Landlord and Tenant have entered. Applicable fees will be charged for building supervision, custodial services, supplies, cafeteria use, WCS food service employees, and manager fees. Tenant agrees to pay the amounts billed for any said expenses. The Tenant and

Landlord agree that the following areas of the premises are leased on the days of the week noted for the agreed to period of lease.

Name of School:	Mill Creek Middle
Areas to be Used:	Auditorium and Cafeteria
Use period:	Sunday Each Week Beginning November 1, 2020 through October 31, 2021
Estimated Supervision Cost:	\$ <u>5,330.00</u> per annum
Estimated Custodial Cost:	\$ <u>7,800.00</u> per annum

The Tenant agrees that no other areas of the building may be used without authorization, in writing and amended to this lease agreement. The time period the building may be occupied is an eight (8) hour period per day, beginning not before 7:00 A.M. and ending by 6:00 P.M.

2. Conditions. Tenant agrees that it has examined the leased premises and accepts the same in their present state and condition as of the date hereof without any representations or warranties, express or implied, in fact or in law, by Landlord as to the nature, condition or usability thereof or as to the use or uses to which the leased premises may be put. Williamson County Schools does not warrant that the facility is being currently maintained and will not be responsible for inspection and maintenance of the facility while it is being used by Tenant.

3. Signage. Tenant shall not be permitted to place signage over any signs erected by Williamson County Schools that are used to identify the property. Tenant further agrees that no temporary signage shall be placed upon property without the express written consent of the school district. Should the district agree to allow signage, it shall be in accordance with the written conditions set forth by the district, county, city and other governing agencies. Tenant shall be responsible for all permits and fees for signage. Signs may not be erected more than twenty-four hours before usage of the facility and must be promptly removed upon completion of the use.

4. Use. Tenant agrees that it will not use or allow the leased premises or any part thereof to be used or occupied for any unlawful purpose or any purpose contrary to the published policies of the Williamson County Board of Education and will not permit any act to be done or any condition to exist on the leased premises which may constitute a nuisance, public or private, or which may make void or voidable any insurance then in force with respect to the leased premises. Tenant agrees that it will comply promptly with all laws and regulations of federal, state and municipal authorities applicable to the leased premises and to the business conducted thereon.

5. Improvements and Repairs. Landlord shall have no obligation of any kind, nature or description with respect to the leased premises or any improvements thereon. No structural alterations of, or additions to, any improvements currently on the leased premises or the construction or placement of any other improvements upon the leased premises shall be made by Tenant. Tenant covenants that at no time during the term hereof will it create, or permit to be created or to remain, and will promptly discharge, any lien, encumbrance or charge upon the leased premises.

6. Assumption of Risk. Tenant shall, and does hereby, assume all risks of loss or injury to the property or person of all persons at any time coming upon the leased premises during the term hereof and Tenant shall, and does hereby agree to, indemnify and save harmless Landlord for and from any and all claims, demands, suits, judgment costs or expenses on account of any such loss or injury and any loss or injury which arise from any failure of Tenant, its officers, agents or employees to obey any applicable laws. Tenant shall be responsible for any attorney's fees and costs of Landlord incurred as a result of any such loss. To that end, Tenant shall, at its own cost and expense, maintain general public liability insurance for and on the leased premises, naming itself and Landlord as insured

parties, with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury or death and one million dollars (\$1,000,000) per occurrence for property damage. Such insurance shall be affected by a valid and enforceable policy or policies issued by an insurance company of recognized responsibility licensed to do business in the State of Tennessee and shall contain a provision that coverage cannot be cancelled without ten (10) days' written notice to Landlord. Tenant shall furnish to Landlord a copy of such policy or policies evidencing that the required insurance is in full force and effect.

7. Damage or Destruction. Tenant shall at all times during the term hereof, at its own cost and expense, insure and keep in full force and effect on any improvements situated on the leased premises a policy or policies of fire and casualty insurance (extended coverage) in the minimum amount of one million dollars (\$1,000,000). Such policy or policies shall name Landlord as the loss payee and shall contain a provision that coverage cannot be cancelled without ten (10) days' written notice to Landlord. Such insurance shall be effected by a valid and enforceable policy or policies issued by an insurance company of recognized responsibility doing business in the State of Tennessee, and Tenant shall furnish to Landlord a copy of such policy or policies evidencing that the required insurance is in full force and effect. In the event said improvements are destroyed or damaged by fire or other casualty to the extent that Tenant cannot continue to operate and occupy any portion thereof, Landlord may, at its option, elect to rebuild, replace or restore the improvements or may elect not to do so. The basic rental payments hereunder shall cease as of the date of total destruction of said improvements and shall not commence again until the same have been repaired or replaced. In the event said improvements are destroyed and Landlord elects not to rebuild, restore or replace, then this Lease shall be terminated upon the date of such destruction and all insurance proceeds shall be retained by Landlord as its own.

8. Condemnation. If the whole of the leased premises, or such portion thereof as will make the leased premises unsuitable for Tenant's purposes, is condemned for any public use or purpose of any legally constituted authority, this Lease shall be terminated automatically upon the date when possession is taken by such public authority, and rent shall be accounted for between Landlord and Tenant as of the date of surrender of possession. In the event only a portion of the leased premises is condemned for any public use or purpose without rendering the leased premises unsuitable for the purposes of Tenant, there shall be no termination of the Lease on such account and no abatement of rent. Any and all monetary awards for the taking of the leased premises by eminent domain or under the threat thereof and for incidental damages thereto shall belong to and inure to the exclusive benefit of Landlord.

