



## Williamson County Board Work Session

November 12, 2020 6:00 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 #65** signed by Governor Bill Lee and Waiver of Williamson County School Board Policy 1.400.

### 2. Consent Agenda

a. Approval October 19, 2020 School Board Meeting Minutes

b. Board Policies - Second 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

c. LEA Compliance Report (Annual Agenda)

### 3. Superintendent's Report (45 Minutes)

a. Board Approval of Textbook Adoption Committee (Annual Agenda)

b. COVID - 19 Update

I. Health

II. Instruction

### 4. Operations Report (5 minutes)

### 5. Board Chairman's Report (10 minutes)

### 6. New Business

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

I. General Purpose School Fund Amendment 11.20 Disproportionality -  
\$1,098,273.00

II. General Purpose School Fund Amendment 11.20 DG Fund -  
\$4,115.00

III. Education Capital Projects Fund Intra-Category Adjustment 11.20.IHS  
- \$250,000.00

IV. General Purpose School Fund Resolution 01.21 GPS Transfer to  
Cafeteria - \$2,000,000.00

V. General Purpose School Fund Resolution 01.21 Inter-category  
Coordinated School Health - \$20,000.00

b. 2021-2022 School Calendar

c. Substitute Teacher Pay 2020-2021

d. Approval of Board Norms - Board Policy 1.107 (Annual Agenda)

e. Approval of Code of Ethics - Board Policy 1.106 (Annual Agenda)

f. Five Year Capital Plan - 2020-2025 ( Annual Agenda)

g. Policy Exception - Board Policy 4.211, Work-Based Learning Program

h. 2020-2021 Dismissal Hearing Officer List

i. Board Member Discussion: Flu Vaccine

## **7. Monthly Reports & Miscellaneous Information**

a. October 2020 End of the Month Financials

b. October Purchasing Reports

c. 2020-2021 Out of Zone Report

d. Strategic Plan Updates



## Williamson County School Board Meeting

October 19, 2020 6:30 PM

Student Support Services Building - Professional Development Room

Attendance Taken at 6:32 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

- 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.
- Record Attendance
- Pledge of Allegiance

Chairman Garrett asked Sheriff Deputies Eddie Coutras and Randy Purcell to led the Pledge of Allegiance and then the School Board observed a moment of silence.

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

Ana-Laura Morales, Ravenwood High Student spoke about the Diversify Our Narrative campaign.  
Chris Inkum, Brentwood High Student spoke about the Diversify Our Narrative campaign.  
Molly Volker, Franklin High Student spoke about the Diversify Our Narrative campaign.  
Kirsten Rodriguez spoke about the Diversify Our Narrative campaign.  
David Huddleston, 1218 Know Valley, Brentwood spoke about a book on racism.

### 3. Approval of Agenda

Chairman Garrett presented the agenda for approval.

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

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  
Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes

Yes: 11, Nay: 0, Absent: 1

#### 4. Approval of Consent Agenda

Chairman Garrett presented the Consent Agenda for approval.

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

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  
Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mr. Rick Wimberly: Yes  
Mr. KC Haugh: Yes

Yes: 11, Nay: 0, Absent: 1

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

Superintendent Golden thanked the School Board for their work. He also thanked the public who spoke during public comment. He stated that he was so impressed with the WCS students who spoke and the leadership he sees in our young people.

Mr. Golden reviewed the Williamson County Health Department's quarantine process.

b. District Update

I. School Spotlight

Superintendent Golden presented Lipscomb Elementary as the thirteenth Williamson County School to achieve Blue Ribbon status. Principal Michelle Contich thanked the School Board and Superintendent Golden for their support and her team for their hard work and dedication to achieve this award.

c. Board Chairman's Report

Chairman Garrett reminded the School Board about the Board Retreat on Saturday, October 24.

**6. New Business**

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

I. General Purpose School Fund Amendment 10.20 Safe Schools Grant

Chairman Garrett called on Superintendent Golden who recommended approval of the General Purpose School Fund Amendment for the Safe Schools Grant in the amount of \$ 542,520.00. This grant will be used for safety enhancements to all schools.

**Motion Passed:** Motion by Mr. Eric Welch to approve. A second was made by Ms. Sheila Cleveland.

Mrs.  
Candace Absent  
Emerson:  
Mrs. Nancy Yes  
Garrett:  
Mrs. Angela Yes  
Durham:  
Mr. Dan Yes  
Cash:  
Mr. Eliot Yes  
Mitchell:  
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:

Yes: 11, Nay: 0, Absent: 1

II. General Purpose School Fund Amendment 10.20 Donation Robotics

Chairman Garrett called on Superintendent Golden who recommended approval of the General Purpose School Fund Amendment for the Robotics donation in the amount of \$2500.00. This is for the STEM program.

**Motion Passed:** Motion by Mr. Eliot Mitchell to approve. A second was made by Mrs. Jennifer Aprea.

Mrs.  
Candace Absent  
Emerson:  
Mrs. Angela Yes  
Durham:  
Mr. Dan Yes  
Cash:  
Mr. Eliot Yes  
Mitchell:  
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:

Yes: 11, Nay: 0, Absent: 1

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

Chairman Garrett called on Superintendent Golden who recommended approval of the Education Capital Project Intra-category Trinity Walking Path in the amount of \$106,150.00.

**Motion Passed:** Motion by Mr. Brad Fiscus to approve. A second was made by Mrs. Jennifer Aprea.

Mrs.  
Candace            Absent  
Emerson:  
Mr. Dan            Yes  
Cash:  
Mr. Eliot           Yes  
Mitchell:  
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:

Yes: 11, Nay: 0, Absent: 1

b. Request for (Flex) Asynchronous Learning Fridays

Chairman Garrett called on Superintendent Golden who recommended approval for the (Flex) Asynchronous Learning Fridays.

**Motion Passed:** Motion by Mr. Eric Welch Request to approve (Flex) Asynchronous Learning Fridays as presented by Superintendent Golden.. A second was made by Mr. Brad Fiscus.

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

Durham:  
Mr. Dan Cash: Abstain (With Conflict)  
Mr. Eliot Mitchell: Yes  
Mr. Brad Fiscus: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes

Yes: 10, Nay: 0, Absent: 1, Abstain (With Conflict): 1

**Motion Failed:** Motion by Mr. Eric Welch to call the question was made after discussion of the amendment. A second was made by Mr. Rick Wimberly.

Mrs. Candace Emerson: Absent  
Mrs. Jennifer Aprea: Nay  
Mr. Jay Galbreath: Nay  
Ms. Sheila Cleveland: Nay  
Mr. Rick Wimberly: Yes  
Mr. KC Haugh: Nay  
Mr. Eric Welch: Yes

Mrs. Nancy Garrett: Nay  
Mrs. Angela Durham: Nay  
Mr. Dan Cash: Nay  
Mr. Eliot Mitchell: Nay  
Mr. Brad Fiscus: Nay

Yes: 2, Nay: 9, Absent: 1

**Motion Failed:** Motion by Mrs. Jennifer Aprea to amend keeping the first semester as presented and changing the second semester to half days for elementary and adding additional half days for elementary to keep it equitable with secondary schools. Secondary schools would continue as presented. A second was made by Mr. Dan Cash.

Mrs. Candace Emerson: Absent  
Ms. Sheila Cleveland: Nay  
Mr. Rick Wimberly: Nay  
Mr. KC Haugh: Nay  
Mr. Eric Welch: Nay

Mrs. Nancy Garrett: Nay  
Mrs. Angela Durham: Nay

Mr. Dan Cash: Yes  
Mr. Eliot Mitchell: Nay  
Mr. Brad Fiscus: Nay  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes

Yes: 3, Nay: 8, Absent: 1

c. Board Policies - First Reading

I. 5.500 Discrimination / Harassment of Employees

Chairman Garrett called on Superintendent Golden who recommended approval of Board Policy 5.500 Discrimination / Harassment of Employees.

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

Mrs. Candace Emerson: Absent  
Mr. Dan Cash: Yes  
Mr. Eliot Mitchell: Yes  
Mr. Brad Fiscus: Yes  
Mrs. Jennifer Aprea: 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. 5.501 Complaints and Grievances

Chairman Garrett called on Superintendent Golden who recommended approval of Board Policy 5.501 Complaints and Grievances.

**Motion Passed:** Motion by Mr. Dan Cash to approve on first reading. A second was made by Mr. Brad Fiscus.

Mrs. Candace Emerson: Absent  
Mr. Eric Welch: Yes  
Mrs. Nancy Garrett: Yes  
Mrs. Angela Durham: Yes

Durham:  
 Mr. Dan Cash: Yes  
 Mr. Eliot Mitchell: Yes  
 Mr. Brad Fiscus: Yes  
 Mrs. Jennifer Aprea: Yes  
 Mr. Jay Galbreath: Yes  
 Ms. Sheila Cleveland: Yes  
 Mr. Rick Wimberly: Yes  
 Mr. KC Haugh: Yes

Yes: 11, Nay: 0, Absent: 1

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

Chairman Garrett called on Superintendent Golden who recommended approval of Board Policy 6.30401 Student Discrimination, Harassment, Bullying, Cyber -Bullying, and Intimidation.

**Motion Passed:** Motion by Mr. Eliot Mitchell to approve on first reading. A second was made by Mrs. Jennifer Aprea.

Mrs. Candace Emerson: Absent  
 Mrs. Nancy Garrett: Yes  
 Mrs. Angela Durham: Yes  
 Mr. Dan Cash: Yes  
 Mr. Eliot Mitchell: Yes  
 Mr. Brad Fiscus: Yes  
 Mrs. Jennifer Aprea: 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

7. Adjournment

There being no further business, Chairman Garrett adjourned the meeting at 8:41 p.m.

*Nay N. Gavel*

Chairperson

*[Signature]*

Superintendent

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Anti-Harassment</b>	Descriptor Code: <b>5.500</b>	Issued Date: <b>06/06/14</b>
		Rescinds: <b>5.500</b>	Issued: <b>01/22/01</b>

1 **AUTHORITY:** Tennessee Human Rights Act; Title VI of the Civil Rights Act of 1964; Title IX  
2 of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act  
3 of 1973.

4 **PURPOSE:** To establish a learning and working environment free from harassment.

5 **APPLICATION:** All students, employees, third party members of the Williamson County Board of  
6 Education, and consultants.

7 **DEFINITIONS:** Included within policy.

## 8 **GENERAL STATEMENT OF POLICY**

9 The Williamson County Board of Education is committed to safeguarding the rights of all students,  
10 employees and third parties within the school system, on school campuses, at school events, and on  
11 school buses to learn and work in an environment that is free from all forms of harassment and/or sexual  
12 harassment.<sup>1</sup>

13 It is the policy of the Williamson County Board of Education to maintain a learning and working  
14 environment that is free from harassment of any type. The Board prohibits any form of sexual harassment  
15 or harassment based upon age, religion, disability, color, and/ or race/national origin or any other class  
16 protected by law. All persons are required to make a conscientious effort to fully consider and understand  
17 the nature and basis of a harassment or sexual harassment complaint.

18 It shall be a violation of this policy for any student, teacher, administrator or other school personnel of  
19 the Williamson County Schools to harass or sexually harass a student, teacher, administrator or other  
20 school personnel through conduct or communication of any form as defined by this policy. The school  
21 system will act to promptly investigate all complaints and to promptly and appropriately discipline any  
22 student or school personnel who is found to have violated this policy, and/or take other appropriate action  
23 reasonably calculated to end the harassment or sexual harassment.

24 For the purpose of this policy, school personnel includes school board members, employees of the  
25 Williamson County Schools, agents, volunteers, contractors, or persons subject to the supervision and  
26 control of the Williamson County Schools.

27 Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section  
28 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements  
29 of nondiscrimination on the basis of sex, disability, national origin and race or any other class protected  
30 by law.

## 1 HARASSMENT DEFINED AND PROHIBITED

2 It is the policy of the Williamson County Board of Education not to discriminate on the basis of sex,  
3 race, national origin, color, creed, religion, age, marital status, disability or any other class protected by  
4 law in its educational programs, activities, or employment policies as required by the referenced federal  
5 and state statutes. Any student or school personnel shall be punished for infractions of this policy when:  
6 The harassing conduct is sufficiently severe, persistent or pervasive that it affects the ability of the  
7 student or school personnel to participate in or benefit from the educational program or activity or the  
8 work environment and/or creates an intimidating, threatening or abusive environment. The harassing  
9 conduct has the purpose or effect of substantially or unreasonably interfering with an individual's  
10 academic or work performance.

11 Harassment may include but is not limited to:

- 12 1. Graffiti, notes, or cartoons containing discriminatory language;
- 13
- 14 2. Name calling, jokes, or rumors;
- 15
- 16 3. Negative stereotypes and hostile acts which are based upon a person's sex, race, national  
17 origin, color, creed, religion, age, marital status, disability or any other class protected by law;
- 18
- 19 4. Written or graphic material containing discriminatory comments or stereotypes that is posted  
20 or circulated and which is aimed at degrading individuals or members of protected classes;
- 21
- 22 5. Threatening or intimidating conduct directed at another because of the other's race, national  
23 origin, color, creed, religion, age, marital status, disability or any other class protected by law;  
24 and
- 25
- 26 6. A physical act of aggression or assault, or other acts of aggressive conduct, upon another  
27 because of, or in a manner reasonably related to, an individual's race, national origin, color,  
28 creed, religion, age, marital status, or disability or any other class protected by law.

## 29 SEXUAL HARASSMENT DEFINED AND PROHIBITED

30 Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually  
31 motivated physical contact, or other verbal or physical conduct or communication of a sexual nature  
32 when:

- 33 1. Submission to that conduct or communication is made a term or condition, either explicitly or  
34 implicitly, of obtaining or retaining employment, or of obtaining an education; or
- 35
- 36 2. Submission to or rejection of that conduct or communication by an individual is used as a  
37 factor in decisions affecting that individual's employment or education; or
- 38
- 39 3. That conduct or communication has the purpose or effect of substantially or unreasonably  
40 interfering with an individual's employment or education, or creating an intimidating, hostile or  
41 offensive employment or education environment.

1 Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual  
2 harassment under this policy.

3 Sexual harassment may include but is not limited to:

4 1. Sexual advances;

5

6 2. Verbal harassment or abuse;

7

8 3. Subtle pressure for sexual activity;

9

10 4. Touching of a sexual nature, including inappropriate patting or pinching;

11

12 5. Intentional brushing against a student or employee's body;

13

14 6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's  
15 employment or educational status;

16

17 7. Demanding sexual favors, especially when accompanied by implied or overt promises of  
18 preferential treatment with regard to an individual's employment or educational status;

19

20 8. Graffiti of a sexual nature;

21

22 9. Displaying or distributing sexually explicit drawings, pictures or other written materials,  
23 including making and playing sexually explicit audio/video tapes;

24

25 10. Sexual gestures, including touching oneself sexually or talking about ones sexual activities in  
26 front of others;

27

28 11. Sexual or "dirty" jokes; or

29

30 12. Spreading rumors about or rating other students as to sexual activity or performance.

### 31 **REPORTING PROCEDURES**

32 Any person who believes he or she has been the victim of harassment or sexual harassment as defined  
33 in this policy by a student or school personnel, or any third person with knowledge or belief of conduct  
34 which may constitute harassment or sexual harassment shall report the alleged act(s) immediately to the  
35 appropriate school system official as designated by this policy. The Board encourages the reporting party  
36 or complainant to use the report form available from the Principal of each school or available from the  
37 school system office.