9. Quiet Enjoyment. Landlord covenants that it has good title to the leased premises and is under no disability which would impair its right to enter into this Lease. Tenant, upon the payment of the rent herein provided and upon performance of all the terms and conditions hereof shall quietly have and enjoy the leased premises during the term hereof without hindrance by or disturbance from Landlord or anyone claiming by or through Landlord.

10. Surrender. Tenant shall, upon the last day of the term or upon the sooner termination as herein provided, peaceably and quietly surrender the leased premises to Landlord, including all improvements thereon, in as good condition and repair as at the commencement of the term, normal wear and tear excepted. Tenant may, upon the termination of this Lease if it is not in default hereunder, remove from the leased premises all movable trade fixtures and equipment installed by Tenant thereon, provided any damage or other injury to the leased premises resulting from such removal be adequately repaired and the leased premises fully restored by Tenant. All such fixtures and equipment not removed promptly by Tenant upon the termination hereof shall become the property of Landlord.

11. Termination and Landlord's Rights upon Default. This lease may be terminated by Landlord without cause at any time upon ninety (90) days written notice to Tenant. Further, if proceedings are commenced against or by Tenant in any court under a Bankruptcy Act or for the appointment of a Trustee or Receiver of Tenant's property, or if there shall be a default in the payment of rent or any part thereof, or other payment due hereunder, for more than ten (10) days after written notice of such default is given by Landlord to Tenant, or if there shall be default in the performance of any other covenant, agreement or condition herein contained on the part of Tenant for more than thirty (30) days after written notice by Landlord, this Lease shall thereupon be terminated at Landlord's option, and Landlord shall have the right to re-enter or repossess the leased premises and dispossess and remove there from Tenant, or other occupants thereof and their effects, without being liable for any prosecution therefore. In such case, Landlord may, at its option, re-let the leased premises or any part thereof as the agent of Tenant, and Tenant shall pay the difference between the rent and other costs and charges herein reserved and agreed to be paid by Tenant for the portion of the term remaining at the time of re-entry or repossession and the amount, if any, received or to be received under such re-letting for such portion of the term. Should this Lease be placed in the hands of an attorney for default or breach, or for the enforcement of any rights herein reserved or stipulated, Tenant agrees to pay all costs incident thereto, including a reasonable attorney's fee.

12. Landlord's Right to Perform. If Tenant shall default in the performance of any covenant or condition of this Lease required to be performed by Tenant, Landlord may, at its option, perform such covenant or condition for the account and at the expense of Tenant. The amount of any expense so incurred shall be deemed additional rent and may, at the option of Landlord, be added to any subsequent installment of the net monthly rent due and payable under this Lease, in which event Landlord shall have the remedies for default in the payment thereof provided by this Lease. The provisions of this paragraph shall survive the termination of this Lease.

13. No Waiver. The failure of Landlord or Tenant to insist upon a strict performance of any term or condition of this Lease shall not be deemed a waiver of any right or remedy that Landlord or Tenant may have and shall not be deemed a waiver of any subsequent breach of such term or condition.

14. Landlord-Tenant Relationship. It is expressly agreed and understood that Landlord shall not be construed or held to be a partner or associate of Tenant in the conduct of its business, it being expressly understood and agreed that the sole relationship between the parties hereto is that of landlord and tenant.

15. Assignment. Tenant covenants not to assign this Lease or sublet the leased premises in whole or in part.

16. Notices. All notices and other communications to be given hereunder by either party shall be in writing and shall be delivered personally or mailed, postage prepaid, by first class mail to the other (and the date of any notice by certified or registered mail shall be deemed to be the date of certification or registration thereof) delivered or addressed to the parties as follows:

Landlord: Williamson County Board of Education  
1320 West Main Street, Suite 202  
Franklin, Tennessee 37064  
Attn: Jason Golden, Superintendent of Schools

Tenant: Music City Assembly of God  
2010 Williams Road  
Nolensville, TN 37135  
Attn: Stephen Headley

or, at such other address as either party may later designate in writing.

17. Entire Agreement. The entire agreement between the parties hereto is contained in this instrument and it is expressly agreed that no obligations of Landlord or Tenant shall be implied in addition to those herein expressly contained. Any amendment to this Lease must be in writing signed by the parties hereto in order to be binding.
18. Binding Effect. The terms and provisions of this Lease shall be binding upon and inure to the benefit of the parties hereto and to their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto on the day and date first above written have executed this Lease at Franklin, Tennessee.

LANDLORD: Williamson County Board of Education

By: \_\_\_\_\_

Jason Golden, Director of Schools

TENANT: \_\_\_\_\_

By: Stephen Headley, Sr. Pastor



## **MEMORANDUM**

October 2, 2020

**TO: Williamson County Board of Education**

**CC: Jason Golden, Superintendent of School**  
**Mark Samuels, P.E., Assistant Superintendent of Operations**  
**Kevin Fortney, Director of Facilities & Construction**

**FROM: Eric J. Gardner, P.E., Assistant Director of Facilities & Construction**

**RE: Town of Nolensville Sidewalk Easement Request at Nolensville Elementary School**

The Town of Nolensville is proposing to construct an 8-foot wide asphalt walking trail to connect two existing sidewalks; one on Rocky Fork Road and one on Newsom Lane. The majority of the proposed trail will be constructed on Nolensville Elementary School property. The Town is requesting that the Williamson County Board of Education grant a 10-foot permanent sidewalk easement and a 5-foot temporary construction easement parallel and adjacent to the permanent sidewalk easement.