#### 38 *In Each School*

39 The school Principal is the person responsible for receiving oral or written reports of harassment or  
40 sexual harassment at the school level. Upon receipt of a report, the Principal must notify the Coordinator  
41 of Student and Employee Relations (as appointed by the Superintendent of Schools) immediately. A

1 written report will be forwarded simultaneously to the Coordinator of Student and Employee Relations.  
2 If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward  
3 it to the Coordinator of Student and Employee Relations. Failure to forward any harassment or sexual  
4 harassment report or complaint as provided herein will result in disciplinary action. If the complaint  
5 involves the school Principal, the complaint shall be filed directly with the Coordinator of Student and  
6 Employee Relations.

#### 7 *System-wide*

8 Prior to June 30 each year, the Superintendent of Schools will designate the system's Coordinator of  
9 Student and Employee Relations to receive reports or complaints of sexual harassment from any  
10 individual, employee or victim of harassment or sexual harassment and also from the school Principals  
11 as outlined above. This appointment will be made public at the next regular meeting of the Board of  
12 Education and will include the appointee's name, office phone number and office mailing address. If the  
13 complaint involves the Coordinator of Student and Employee Relations, the complaint shall be filed  
14 directly with the Superintendent of Schools. If the complaint involves the Superintendent of Schools or  
15 the Williamson County Board of Education, the complaint shall be made to the School Board Attorney.

16 Submission of a complaint or report of harassment or sexual harassment will not affect the reporting  
17 individual's future employment, grades or work assignment.

18 The school system will respect the confidentiality of the complainant and the individual(s) against whom  
19 the complaint is filed as much as possible, consistent with the school system's legal obligations and the  
20 necessity to investigate allegations of harassment and take disciplinary action when the conduct has  
21 occurred.

## 22 **INVESTIGATION AND RECOMMENDATION**

23 By Board authority the Coordinator of Student and Employee Relations, upon receipt of a report or  
24 complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This  
25 investigation shall be conducted by the school system officials and/or by a third party designated by the  
26 Superintendent of Schools. The party making the investigation shall provide a written report of the status  
27 of the investigation as soon as possible to the Superintendent of Schools and the Coordinator of Student  
28 and Employee Relations.

29 In determining whether alleged conduct constitutes harassment or sexual harassment, the surrounding  
30 circumstances, the nature of the sexual advances is sexual harassment is alleged, relationships between  
31 parties involved and the context in which the alleged incidents occurred shall be considered.

32 The investigation shall consist of, but not be limited to, personal interviews with the complainant, the  
33 individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged  
34 incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other  
35 methods and documents deemed pertinent by the investigator.

36 In addition, the Superintendent of Schools shall take immediate steps to protect the complainant, students  
37 and employees pending completion of an investigation of alleged harassment or sexual harassment.

**1 SCHOOL DISTRICT ACTION**

2 Upon receipt of a recommendation that the complaint is valid, the Superintendent of Schools shall take  
3 such action as appropriate based on the result of the investigation. The Superintendent of Schools or the  
4 Coordinator of Student and Employee Relations shall report the result of the investigation of each  
5 complaint filed under these procedures in writing to the complainant. The report shall document any  
6 disciplinary action taken as a result of the complaint. The Superintendent of Schools or the Coordinator  
7 of Student and Employee Relations shall take other steps as are necessary to prevent recurrence of the  
8 harassment. The Superintendent of Schools or the Coordinator of Student and Employee Relations shall  
9 keep the complainant informed of the status of complaints.

**10 REPRISAL**

11 The Superintendent of Schools shall discipline any individual who retaliates against any person who  
12 reports alleged incidents of harassment or sexual harassment (as defined in this policy) or who retaliates  
13 against any person who testifies, assists or participates in an investigation, proceeding or hearing relating  
14 to a harassment or sexual harassment complaint. Retaliation includes, but is not limited to, any form of  
15 intimidation, reprisal or harassment, which creates a hostile environment.

**16 RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

17 These procedures do not deny the right of any individual to pursue other avenues of recourse that may  
18 be available under state and/or federal law.

19 False accusations of harassment or sexual harassment (as defined in this policy) can have a serious  
20 detrimental effect on innocent parties. Any person who knowingly and intentionally makes false  
21 accusations for any reason which would be contrary to the spirit and intent of this policy shall be subject  
22 to immediate and appropriate disciplinary action.

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**Legal References**

1. 29 CFR §1604.11; 20 USCA § 1681

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**Cross References**

Appeals To and Appearances Before the Board 1.404  
Equal Opportunity Employment 5.104  
Complaints and Grievances 5.501

# 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 IX of the Education Amendments of 1972;<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 and Title IX of the  
27 Education Amendments of 1972.<sup>7,5</sup>

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

1 procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does  
2 not extend any filing deadline related to the pursuit of other remedies.

### 3 *Filing a Complaint*

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

### 8 *Investigation*

9 The Assistant Superintendent of Human Resources will investigate the complaint or appoint a qualified  
10 person to undertake the investigation on his/her behalf. The complaint and identity of the complainant  
11 will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the  
12 complaint; or (3) as authorized by the complainant. If a complaint contains allegations involving the  
13 Superintendent of Schools, then the attorney for WCS will investigate the 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 IX of the Education Amendments, 20 USCA § 1681 *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:  <b>Bullying</b>	Descriptor Code: <b>6.3032</b>	Issued Date: <b>11/18/19</b>
		Rescinds: <b>6.3032</b>	Issued: <b>10/17/16</b>

1 Bullying and bullying-related behaviors (e.g. cyber-bullying, intimidation, hazing, harassment, etc.)  
2 are unacceptable behaviors, are strictly prohibited, and will not be tolerated.<sup>1</sup> Students found to be acting  
3 in violation of this policy shall be subject to discipline, up to and including suspension or expulsion.

4 Principals shall be responsible for publicizing this policy, including notice to students and employees  
5 that this policy applies to behavior at all school-sponsored activities. All WCS employees shall be  
6 responsible for implementation of this policy.

7 Each school shall implement a bullying awareness program.

## 8 **DEFINITIONS**

9 **Bullying:** Bullying is defined by Tennessee law as any act that substantially interferes with a student's  
10 educational benefits, opportunities or performance, and has the effect of:

- 11 1. Physically harming a student or damaging a student's property;
- 12
- 13 2. Knowingly placing the student or students in reasonable fear of physical harm to the student or  
14 damage to the student's property;
- 15
- 16 3. Causing emotional distress to a student or students; or 4) Creating a hostile educational  
17 environment.

18 **Hazing:** Hazing is defined by Tennessee law as any act that recklessly or intentionally endangers the  
19 mental health, physical health or safety of a student for the purpose of initiation, or as a condition of  
20 attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment.<sup>2</sup>

## 21 **EXAMPLES**

22 Examples of acts which may be considered bullying include, but are not limited to:

- 23 1. Overt, repeated acts or gestures made with the intent to harass, ridicule, humiliate, or harm;
- 24
- 25 2. Physical or psychological intimidation;
- 26
- 27 3. Stated or implied threats;
- 28 4. Use of any language, written or unwritten, hand gestures or other forms of expression aimed at  
29 defining a student in a sexual manner or impugning the character of a student based on

- 1           allegations of sexual promiscuity;  
2  
3       5. Assault of a student, whether physical, verbal, psychological, or emotional;  
4  
5       6. Attacks on personal property; and  
6  
7       7. Communication of any of the above, or an intent to undertake any of the above, whether made  
8           in person or by electronic device.