Included with this memo is a copy of the easement description and exhibit. Staff recommends approval with the following conditions:

- The proposed sidewalk construction is in close proximity to the Nolensville Elementary School playground fence along Newsom Lane. The Town shall provide measures in their construction documents that will provide adequate security of the playground during construction and that a barrier (fence) must be in place at all times during construction to separate the playground from the construction activities.
- The construction of the trail will include connection by the Town to the existing sidewalks on school property, located at the two (2) school entrances on Newsom Lane. This would include constructing approximately 50 feet of sidewalk at the northern entrance and 25 feet of sidewalk on the southern entrance. The connections can be either asphalt or concrete and transition in width from the proposed trail to the width of the existing sidewalks. The locations of the school entrances can be seen below in the following exhibit.





To: Board of Education  
From: Leslie C. Holman, CFO  
RE: Budget Amendment and Intra category Adjustment for 2020-2021  
Date: October 6, 2020

**The following budget amendments for the 2020-2021 fiscal year will require your approval only.**

**General Purpose School Fund :**

**Amendments**

**10.20.Safe Schools**

We have been approved for **\$542,520** for the Safe Schools Grant. This grant will be used for safety enhancements to all schools.

**10.20.Donation Robotics**

The Instructional Technology department has received a donation for the STEM program from the Electronic Component Industry Association and the Genie Group in the amount of **\$2,500**.

**Education Capital Projects Fund**

**10.20.Intracategory. Trinity Walking Path**

At the request of 2 commissioners we were asked to review plans for and the feasibility of putting a walking pathway between Fly Park and Trinity Elementary School. The principal approves this project. After reviewing it was determined that it will cost **\$106,150**. There are funds within unencumbered rural funds to pay for this project.

**Staff recommends approval of the above noted budget amendment and transfer.**

**Amendment**

**AMENDING THE 2020-2021 GENERAL PURPOSE SCHOOL FUND BUDGET BY \$542,520 FOR SCHOOL SAFETY GRANT**

**WHEREAS,** we applied and received a Safe Schools grant which we are using for safety enhancements in our schools; and

**WHEREAS,** this grant is matched with budgeted funds for safety improvements within the capital fund;

**NOW, THEREFORE BE IT RESOLVED,** that the Williamson County Board of Education meeting in regular session on October 19, 2020 approve and amend the **2020-2021** General Purpose School fund budget in the following manner:

<b>Revenue</b>		
<b>141.465900.G2280</b>	<b>Other State Funds</b>	<b>\$542,520</b>
<b>Expenditure</b>		
<b>141.72620.570100.457.00.00.G2280</b>	<b>Capital Outlay- Safety</b>	<b>\$542,520</b>

**ACTION TAKEN:**

School Board

For \_\_\_\_\_ Against \_\_\_\_\_

**Amendment**

**AMENDING THE 2020-2021 GENERAL PURPOSE SCHOOL BUDGET \$2,500 FOR  
ROBOTICS EQUIPMENT PURCHASES FROM DONATION**

**WHEREAS,** the Instructional Technology Department will receive \$2,500 from Electronic Component Industry Association and Genie Group to use for the purchase of robotic equipment to support STEM initiatives; and

**WHEREAS,** there isn't a local matching requirement;

**NOW, THEREFORE BE IT RESOLVED,** that the Williamson County Board of Education meeting in regular session on October 19, 2020 approve and amend the 2020-2021 General Purpose School Fund budget in the following manner:

<b>Revenue</b>			
<b>141.445700.510</b>	<b>Contributions and Gifts</b>	<b>\$2,500</b>	
<b>Expenditure</b>			
<b>141.71100.572200.128</b>	<b>Equipment</b>		<b>\$2,500</b>

**ACTION TAKEN**

School Board

For \_\_\_\_\_ Against \_\_\_\_\_





## MEMORANDUM

October 5, 2020

**TO:** Williamson County School Board  
**CC:** Mark Samuels, P.E., Asst. Supt. of Operations  
**FROM:** Kevin Fortney, Director of Facilities & Construction  
**RE:** Trinity Elementary / Fly Park Trail System & Pedestrian Bridge

At the request of Mr. Gregg Lawrence, Williamson County Board of Commissioners, Fourth District, we have been requested to assist in reviewing documents related to a proposed sidewalk and pedestrian bridge from Fly Park to Trinity Elementary School. The sidewalk and bridge is to provide access to Trinity Elementary School from Fly Park and the In reviewing the documents and preliminary budget estimate the Facilities & Construction Department has determined the project to be feasible. The project would involve construction of an 8' wide asphaltic concrete sidewalk and an 8' wide structural steel pedestrian bride with concrete decking.