9   Examples of acts which may be considered hazing include, but are not limited to:

- 10       1. Forced consumption of any drink, alcoholic beverage, drug or controlled substance;  
11  
12       2. Forced exposure to the elements;  
13  
14       3. Forced prolonged exclusion from social contact;  
15  
16       4. Sleep deprivation;  
17  
18       5. Forced requirement or encouragement of the wearing or carrying of any obscene or physically  
19           burdensome article;  
20  
21       6. Assignment of pranks to be performed;  
22  
23       7. Other such activities intended to degrade, embarrass and ridicule, humiliate; and  
24  
25       8. Any other forced activity that could adversely affect the mental or physical health or safety of a  
26           student, or staff member.

27   Acts may be found to be in violation of this policy whether they are committed in person, in writing,  
28   through an agent or intermediary, or communicated or undertaken through electronic means.

## 29   **REPORTING AND INVESTIGATION PROCEDURE**

30   Each school shall have a reporting procedure which is easily accessed and readily understandable. A  
31   bullying offense may be reported by any person.<sup>3</sup> Anonymous reports may be made; however,  
32   disciplinary action may not be taken solely on the basis of an anonymous report.

33   Reports shall be made to the Principal, an Assistant Principal or a teacher. All reports shall be promptly  
34   forwarded to either the Principal or an Assistant Principal.<sup>4</sup>

35   Either the Principal or an Assistant Principal shall, within forty-eight (48) hours of receiving the report,  
36   investigate and evaluate the merits of the report.

37   Following the investigation, but no later than twenty (20) calendar days from the date of the report, the  
38   Principal or Assistant Principal shall:

- 39       1. Initiate any interventions that are appropriate, and

1           2. Make available to the students involved counseling and any other support services deemed  
2           appropriate.

3           The Principal or Assistant Principal shall also notify the parents of the students involved, and shall  
4           inform the parents that counseling and any other support services are available.

#### 5           **PROHIBITION AGAINST FALSE CLAIMS**

6           Students and employees are prohibited from intentionally submitting a statement they know to be false  
7           or intentionally falsely accusing another of bullying or bullying-related behavior. Any student or  
8           employee violating this prohibition shall be disciplined.

#### 9           **PROHIBITION AGAINST RETALIATION**

10          Retaliation against a victim, witness, or person with reliable information for reporting a bullying offense  
11          or for providing information in any manner is strictly prohibited. Any student or employee violating this  
12          prohibition shall be disciplined.

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#### Legal References

1. TCA 49-6-4503
2. TCA 49-2-120
3. 20 USCA §§ 1681 to 1686
4. TCA 49-6-4503(c)(2)(B)

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#### Cross References

Appeals to and Appearances Before the Board 1.404  
Section 504 and ADA Grievance Procedures 1.802  
Staff-Student Relations 5.610  
Student Goals 6.100  
Complaints and Grievances 6.305  
Child Abuse and Neglect 6.409  
Student Suicide Prevention 6.415

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Anti-Harassment</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>11/18/19</b>
		Rescinds: <b>6.304</b>	Issued: <b>03/19/18</b>

1 **AUTHORITY:** Tennessee Human Rights Act; Title VI of the Civil Rights Act of 1964; Title IX  
2 of the Education Amendments of 1972; and Section 504 of the Rehabilitation  
3 Act of 1973

4 **PURPOSE:** To establish a learning and working environment free from harassment.

5 **APPLICATION:** All students, employees, third party members of the Williamson County Board  
6 of Education, and consultants.

7 **DEFINITIONS:** Included within policy.

## 8 **I. GENERAL STATEMENT OF POLICY**

9 The Williamson County Board of Education is committed to safeguarding the rights of all students,  
10 employees and third parties within the school system, on school campuses, at school events, and on  
11 school buses to learn and work in an environment that is free from all forms of harassment and/or  
12 sexual harassment.

13 It is the policy of the Williamson County Board of Education to maintain a learning and working  
14 environment that is free from harassment of any type. The Board prohibits any form of sexual  
15 harassment or harassment based upon age, religion, disability, color, and/ or race/national origin or any  
16 other class protected by law. All persons are required to make a conscientious effort to fully consider  
17 and understand the nature and basis of a harassment or sexual harassment complaint.

18 It shall be a violation of this policy for any student, teacher, administrator or other school personnel or  
19 the Williamson County Schools to harass or sexually harass a student, teacher, administrator or other  
20 school personnel through conduct or communication of any form as defined by this policy. The school  
21 system will act to promptly investigate all complaints and to promptly and appropriately discipline any  
22 student or school personnel who is found to have violated this policy, and/or take other appropriate  
23 action reasonably calculated to end the harassment or sexual harassment.

24 For the purpose of this policy, school personnel includes school board members, employees of the  
25 Williamson County Schools, agents, volunteers, contractors, or persons subject to the supervision and  
26 control of the Williamson County Schools.

27 Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section  
28 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy  
29 statements of nondiscrimination on the basis of sex, disability, national origin, race or any other class  
30 protected by law.

## 1    **II. HARASSMENT DEFINED AND PROHIBITED**

2    It is the policy of the Williamson County Board of Education not to discriminate on the basis of sex,  
3    race, national origin, color, creed, religion, age, marital status, disability or any other class protected by  
4    law in its educational programs, activities, or employment policies as required by the referenced  
5    federal and state statutes. Any student or school personnel shall be punished for infractions of this  
6    policy when:

- 7        1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects the ability of  
8        the student or school personnel to participate in or benefit from the educational program or  
9        activity or the work environment and/or creates an intimidating, threatening or abusive  
10       environment.
- 11       2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering  
12       with an individual's academic or work performance.

## 14   **III. SEXUAL HARASSMENT DEFINED AND PROHIBITED**

15   Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually  
16   motivated physical contact, or other verbal or physical conduct or communication, including electronic  
17   messages and photos, or social media postings of a sexual nature when:

- 18       1. Submission to that conduct or communication is made a term or condition, either explicitly or  
19       implicitly, of obtaining or retaining employment, or of obtaining an education; or
- 20       2. Submission to or rejection of that conduct or communication by an individual is used as a  
21       factor in decisions affecting that individual's employment or education; or
- 22       3. That conduct or communication has the purpose or effect of substantially or unreasonably  
23       interfering with an individual's employment or education, or creating an intimidating, hostile or  
24       offensive employment or education environment. Any sexual harassment as defined when  
25       perpetrated on any student or employee will be treated as sexual harassment under this policy.

28   Sexual harassment may include but is not limited to:

- 29       1. Sexual advances;
- 30       2. Verbal harassment or abuse;
- 31       3. Subtle pressure for sexual activity;
- 32       4. Touching of a sexual nature, including inappropriate patting or pinching;
- 33       5. Intentional brushing against a student or employee's body;
- 34       6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's  
35       employment or educational status;
- 36       7. Intentional or negligent exposure of a student or employee's body to the view of another person;  
37       8. Intentional or negligent exposure of a student or employee's body to the view of another person;  
38       9. Intentional or negligent exposure of a student or employee's body to the view of another person;  
39       10. Intentional or negligent exposure of a student or employee's body to the view of another person;  
40       11. Intentional or negligent exposure of a student or employee's body to the view of another person;

- 1 7. Demanding sexual favors, especially when accompanied by implied or overt promises of  
2 preferential treatment with regard to an individual's employment or educational status;
- 3
- 4 8. Graffiti of a sexual nature;
- 5
- 6 9. Displaying or distributing sexually explicit drawings, pictures or other written materials,  
7 including making and playing sexually explicit audio/video tapes;
- 8
- 9 10. Sexual gestures, including touching oneself sexually or talking about ones sexual activities in  
10 front of others;
- 11
- 12 11. Sexual or "dirty" jokes; or
- 13
- 14 12. Spreading rumors about or rating other students as to sexual activity or performance;
- 15
- 16 13. Written or electronic communication of a sexual nature that is unwanted and unwelcome; or
- 17
- 18 14. Circulating, displaying or creating emails, text messages, social media postings, or websites of  
19 a sexual nature.