Our estimated cost of the project is \$106,150. The cost includes design, field surveying, permitting and associated construction to complete the project. We have also been requested to provide an estimate of the cost to provide a 12' vehicle bridge as an "add-alternate" to the 8' pedestrian bridge. The purpose of the 12' vehicle bridge is to allow WCP&R to access the northern portion of the park with maintenance equipment (tractors, bush hogs, light duty trucks) which requires the crossing of a blue-line stream. The additional cost for the 12' wide vehicle bridge is estimated to be an added \$5,500 for a total cost of \$111,600. Of course, the final cost of the project will be determined by competitive bids on the open market.

### **Budget Estimate for path with 8'- wide "pedestrian" bridge**

<b>Item Description</b>	<b>Cost</b>
Design, permitting, construction administration	\$16,800
Construction Contingency	\$5,000
Clearing & Grubbing	\$2,000
Erosion Control	\$2,000
Earthwork	\$5,500
Asphalt Paving (8 FT Wide)	\$19,250
Culvert Extensions	\$1,000
Pedestrian Bridge	\$40,000
Thermo Plastic Pavement Markers	\$100
Seeding & Sod	\$2,000
Contractor Mob/De-Mob	\$2,500

Facilities & Construction  
1320 West Main Street, Suite 202  
Franklin, Tennessee 37064  
(615) 472-4040



Construction Staking	\$1,500
Inspection/Testing	\$5,000
Surveying	\$3,500
<b>Total Budget Estimate</b>	<b>\$106,150.00</b>
Add Alternate for 12' Vehicular Bridge	\$5,500.00
<b>Total Budget Estimate w/Add Alternate</b>	<b>\$111,650.00</b>





## MEMORANDUM

TO: Williamson County Board of Education

FROM: Jason Golden, Superintendent

RE: Request for “Flex” Asynchronous Learning Fridays

DATE: October 6, 2020

CC: Julie Oyer, Ed.D., Assistant Superintendent for Elementary Schools  
Leigh Webb, Ed.D., Assistant Superintendent for Secondary Schools  
David Allen, Ed.D., Assistant Superintendent for Teaching, Learning & Assessment

Board Members,

As you know, the demands on teacher time this year have been overwhelming to many. As discussed at our September Work Session and Board meeting, WCS piloted an asynchronous instructional day in our secondary schools and one elementary school on September 22. The main purpose of this pilot was to determine if we could create teacher time during some school days to provide time-sensitive professional development and additional teacher planning time to address the myriad challenges and changes brought about by COVID-19 and, ultimately, to provide better service to our students throughout the remainder of this school year.

### The Need:

You have heard from many of our teachers and teacher leaders regarding the need for more time to best serve students this year. In addition to the expected demands on teacher time that come each year, such as the State schedule for English Learning Arts (ELA) adoption this year, the following are examples of additional demands on teacher time this year:

- Scheduling time to support online, traditional, and quarantined students
- On-campus teachers preparing each day for the possibility of pivoting to remote learning due to the on-campus impact of the virus
- All students having Chromebooks for the first time, and integrating those devices into lessons

- System-wide use of software systems that are new to many teachers, such as Schoology, Google Classroom
- Preparing instruction for quarantined students and learning technology tools to assist with that instruction
- Preparing instruction and services for students with disabilities in different settings, including modifications and accommodations with new technology tools
- Teaching WCS Online with both synchronous and asynchronous instructional planning
- Teaching WCS Online with Edgenuity learning management system
- Greatly increased email communication with parents
- Managing social distancing, masks, and proper preventative cleaning measures within classrooms and modifying teaching techniques to accommodate this.
- Using more planning periods to assist in filling in for teacher absences unfilled by substitute teachers
- Additional duties associated with COVID: added before/after school supervision, shifts in lunch supervision, assisting with Health Department contact tracing, etc.

This time challenge for teachers this year is not unique to WCS. We are hearing across the State that the time demands on teachers as a result of the impact of COVID are reaching overwhelming proportions. Some systems have or are discussing using their stockpiled inclement weather days to address this. Others are spending one day every week with students off campus, etc.

### **September 22, 2020 Asynchronous Pilot:**

The pilot, a fully asynchronous day, was successful. While student learning continued, teachers were able to choose professional development to meet their immediate needs, meet with staff to get questions answered regarding challenges particular to that teacher, and collaboratively planned with other teachers. Examples of teacher and administrator responses to the day are as follows:

- I found the asynchronous day to be very beneficial for my professional development and collaboration with others.
- It is good practice for the students to continue to practice their Google Classroom skills so they are prepared should we need to return to remote learning.
- I think it's worth the work that goes into preparing for it.
- In my opinion, I thought our collaborative time together benefited the greater good of the group. We met (most of K-5) to support K-2 teachers with remote learning-- shortcuts to creating assignments, Google Classroom, DyKnow, teaching in a remote setting, students turning in work, if a student has to be remote but the rest of the class is not, etc.
- TIME to plan, PD (*professional development*) was good for in-person differentiated options
- Opportunity to work on Schoology sites, create and post videos to Schoology, share best practices for teaching remote learners, work with OLP (*on line program*) students and classes
- Enjoyed the short, 30 min PD (*professional development*) sessions. Appreciated having access to specialists in the Zooms. Loved the PLC (*professional learning community*) collaborative planning time as well as some individual planning time though they all agree it went by too fast.
- Time to pull together with PLC's (*professional learning communities*) from OLP (*on line program*) teachers from around the district. Teachers needed time to compare notes on pacing, and work through technical aspects of edgenuity (sic)
- In the words of one teacher, "Today was a breath of fresh air." The time to collaborate and to work on things that tend to pile up completely recharged us all.