#### 20 **IV. REPORTING PROCEDURES**

21 Any person who believes he or she has been the victim of harassment or sexual harassment as defined  
22 in section II and III of this policy by a student or school personnel, or any third person with knowledge  
23 or belief of conduct which may constitute harassment or sexual harassment shall report the alleged  
24 act(s) immediately to the appropriate school system official as designated by this policy. The Board  
25 encourages the reporting party or complainant to use the report form available from the Principal of  
26 each school or available from the school system office. If a student reports sexual harassment to a  
27 teacher, the teacher must report the incident to the Principal as soon as reasonably practicable, but no  
28 later than the close of the school day in which the report is received. In cases subject to reporting under  
29 TCA 49-6-1601, the Principal must report the incident to the victim's parents within 24 hours of  
30 receiving notice unless otherwise instructed by the Department of Children's Services or law  
31 enforcement. In cases not subject to reporting under TCA 49-6-1601, the Principal must report the  
32 incident to the victim's parents by no later than the school day following the day of the report.

33 **In Each School** – The school Principal is the person responsible for receiving oral or written reports of  
34 harassment or sexual harassment at the school level. Upon receipt of a report, the Principal must notify  
35 the Coordinator of Student and Employee Relations (as appointed by the Superintendent of Schools)  
36 immediately.

37 If the report was given verbally, the Principal shall reduce it to written form within 24 hours and  
38 forward it to the Coordinator of Student and Employee Relations. Failure to forward any harassment or  
39 sexual harassment report or complaint as provided herein will result in disciplinary action. If the  
40 complaint involves the school Principal, the complaint shall be filed directly with the Coordinator of  
41 Student and Employee Relations.

1 **System-wide** – Prior to June 30 each year, the Superintendent of Schools will designate the system’s  
2 Coordinator of Student and Employee Relations to receive reports or complaints of sexual harassment  
3 from any individual, employee or victim of harassment or sexual harassment and also from the school  
4 Principals as outlined above. This appointment will be made public at the next regular meeting of the  
5 Board of Education and will include the appointee’s name, office phone number and office mailing  
6 address. If the complaint involves the Coordinator of Student and Employee Relations, the complaint  
7 shall be filed directly with the Superintendent of Schools. If the complaint involves the Superintendent  
8 of Schools or the Williamson County Board of Education, the complaint shall be made to the School  
9 Board Attorney.

10 Submission of a complaint or report of harassment or sexual harassment will not affect the reporting  
11 individual’s future employment, grades or work assignment.

12 The school system will respect the confidentiality of the complainant and the individual(s) against  
13 whom the complaint is filed as much as possible, consistent with the school system’s legal obligations  
14 and the necessity to investigate allegations of harassment and take disciplinary action when the  
15 conduct has occurred.

## 16 **V. INVESTIGATION AND RECOMMENDATION**

17 By Board authority the Title IX Coordinator or the Coordinator of Student and Employee Relations,  
18 upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately  
19 authorize an internal investigation. This internal investigation shall be conducted by school officials,  
20 such as the principal or assistant principal at the school where the harassment is alleged to have  
21 occurred. The Title IX Coordinator or Superintendent of Schools may also designate or appoint a  
22 neutral third party to conduct the internal investigation. All investigators designated or appointed to  
23 conduct an internal investigation must receiving training or have specific experience on how to  
24 conduct a sexual harassment investigation that complies with this policy and Title IX.

25 School officials shall move forward expeditiously with the internal investigation. Notwithstanding the  
26 foregoing, the internal investigation may be deferred at the direction of law enforcement or DCS if the  
27 reported incident is the subject of a DCS or criminal investigation. The temporary suspension of the  
28 internal investigation shall be for the minimum amount of time deemed necessary or until law  
29 enforcement or DCS advise school investigators that the internal investigation may move forward.

30 The investigators shall provide a written report of the status of the investigation as soon as possible,  
31 but no later than 14 days from the beginning of the investigation, to the Title IX Coordinator, the  
32 Coordinator of Student and Employee Relations, and the Superintendent of Schools or designee. The  
33 Title IX Coordinator or the Coordinator of Student and Employee Relations shall remain informed  
34 throughout the school investigation process and shall provide input to school investigators regarding  
35 the conduct of the investigation on an ongoing basis as appropriate to ensure compliance.

36 In determining whether alleged conduct constitutes harassment or sexual harassment, the surrounding  
37 circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between  
38 parties involved and the context in which the alleged incidents occurred shall be considered.

39 The investigators conducting the investigation shall objectively gather facts and evidence to maintain a  
40 neutral, impartial, and unbiased assessment. The investigation shall consist of, but not be limited to,

1 personal interviews with the complainant, the individual(s) against whom the complaint is filed, and  
2 others who may have knowledge of the alleged incident(s) or circumstances giving rise to the  
3 complaint. Both the complainant and the alleged harasser shall have opportunity to identify individuals  
4 with knowledge of relevant circumstances and submit evidence during the course of the investigation  
5 that supports their claims or defenses. The investigation shall also consist of any other methods and  
6 documents deemed pertinent by the investigator.

7 In addition, school investigators are authorized to take immediate steps to protect the complainant,  
8 students and employees pending completion of an investigation of alleged harassment or sexual  
9 harassment. For example, as appropriate to the situation, school officials may take steps to separate the  
10 complainant and the alleged harasser by adjusting class schedules, lunch schedules and extracurricular  
11 activities, increasing security for the victim, limiting contact between the complainant and the alleged  
12 harasser during the pendency of the investigation, providing counseling resources available through the  
13 school or the school district, or taking other such proactive action as necessary to ensure protection of  
14 the complainant and the alleged harasser pending completion of the investigation and thereafter.

15 Generally, an investigation will be completed within sixty days of commencement (or within sixty  
16 days of authorization by law enforcement/DCS as outlined above). Should the investigation period  
17 exceed sixty days, written notification to the complainant and the alleged harasser of the reason for the  
18 delay shall be provided.

19 The Superintendent of Schools, Title IX Coordinator, or the Coordinator of Student and Employee  
20 Relations shall keep the complainant and the alleged harasser informed of the status of investigation  
21 process.

## 22 **VI. SCHOOL DISTRICT ACTION**

23 Immediately following the internal school investigation, the school investigators shall prepare a written  
24 report that sets forth its findings and recommendations. The written report will be forwarded to the  
25 Title IX Coordinator. A final determination regarding whether the complaint is substantiated, and what  
26 action shall be taken, shall be made at the school level by the School Principal or Assistant Principal,  
27 and if other than the school level, shall be made by the Superintendent of Schools or his designee.

28 The final determination shall be made based upon a preponderance of the evidence standard of proof  
29 (i.e., it is more likely than not that sexual harassment occurred). The Superintendent of Schools or  
30 his/her designee shall take such action as appropriate based on the result of the investigation.

31 The Superintendent of Schools, the Coordinator of Student and Employee Relations or the School  
32 Administration, as appropriate, shall promptly provide a written report regarding the result of the  
33 investigation of each complaint filed under these procedures in writing to the complainant and the  
34 alleged harasser. The report shall document any disciplinary action taken as a result of the complaint.

35 The Superintendent of Schools or the Coordinator of Student and Employee Relations shall require  
36 school officials to take other immediate steps as are necessary to prevent recurrence of the harassment.

37 Any complainant or accused harasser who is dissatisfied with the conclusions drawn as a result of the  
38 investigation may appeal the matter by following the grievance procedures outlined in Board of  
39 Education Policy 6.305.

**1 VII. REPRISAL**

2 The Superintendent of Schools shall discipline any individual who retaliates against any person who  
3 reports alleged incidents of harassment or sexual harassment (as defined in section II and III of this  
4 policy) or who retaliates against any person who testifies, assists or participates in an investigation,  
5 proceeding or hearing relating to a harassment or sexual harassment complaint. Retaliation includes,  
6 but is not limited to, any form of intimidation, reprisal or harassment, which creates a hostile  
7 environment.

**8 VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

9 These procedures do not deny the right of any individual to pursue other avenues of recourse that may  
10 be available under state and/or federal law. False accusations of harassment or sexual harassment (as  
11 defined in section II and III of this policy) can have a serious detrimental effect on innocent parties.  
12 Any person who knowingly and intentionally makes false accusations for any reason which would be  
13 contrary to the spirit and intent of this policy shall be subject to immediate and appropriate disciplinary  
14 action.

**15 IX. SEXUAL HARASSMENT AS SEXUAL ABUSE**

16 Under certain circumstances, sexual harassment may constitute sexual abuse as defined under  
17 Tennessee Law. In such situations, the school system shall comply with Tennessee Law regarding the  
18 reporting of suspected abuse to appropriate authorities.

**19 X. DISCIPLINE**

20 Any action taken pursuant to this policy will be consistent with requirements of federal law, Tennessee  
21 statutes, and school system policies. The Superintendent of Schools will take such disciplinary action  
22 deemed necessary and appropriate.

**23 XI. POLICY DISTRIBUTION**

24 A copy of the foregoing policy and reporting procedure shall be published in the Board's Policy  
25 Manual, shall be included in each student handbook published by the school system, and shall be  
26 posted in a conspicuous place in each school building. Postings of the policy shall include the name(s)  
27 of the person(s) to whom reports should be directed.

28 Staff Development and student education will be provided by the school system.

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**Cross References**

Anti-Harassment 5.500  
Complaints and Grievances 6.305

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation</b>	Descriptor Code: <b>6.304</b>	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

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



## MEMORANDUM

DATE: November 5, 2020

TO: Williamson County School Board

FROM: Dana Ausbrooks, General Counsel

CC: Jason Golden, Superintendent of Schools

RE: 2020 LEA Compliance Report

The 2020 LEA Compliance Report from the Tennessee Department of Education is due on November 30, 2020.

Since 2012, the Tennessee Department of Education has required each public school board to approve an annual Compliance Report confirming that each Local Education Agency (LEA) is complying with all Tennessee laws, Rules and Regulations, etc. applicable to public schools. Page 2 of the attached form includes links to this year's legislative report, the entire Tennessee Code, the TN Rules and Regulations, etc. Since this law was enacted, we and virtually every other LEA in the State have reported full compliance.

We have reviewed the laws and rules related to education, with a special emphasis on laws passed in 2020, and we are not aware of any laws with which we are not in compliance.

**Staff recommends approval of the 2020 LEA Compliance Report.**

## 2020 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

LEAs must complete this report and, if applicable, the corrective action form, and submit it to the department by **November 30, 2020**. During completion, each LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department verifies and monitors LEA compliance via multiple data sources (e.g., Education Information System, internal program managers), and will consider those sources when making final decisions regarding an LEA's compliance status. Beginning school year 2020-21, the department is formally reinstating LEA approval classifications as outlined in SBE Rule [0520-01-02-.01](#). Annual compliance report data may inform an LEA's approval classification.

I certify that the LEA is in compliance with all federal and state education laws and SBE rules.

I certify that, with the exception of areas indicated in the attached corrective action plan, the LEA is in compliance with all federal and state education laws and SBE rules.

**LEA Name:**

**Director of Schools/Superintendent Name:**

**Director of Schools/Superintendent Signature:**

**School Board Chair Name:**

**School Board Chair Signature:**

**Date of School Board Approval:**

**UPLOAD COMPLETED REPORT TO ePlan BY **NOVEMBER 30, 2020****  
**(including the corresponding corrective action plan if applicable)**  
Upload instructions are accessible [here](#).

## Appendix A

### Noncompliance Corrective Action Plan

**Instructions:** Below is a sample corrective action plan. Using the provided template, report all areas of noncompliance and include corrective action details. Click the attachment (paper clip) icon in the navigation pane of this PDF to access the Word version of the template, which is editable.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) – Background Checks	Due to a misunderstanding of T.C.A. § 49-5-413(a) compliance requirements, 104 employees hired prior to 2000 have not been fingerprinted.	<ul style="list-style-type: none"> <li>▪ Notify the 104 impacted employees and their supervisors of the outstanding requirement and next steps in writing.</li> <li>▪ Coordinate fingerprinting scheduling, results processing, and related communications.</li> <li>▪ Notify the TDOE director of LEA approval of compliance plan completion.</li> </ul>	<p>Human Resources Director</p> <p>Human Resources Director</p> <p>Human Resources Director (with director of schools copied)</p>	<p>October 12, 2020</p> <p>October 13 – December 4, 2020</p> <p>December 7, 2020</p>
T.C.A. § 49-1-104 - Average Class Size	While no individual K–12 classes within the district exceed the maximum number of students, class size averages at the three elementary schools are not in compliance.	The commissioner approved our corresponding waiver request on August 6, 2020.	NA	NA

## Appendix B

For your convenience, the following is a list of helpful links to various state education laws and SBE rules available online.

Public chapters regarding education passed during the 2020 legislative session:

[https://www.tn.gov/content/dam/tn/education/legal/2020\\_legislative\\_report\\_version1.pdf](https://www.tn.gov/content/dam/tn/education/legal/2020_legislative_report_version1.pdf)

Current and pending SBE rules:

<https://www.tn.gov/sbe/rules--policies-and-guidance.html>

SBE frequently asked questions:

<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:

<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding applicable laws or SBE rules, please contact the department's deputy general counsel, Lee Danley, at (615) 253-1550 or [Lee.Danley@tn.gov](mailto:Lee.Danley@tn.gov).



To: Board of Education  
From: Leslie C. Holman, CFO *LCH*  
RE: Budget Amendment and Intra category Adjustment for 2020-2021  
Date: November 10, 2020

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

**General Purpose School Fund :**

**Amendments**

**11.20.Disproportionality**

This amendment places federal funds within the General Purpose School Fund from School Federal Projects fund for Comprehensive Coordinated Early Intervening Services funded through IDEA. The state wants it reported in our General fund. **\$1,098,273**

**11.20.DGFund**

We have received donations from several people to honor Denise Goodwin's service to the district. We are using these funds in areas that Denise was devoted to. **\$4,115**

**Education Capital Projects Fund**

**Intra-Category Adjustment**

**11.20.I HS**

This amendment is to transfer funds from unencumbered funds to the Independence High School project to design and install a light at Independence High School. **\$250,000**

**The following resolution will require both board and commission approval.**

**Resolutions**

**01.21.GPS Transfer to Cafeteria**

We are requesting to transfer **\$2,000,000** from the General Purpose School fund to the Central Cafeteria Fund to help with cash flow. The Central Cafeteria Fund operates on fees generated through serving of meals. The Federal Government has stated it will reimburse all meals (child goes through the line) for meals. However, with paying salaries for the staff last year and this year when school was remote and continues to have sporadic periods of remote, the revenue is not sufficient to meet the expenses of this fund. This transfer constitutes a loan so to speak in that the expectation is that it will be reimbursed when the Central Cafeteria Fund gets back to the status it was prior to COVID.