After analysis, we have determined that the pilot was productive to give teachers additional time to plan and that additional planning time will enable us to better serve our students this year. While we have ten stockpiled (inclement) days built into our calendar that are being used by some other districts for this purpose, students are better served with instructional time using our new tools. At the same time, part of the feedback we have received is that a fully asynchronous day should be modified by adding some synchronous time for students.

For us, this is a very “outside the box”, aggressive move to address this year’s major teacher challenges. Knowing that the best instruction for most students is face to face on campus instruction and that any schedule change can be difficult for some families, we do not take this discussion lightly. If we concluded that creating flex days would not be a net positive for student learning, we would not recommend any changes to our schedules.

**Student Schedules:**

Draft schedules for our proposed flex days, at both the Elementary and Secondary level, are attached below. Also, groups of students will be served as described below:

- Early Childhood and pre-K students will have regular instructional days on campus.
- Students with disabilities will receive services on schedules similar to remote instruction days, including many on-campus services per each student’s individualized education plan (IEP).
- K-12 students will work from home or other locations previously used for remote instruction.
- K-12 students will start their day with teachers at the start times scheduled below (7:40 a.m. secondary, 8:50 a.m. elementary).

**Our Request:**

Based on all these needs, we request the Board approve “flex” days (asynchronous/synchronous mix) for grades K-12 for the following Fridays:

Second Quarter:

Friday, October 23  
Friday, November 13  
Friday, December 4

Fourth Quarter:

Friday, March 12  
Friday, March 26

Third Quarter:

Friday, January 15  
Friday, January 29  
Friday, February 5  
Friday, February 26

We will present this proposal in more detail at the October 15 Work Session.

**Staff recommends approval.**

## 2020-21 Flex Days - Elementary Schedule

All elementary schools will follow the same schedule for the three synchronous sessions to ensure consistency for families who have multiple elementary-aged children and for consistency in SACC. The rest of the day will be specific to each school building.

Time	K-5 <sup>th</sup>
8:30 - 8:50	Individual Planning
8:50-9:20	Morning Meeting & Attendance (Synchronous)
9:20-12:00	PLC Planning (by grade level and subject) with optional PD sessions
12:00-12:30	Student Conferencing / Office Hours (Synchronous)
12:30-1:30	Individual Planning/Lunch
1:30-4:00	Individual/ PLC planning (by grade level and subject) with optional PD sessions

Time	Specials, Additional staff
8:30 – 10:00	Individual Planning
10:00-12:30	PLC Planning (by grade level and subject) with optional PD sessions
12:30-1:30	Individual Planning/Lunch
1:30-2:00	Individual/ PLC planning (by grade level and subject)
2:30-3:00	Student Conferencing / Office Hours (Synchronous)
2:00-4:00	Individual/ PLC planning (by grade level and subject) with optional PD sessions

SSS teachers and Counselors will operate on a separate schedule with the same targeted PLC or Planning periods based on the specific needs of their department and students.

Optional PD sessions will be offered during the 9:20-12:00 and 1:30-4:00 time slots.

## 2020-21 Flex Days - Middle & High School Schedule

All secondary schools will follow the same bell schedule to accommodate district collaboration, district PD offerings, and student schedules who are taught from teachers around the district.

7:40 - 7:55 am (Day Opening)	
First Period or Homeroom	Student Synchronous Check-In & Attendance

8:00 - 8:45 am (1st Period)	
Math	OLP/Quarantine/Small Group Synchronous Session or office hours
English	OLP/Quarantine/Small Group Synchronous Session or office hours
Science	PLC Work with optional PD Sessions

Social Studies	PLC Work with optional PD Sessions
World Language	PLC Work with districtwide PLC (WCS Online)
CTE	Individual Planning
Fine Arts/PE/Electives	Individual Planning

<b>8:50 - 9:35 am (2nd Period)</b>	
English	OLP/Quarantine/Small Group Synchronous Session or office hours
Science	OLP/Quarantine/Small Group Synchronous Session or office hours
Social Studies	PLC Work with optional PD Sessions
World Language	PLC Work with optional PD Sessions
CTE	PLC Work with districtwide PLC (WCS Online)
Fine Arts/PE/Electives	Individual Planning
Math	Individual Planning

<b>9:40 - 10:25 am (3rd Period)</b>	
Science	OLP/Quarantine/Small Group Synchronous Session or office hours
Social Studies	OLP/Quarantine/Small Group Synchronous Session or office hours
World Language	PLC Work with optional PD Sessions
CTE	PLC Work with optional PD Sessions
Fine Arts/PE/Electives	PLC Work with districtwide PLC (WCS Online)
Math	Individual Planning
English	Individual Planning

<b>10:30- 11:15 am (4th Period)</b>	
Social Studies	OLP/Quarantine/Small Group Synchronous Session or office hours
World Language	OLP/Quarantine/Small Group Synchronous Session or office hours
CTE	PLC Work with optional PD Sessions
Fine Arts/PE/Electives	PLC Work with optional PD Sessions
Math	PLC Work with districtwide PLC (WCS Online)
English	Individual Planning
Science	Individual Planning

<b>11:20 - 12:05 pm (5th Period)</b>	
School-Based Time & Teacher Lunch	

<b>12:10- 12:55 pm (6th Period)</b>	
World Language	OLP/Quarantine/Small Group Synchronous Session or office hours
CTE	OLP/Quarantine/Small Group Synchronous Session or office hours
Fine Arts/PE/Electives	PLC Work with optional PD Sessions
Math	PLC Work with optional PD Sessions
English	PLC Work with districtwide PLC (WCS Online)
Science	Individual Planning
Social Studies	Individual Planning

<b>1:00- 1:45 pm (7th Period)</b>	
CTE	OLP/Quarantine/Small Group Synchronous Session or office hours
Fine Arts/PE/Electives	OLP/Quarantine/Small Group Synchronous Session or office hours
Math	PLC Work with optional PD Sessions
English	PLC Work with optional PD Sessions
Science	PLC Work with districtwide PLC (WCS Online)
Social Studies	Individual Planning
World Language	Individual Planning

<b>1:50- 2:35 pm (8th Period)</b>	
Fine Arts/PE/Electives	OLP/Quarantine/Small Group Synchronous Session or office hours
Math	OLP/Quarantine/Small Group Synchronous Session or office hours
English	PLC Work with optional PD Sessions
Science	PLC Work with optional PD Sessions
Social Studies	PLC Work with districtwide PLC (WCS Online)
World Language	Individual Planning
CTE	Individual Planning

<b>2:35 - 2:45 pm (Day Closure)</b>	
All Teachers	Record Skyward Attendance for the Day & Review Student Work from the day

SSS teachers, Librarians, and Counselors will operate on a separate schedule with the same targeted PLC or Planning periods based on the specific needs of their department and students.



## MEMORANDUM

TO: Williamson County Board of Education

FROM: Jason Golden, Superintendent

RE: Amendment to Request for “Flex” Asynchronous Learning Fridays

DATE: October 13, 2020

CC: Julie Oyer, Ed.D., Assistant Superintendent for Elementary Schools  
Leigh Webb, Ed.D., Assistant Superintendent for Secondary Schools  
David Allen, Ed.D., Assistant Superintendent for Teaching, Learning & Assessment

Board Members,

Based on our Work Session discussion, I am amending our request for “Flex” Asynchronous Learning Fridays by deleting October 23, 2020. Also, for clarity purposes, our amended request includes eliminating the eleven Spring Semester late start “Power Mondays”; we will continue our “Power Monday schedule only through the end of this semester.

### Our Amended Request:

We request the Board approve “flex” days (asynchronous/synchronous mix) for grades K-12 for the following Fridays:

#### Second Quarter:

Friday, November 13  
Friday, December 4

#### Fourth Quarter:

Friday, March 12  
Friday, March 26

#### Third Quarter:

Friday, January 15  
Friday, January 29  
Friday, February 5  
Friday, February 26

**Staff recommends approval.**

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)</b>	Descriptor Code: <b>5.500</b>	Issued Date:
		Rescinds:	Issued:

1 Employees shall be provided a work environment free from sexual, racial, ethnic, and religious  
2 discrimination/harassment. It shall be a violation of this policy for any employee or any student to  
3 discriminate against or harass an employee through disparaging conduct or communication that is sexual,  
4 racial, ethnic, or religious in nature.

5 Employee discrimination/harassment will not be tolerated.<sup>1</sup> Discrimination/harassment is defined as  
6 conduct, advances, gestures, or words, either written or spoken, of a sexual, racial, ethnic, or religious  
7 nature that:

- 8 1. Unreasonably interferes with the individual's work or performance;
- 9
- 10 2. Creates an intimidating, hostile, or offensive work environment;
- 11
- 12 3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
- 13
- 14 4. Implies that submission to or rejection of such conduct will be used as a basis for an employment
- 15 decision affecting the harassed employee.

16 Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these  
17 incidents immediately.<sup>2</sup> This report shall be made to the immediate supervisor, except when the  
18 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report  
19 may be made to the Assistant Superintendent of Human Resources. Allegations of  
20 discrimination/harassment shall be fully investigated. An oral complaint may be submitted; however,  
21 such complaint shall be reduced to writing to ensure a more complete investigation. The complaint shall  
22 include the following information:

- 23 1. Identity of the alleged victim and person accused;
- 24
- 25 2. Location, date, time, and circumstances surrounding the alleged incident;
- 26
- 27 3. Description of what happened;
- 28
- 29 4. Identity of witnesses; and
- 30
- 31 5. Any other evidence available.

32 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,  
33 because an individual's need for confidentiality shall be balanced with obligations to cooperate with

- 1 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough  
2 investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses  
3 may be disclosed in appropriate circumstances to individuals with a need to know.
- 4 A substantiated charge against an employee shall result in disciplinary action, up to and including,  
5 termination. A substantiated charge against a student may result in corrective or disciplinary action, up  
6 to and including, suspension.
- 7 There will be no retaliation against any person who reports discrimination/harassment or participates in  
8 an investigation. However, any employee who refuses to cooperate or gives false information during the  
9 course of any investigation may be subject to disciplinary action. The willful filing of a false report will  
10 itself be considered harassment and will be treated as such.
- 11 An employee disciplined for violation of this policy may appeal the decision by contacting the  
12 Superintendent of Schools.