**01.21.Inter-category CSH**

The state requires the Coordinated School Health be accounted within a certain major category. This transfer places these funds in the major account code. **(\$20,000)**

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



**Amendment:**

**APPROPRIATING \$4,115 FROM FUNDS DONATED IN HONOR OF DENISE GOODWINS  
SERVICE TO THE DISTRICT TO SACC**

**WHEREAS,** Denise Goodwin served our district for many years in various capacities and recently retired and collections have been received to honor her service to our district; and

**WHEREAS,** these funds will be used to fund services that were near and dear to her heart including the SACC program; and

**WHEREAS,** there isn't a requirement for match of local funds;

**NOW, THEREFORE BE IT RESOLVED that** the Williamson County Board of Education meeting in regular session on January 18, 2021 approve and amend the 2020-2021 General Purpose School Fund budget as follows:

<b>Revenue</b>			
141.445700.388.P3881	<b>Contributions</b>	<b>\$4,115</b>	
<b>Expenditure</b>			
141.71100.539900.388.P3881	<b>Contracted Services</b>		<b>4,115</b>

**School Board Vote**

**Yes\_\_\_\_\_ No\_\_\_**



To: Board of Education  
From: Leslie Holman, Asst. Superintendent/CFO  
RE: Inter-category transfer – Independence Light  
Date: November 4, 2020

There is a need to design and place a traffic light at Independence High School after we conducted 3 traffic studies and after numerous accidents. We will use unencumbered funds for this purpose. Staff recommends approval of the transfer.

<b>From:</b>			
177.91300.579910.510.00.C4925	Contingency	\$250,000	
<b>To:</b>			
177.91300.5790000.610.52.C3187	I HS Traffic		250,000

ACTION TAKEN  
SCHOOL BOARD

Yes\_\_ No\_\_\_\_

**RESOLUTION TRANSFERRING \$2,000,000 GENERAL PURPOSE SCHOOL FUNDS TO THE CENTRAL CAFETERIA FUND FOR THE PURPOSE OF PROVIDING MONEY FOR A SUFFICIENT CASH BALANCE IN THE CENTRAL CAFETERIA FUND**

- WHEREAS,** due to COVID and paying our school employees that worked in the cafeteria while no revenue was being generated has depleted the Central Cafeteria Fund's cash and fund balance; and
- WHEREAS,** due to the school operating remotely at times and online, there has been a drastic decrease in the amount of funds generated through student lunches and a la carte that are necessary to cover all the expenses needed to provide meals for our students; and
- WHEREAS** the funds received to date from the USDA are not sufficient to cover the costs of our current expenses; and
- WHEREAS** the Central Cafeteria Fund needs additional funds to be able to pay its bills and current payroll; and
- WHEREAS,** Generally Accepted Accounting Principles (GAAP) consider a cash deficit in any fund to be a significant deficiency in internal controls; and
- WHEREAS,** Williamson County Board of Education does not desire to operate any fund with a cash deficit; and
- WHEREAS,** the expectation is that the Central Cafeteria Fund will reimburse the General Purpose School Fund this transfer when it begins to accumulate a sufficient fund balance to operate;

**NOW, THEREFORE BE IT RESOLVED,** that the Williamson County Board of County Commissioners meeting in regular session on January 11, 2021 approve the following transfer and amend the 2020-2021 General Purpose School Fund and Central Cafeteria Fund budgets as follows:

**General Purpose School Fund**

Revenue			
141.39000	Undesignated Fund Balance	\$2,000,000	
Expenditure			
141.99100.559000.510	Operating Transfer Out		\$2,000,000

**Central Cafeteria Fund**

Revenue			
143.49800.	Operating Transfers In	\$2,000,000	
Reserve			
143.347550	Designated Fund Balance		\$2,000,000

\_\_\_\_\_  
 Commissioner

**Committees Referred to and Action Taken**

<b>School Board</b>	Yes _____	No _____	Pass _____
<b>Education</b>	Yes _____	No _____	Pass _____
<b>Budget</b>	Yes _____	No _____	Pass _____
<b>Commission</b>	Yes _____	No _____	ABS _____

\_\_\_\_\_  
 Elaine Anderson-County Clerk

\_\_\_\_\_  
 Tommy Little, Commission Chair

\_\_\_\_\_  
 Rogers Anderson-County Mayor

\_\_\_\_\_  
 Date

**RESOLUTION NO.** \_\_\_\_\_  
Requested by: Board of Education

**RESOLUTION REQUESTING INTER-CATEGORY TRANSFER TO PLACE FUNDS IN  
CORRECT CATEGORY**

**WHEREAS,** there is a need to place certain health service expenses in a different category due to changing departments for the administration of health services and is needed for audit presentation; and

**WHEREAS,** this requires no additional funds; and

**NOW, THEREFORE BE IT RESOLVED,** that the Williamson County Board of County Commissioners meeting in regular session on January 11 2021 approve and amend the 2020-2021 General Purpose School fund budget in the following manner:

<b>Revenue</b>			
141.72220.519650.375	<b>Inservice training</b>	<b>\$20,000</b>	
<b>Expenditure</b>			
141.72120.539900.375	<b>Contracted services (PD)</b>		<b>3,800</b>
141.72120.549900.375	<b>Materials and Supplies (PD)</b>		<b>16,200</b>
		<b>\$20,000</b>	<b>\$20,000</b>

\_\_\_\_\_  
Commissioner

**COMMITTEES REFERRED TO & ACTION TAKEN:**

School Board For \_\_\_\_\_ Against \_\_\_\_\_  
Education Committee For \_\_\_\_\_ Against \_\_\_\_\_  
Budget Committee For \_\_\_\_\_ Against \_\_\_\_\_

**COMMISSION ACTION TAKEN:** For \_\_\_ Against \_\_\_ Abs \_\_\_ Out \_\_\_

\_\_\_\_\_  
Elaine Anderson-County Clerk

\_\_\_\_\_  
Tommy Little – Commission Chairman

\_\_\_\_\_  
Rogers C. Anderson – County Mayor

\_\_\_\_\_  
Date

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 Board of Education

FROM: Dr. Leigh Webb, Assistant Superintendent

CC: Mr. Jason Golden, Superintendent

DATE: November 4, 2020

SUBJECT: Proposed 2021-2022 School Calendars

The Calendar Committee must consider several factors when structuring the yearly school calendar. As stated in Board Policy 1.800, "The calendar will identify holidays and/or vacation days for students and employees. The Superintendent may, upon any necessary approval from the Commissioner of Education, revise the calendar due to inclement weather or other factors which may interrupt the implementation of the calendar. At its discretion, the Board may adopt calendars for more than one school year at any time."

Beyond the specificity of Board policy, the calendar must also adhere to TCA 49-6-3004. In short, this code delineates the number of instructional days, professional development days, vacation days, etc. that must be accounted for throughout the school calendar.

Additionally, Article XIII of the Memorandum of Understanding (MOU) between Williamson County Board of Education and PECCA Representatives selected by the Williamson County Education Association outlines additional agreed upon parameters for the creation of the school calendar.

The WCS School Board chose not to add any additional parameters for the Calendar Committee in addition to the guidance stated above.

The Calendar Committee offers the proposed calendar for consideration by the WBOE for the school calendar for 2021-2022.