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**Legal References**

1. 29 CFR §1604.11; TCA 5-23-104
2. 20 USCA § 1681

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**Cross References**

Equal Opportunity Employment 5.104  
Complaints and Grievances 5.501  
Title IX & Sexual Harassment 6.3041

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Complaints and Grievances</b>	Descriptor Code: <b>5.501</b>	Issued Date:
		Rescinds:	Issued:

## 1 EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

2 Conflicts shall be resolved as quickly as possible and at the lowest supervisory level.

3 In instances of questions by an individual staff member concerning the interpretation of policies and  
4 procedures to that staff member, administrative practices within the staff member's particular school,  
5 and relationships with other employees, the staff member concerned shall consult his/her supervisor. If  
6 a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of  
7 the matter, the staff member concerned may discuss the matter with the next level of supervision, up to  
8 and including, the Superintendent of Schools.

9 In instances where an individual staff member feels, for personal reasons, that they cannot discuss a  
10 problem with their immediate supervisor, the staff member may take the problem directly to the  
11 Superintendent of Schools. After review of the case, the Superintendent of Schools shall take action as  
12 he/she deems appropriate, and within a prompt, reasonable time, shall notify all parties concerned of  
13 his/her decision.

## 14 HARASSMENT/DISCRIMINATION GRIEVANCES

15 Employees shall notify the Assistant Superintendent of Human Resources or designee if they believe the  
16 Board, district employees, or agents have violated their rights guaranteed by the state or federal  
17 constitution, state or federal statute, board policy, or the following:<sup>1,2,3</sup>

- 18 1. Age Discrimination Employment Act;<sup>1</sup>
- 19
- 20 2. Title II of the Americans with Disabilities Act;<sup>4</sup>
- 21
- 22 3. Title VI of the Civil Rights Act of 1964;<sup>5</sup>
- 23
- 24 4. Section 504 of the Rehabilitation Act of 1973;<sup>6</sup> or
- 25
- 26 5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964.<sup>7</sup>

27 The Assistant Superintendent of Human Resources or designee will endeavor to respond and resolve  
28 complaints without resorting to this grievance procedure, and if a complaint is filed, to address the  
29 complaint promptly and equitably. The right of an employee to prompt and equitable resolution of the  
30 complaint shall not be impaired by the employee's pursuit of other remedies. Use of this grievance  
31 procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does  
32 not extend any filing deadline related to the pursuit of other remedies.

1 *Filing a Complaint*

2 An employee who wishes to avail himself/herself to this grievance procedure may do so by filing a  
3 complaint with the Assistant Superintendent of Human Resources or designee. The employee may  
4 request a complaint manager of the same sex. The complaint manager may assist the employee in filing  
5 a grievance.

6 *Investigation*

7 The Assistant Superintendent of Human Resources will investigate the complaint or appoint a qualified  
8 person to undertake the investigation on his/her behalf. The complaint and identity of the complainant  
9 will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the  
10 complaint; or (3) as authorized by the complainant. If a complaint of sexual harassment contains  
11 allegations involving the Superintendent of Schools, then the attorney for WCS will investigate the  
12 complaint.

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Legal References

1. Age Discrimination Employment Act, 29 USCA § 621 *et seq.*
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324 *et seq.*
4. Americans with Disabilities Act, 42 USCA § 12101 *et seq.*
5. Title VI of the Civil Rights Act, 42 USCA § 2000 *et seq.*
6. Section 504 of the Rehabilitation Act, 29 USCA § 701 *et seq.*
7. Title VII of Civil Rights Act, 42 USCA § 2000e *et seq.*

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Cross References

Section 504 and ADA Grievance Procedures 1.802  
Equal Opportunity Employment 5.104  
Discrimination/Harassment of Employees 5.500  
Title IX & Sexual Harassment 6.3041

# Williamson County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <h2 style="text-align: center;">Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation</h2>	Descriptor Code: <h3 style="text-align: center;">6.304</h3>	Issued Date:  
		Rescinds:	Issued:

1 In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve  
 2 high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation,  
 3 hazing, or any other victimization of students, based on any actual or perceived traits or characteristics,  
 4 are prohibited.<sup>1</sup>

5 This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).<sup>2</sup> This  
 6 policy shall cover employees, employees' behaviors, students, and students' behaviors while on school  
 7 property, at any school-sponsored activity, on school-provided equipment or transportation, or at any  
 8 official school bus stop. If the act takes place off of school property or outside of a school-sponsored  
 9 activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of  
 10 creating a hostile educational environment or otherwise creating a substantial disruption to the education  
 11 environment or learning process.<sup>3</sup>

12 The principal/designee is responsible for educating and training respective staff and students as to the  
 13 definition and recognition of discrimination/harassment.<sup>4</sup>

14 The Superintendent of Schools shall develop forms and procedures to ensure compliance with the  
 15 requirements of this policy and state law.

16 **DEFINITIONS<sup>5</sup>**

17 “Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational  
 18 benefits, opportunities, or performance, and that has the effect of:

- 19 1. Physically harming a student or damaging a student’s property;
- 20
- 21 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to
- 22 the student’s property;
- 23
- 24 3. Causing emotional distress to a student; or
- 25
- 26 4. Creating a hostile educational environment.

27 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race,  
 28 nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates  
 29 a hostile environment. Such conduct may include, but is not limited to, physical acts, gestures, graphics,  
 30 or words, written or spoken.

1 “Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic  
2 devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication  
3 devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake  
4 profiles.

5 “Hazing” is an intentional or reckless act by a student or group of students that is directed against any  
6 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces  
7 or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees  
8 of the school district shall not encourage, permit, condone, or tolerate hazing activities.<sup>6</sup>

9 Hazing does not include customary athletic events or similar contests or competitions and is limited to  
10 those actions taken and situations created in connection with initiation into or affiliation with any  
11 organization.

## 12 **COMPLAINTS AND INVESTIGATIONS**

13 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall  
14 promptly report such information to the principal/designee.<sup>7</sup> For purposes of receiving a report under  
15 this policy, the principal/designee shall make his/her contact information (name, address, phone number,  
16 and email) available to students and parent(s)/guardian(s) at the beginning of each school year. Nothing  
17 in this policy shall prohibit a student from pursuing a concurrent criminal complaint for harassing  
18 conduct that could also constitute a criminal offense.

19 While reports may be made anonymously, an individual’s need for confidentiality shall be balanced with  
20 obligations to cooperate with police investigations or legal proceedings, to provide due process to the  
21 accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The  
22 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a  
23 need to know.

24 The principal/designee at each school shall be responsible for investigating and resolving complaints.  
25 Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48)  
26 hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the  
27 principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing  
28 the reasons why the investigation was not initiated within the required timeframe.<sup>8</sup> The  
29 principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an  
30 act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall  
31 provide information on district counseling and support services. Students involved in an act of  
32 discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate  
33 school counselor by the principal/designee when deemed necessary.<sup>9</sup>

34 The principal/designee is responsible for determining whether an alleged act constitutes a violation of  
35 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 36 1. It places the student in reasonable fear or harm for the student’s person or property;
- 37
- 38 2. It has a substantially detrimental effect on the student’s physical or mental health;
- 39

- 1           3. It has the effect of substantially interfering with the student’s academic performance; or  
2  
3           4. It has the effect of substantially interfering with the student’s ability to participate in or benefit  
4           from the services, activities, or privileges provided by a school.

5           Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and  
6           complete investigation of each alleged incident. All investigations shall be completed and appropriate  
7           intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>8</sup> If the  
8           investigation is not complete or intervention has not taken place within twenty (20) calendar days, the  
9           principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing  
10          the reasons why the investigation has not been completed or the appropriate intervention has not taken  
11          place.<sup>8</sup> Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>10</sup> a written  
12          report on the investigation will be delivered to all involved parties and the Superintendent of Schools.

### 13           **RESPONSE AND PREVENTION**<sup>11</sup>

14          The principal/designee shall consider the nature and circumstances of the incident, the age of the  
15          individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as  
16          appropriate, to properly respond to each situation.

17          A substantiated charge against an employee shall result in disciplinary action up to and including  
18          termination. The employee may appeal this decision by contacting the Superintendent of Schools.

19          A substantiated charge against a student may result in corrective or disciplinary action up to and  
20          including suspension. The student may appeal this decision in accordance with disciplinary policies and  
21          procedures.

### 22           **REPORTS**

23          When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of  
24          physical harm to a student or a student's property, the principal/designee of each middle school or high  
25          school shall report the findings and any disciplinary actions taken to the Superintendent of Schools and  
26          the Chair of the Board.<sup>12</sup>

27          By July 1st of each year, the Superintendent of Schools/designee shall prepare a report of all of the  
28          bullying cases brought to the attention of school officials during the prior academic year. The report shall  
29          also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be  
30          presented to the Board at its regular July meeting, and it shall be submitted to the State Department of  
31          Education by August 1st.<sup>13</sup>

### 32           **RETALIATION AND FALSE ACCUSATIONS**

33          Retaliation against any person who reports or assists in any investigation of an act alleged under this  
34          policy is prohibited. The consequences and appropriate remedial action for a person who engages in  
35          retaliation shall be determined by the principal/designee after consideration of the nature, severity, and  
36          circumstances of the act.<sup>14</sup>

- 1 False accusations accusing another person of having committed an act prohibited under this policy are
- 2 prohibited. The consequences and appropriate remedial action for a person found to have falsely accused
- 3 another may range from positive behavioral interventions up to and including expulsion.<sup>15</sup>

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Legal References

1. TCA 49-6-4503(a), (b)(1), (b)(3)
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4502(a)(3)(B)
4. TCA 49-6-4503(b)(12)
5. TCA 49-6-4503(b)(2)
6. TCA 49-2-120
7. TCA 49-6-4503(b)(5)
8. TCA 49-6-4503(b)(6)
9. TCA 49-6-4503(b)(14)
10. 20 USCA § 1232g
11. TCA 49-6-4503(b)(4), (7)-(8)
12. TCA 49-6-4503(d)(3)
13. TCA 49-6-4503(c)(2)(B)
14. TCA 49-6-4503(b)(9)
15. TCA 49-6-4503(b)(10)
16. 20 USCA §§ 1681 to 1686

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Cross References

Appeals to and Appearances Before the Board 1.404  
Section 504 and ADA Grievance Procedures 1.802  
Title IX & Sexual Harassment 6.3041  
Student Complaints and Grievances 6.305  
Child Abuse and Neglect 6.409