**Calendar Committee 2021-2022  
Overview of Proposed Calendar  
Working Calendar**

**The attached calendar has the following features:**

- First Student Day August 6
- Three Days Fall Break All (Adjoining Parent/Teacher Conference & Site-Based PD)
- Week-Long Thanksgiving Break
- First Semester Ends December 17
- Two-Week Winter Break
- One Day Mid-Winter Break February 18 – School Closed
- Week-Long Spring Break
- The following individual days the school system will be closed:
  - September 6 - Labor Day
  - January 17 - MLK Day
  - April 15 - Spring Holiday

**Summary of 200 Day Teacher Calendar:**

<b>177</b>	<b>Instructional Days (excluding three from extended day to make 180 required for instruction)</b>
<b>10</b>	<b>Additional Paid Days</b>
<b>4</b>	<b>Scheduled Administrative Days</b>
<b>1</b>	<b>Scheduled Day for Parent Conferences</b>
<b>5</b>	<b>Scheduled Professional Development Days</b>
<b>3</b>	<b>Outside Contract Professional Development Days</b>
<b>200</b>	<b>Total Days of Salary</b>

**Three Abbreviated Days Allowed (count as full instructional days):**

1. First day of school
2. Last student day before Winter Break
3. Last student day of second semester

**Use of our Stockpiled Days:**

<b>13</b>	Maximum allowed by law from extended days
<b>- 3</b>	Counting toward 180 instructional days for students
<b>= 10</b>	Remaining for inclement weather

**If more than 10 inclement days are needed:**

- Mid-Winter Break
- Second Semester PD Day
- Spring Holiday
- Take first three days of Spring Break (Monday, then Tuesday, then Wednesday)
- Additional days end of year

## SCHOOL CALENDAR 2021 – 2022 – **Proposed Calendar**

**1<sup>st</sup> Semester = 85 Instructional Days**

**2<sup>nd</sup> Semester = 92 Instructional Days**

Day	Date	Definition
Monday ( <b>No Students</b> )	July 5	Independence Day Observed ( <b>System Closed</b> )
Wednesday – Thursday ( <b>No Students</b> )	July 28 – 29	New Teacher Induction
Monday ( <b>No Students</b> )	August 2	Administrative Day (All Teachers Report)
Tuesday ( <b>No Students</b> )	August 3	<i>District-Wide Professional Development Day</i>
Wednesday ( <b>No Students</b> )	August 4	<i>Site-Based Professional Development Day</i>
Thursday ( <b>No Students</b> )	August 5	Administrative Day (All Teachers Work in Classroom)
Friday ( <b>Students ½ Day</b> )	August 6	Start of School (1 <sup>st</sup> – 12 <sup>th</sup> Grades)
Monday	August 16	First Full Day for Kindergarten Students
Monday ( <b>No School</b> )	September 6	Labor Day ( <b>System Closed</b> )
Friday	September 17	Constitution Day (Students in School)
Wednesday	October 6	End of First Quarter Grading Period
Monday ( <b>No Students</b> )	October 11	Parent/Teacher Conference Day Columbus Day
Tuesday ( <b>No Students</b> )	October 12	<i>Site-Based Professional Development Day</i>
Wednesday – Friday ( <b>No School</b> )	October 13 - 15	Fall Break ( <b>System Closed</b> )
Thursday	November 11	Veterans Day Observation (Students in School)
Monday – Friday ( <b>No School</b> )	November 22 – 26	Thanksgiving Holiday ( <b>System Closed</b> )
Friday ( <b>Students ½ Day</b> )	December 17	End of First Semester
Monday - Friday ( <b>No School</b> )	December 20 – December 31	Winter Break ( <b>System Closed</b> ) ( <b>New Year's Day Observed December 31 – System Closed</b> )
Monday ( <b>No Students</b> )	January 3	Administrative Day (All Teachers Work in Classroom)
Tuesday ( <b>No Students</b> )	January 4	<i>District-Wide Professional Development Day</i>
Wednesday	January 5	Students Full Day – Second Semester Begins
Monday ( <b>No School</b> )	January 17	Martin Luther King, Jr. Day ( <b>System Closed</b> )
Friday ( <b>No School</b> )	February 18	Mid-Winter Break Day
Monday ( <b>No Students</b> )	February 21	<i>Site-Based Professional Development Day;</i> Presidents' Day
Friday	March 11	End of Third Quarter Grading Period
Monday – Friday ( <b>No School</b> )	March 14 – 18	Spring Break ( <b>System Closed</b> )
Friday ( <b>No School</b> )	April 15	Spring Holiday ( <b>System Closed</b> )
Wednesday ( <b>Students ½ Day</b> )	May 25	Last Day for Students – End of Second Semester
Thursday ( <b>No Students</b> )	May 26	Administrative Day for Teachers
Friday – Sunday	May 27 – 29	Graduation Window
Monday	May 30	Memorial Day ( <b>System Closed</b> )

- Specific testing dates/windows can be found on the [WCS Assessment Page](#) as they become available.

### **Professional Development Days**

Five (5) days as listed below are in this calendar for professional development. Three (3) days must be scheduled by each teacher outside the scheduled school calendar.

August 3	-	District-Wide
August 4	-	Site-Based
October 12	-	Site-Based
January 4	-	District-Wide
February 21	-	Site-Based

### **Parent Teacher Conferences**

Parent Teacher Conferences will be scheduled for a total of 6 hours on Monday, October 11. Conference hours shall be documented and approved by the Superintendent of Schools or Designee.

### **Snow Days**

Up to ten (10) snow days are accumulated in the school calendar through extended work (stockpile) days and will not be made up. If more than ten (10) days are missed due to weather related conditions, the Calendar Committee will make a recommendation to the Superintendent of Schools from the following days: Mid-Winter Break; Second Semester Professional Development Day; Spring Holiday; Spring Break Days (Monday, then Tuesday, then Wednesday); Additional days at the end of the school year calendar.

**Approval Date:** \_\_\_\_\_

1320 West Main Street, Suite 202  
Franklin, TN 37064-3700  
(615) 472-4000  
fax (615) 472-4190



TO: Williamson County School Board

FROM: Vickie Hall, Assistant Superintendent of Human Resources

RE: Amending Pay Scale and Incentives for Substitute Teachers for 2020-21

DATE: November 16, 2020

Below are staff-proposed adjustments to the substitute teacher compensation schedule and incentives for the remainder of the 2020-21 school year.

- \$100 per day for all uncertified substitutes
- \$120 per day for certified substitutes
- Additional one day's pay for every 10 days worked
- WCS pay \$40 for required substitute teacher training course

In addition, staff is proposing to hire 20 districtwide supersubs to be assigned daily based on school need.

The current compensation schedule is attached, along with a draft of the revised schedule.

Staff recommends approval with an effective starting date of December 1, 2020, and continuing until the end of the 2020-21 school year.



# Williamson County Schools

RIGOR • RELEVANCE • RELATIONSHIPS • RELENTLESSNESS

## 2020-2021 Adjusted Substitute Pay Rates

### Daily Rates:

### Base Pay:

<u>Type of Substitute</u>	<u>20 or less days</u>	<u>21-49 days</u>	<u>50 or more days</u>
Certified Substitute – (Active TN certification)	\$120.00	\$130.00	\$140.00
Uncertified Substitute – (Minimum of HS Diploma)	\$100.00	\$110.00	\$120.00

All substitutes will start the school year earning the base pay. Time spent in long-term sub positions will count towards the days needed to go to the next interval. If the substitute is earning the higher State rate, the pay will not be increased while earning days spent subbing.

If a certified substitute accepts a long-term position (30 consecutive days or more) he/she will earn state rate beginning the 1<sup>st</sup> workday of the long-term position. Days served in a long-term position will count towards the days needed to go to the next interval.

### Additional Incentives

- Special Education positions increase base pay by \$10.00 for full day or \$5.00 for ½ day assignments
- Additional one day's pay if the equivalent of 10 or more full days are worked per calendar month

\*The substitute will revert to the base pay at the beginning of each school year.

## 2020-2021 Substitute Nurse Pay Rates

<u>Substitute Nurse</u>	<u>Hourly Pay</u>
Substitute Nurse (Active RN License)	\$20.00



# Williamson County Schools

RIGOR • RELEVANCE • RELATIONSHIPS • RELENTLESSNESS

## 2020-2021 Substitute Pay Rates

### Daily Rates:

### Base Pay:

Type of Substitute	20 or less days	21-49 days	50 or more days
Certified Substitute – (Active TN certification)	\$90.00	\$95.00	\$100.00
Uncertified Substitute – Bachelor’s or higher	\$85.00	\$90.00	\$95.00
Uncertified Substitute – 2-year college	\$75.00	\$80.00	\$85.00
Uncertified Substitute – HS diploma	\$70.00	\$75.00	\$80.00

All substitutes will start the school year earning the base pay. Time spent in long-term sub positions will count towards the days needed to go to the next interval. If the substitute is earning the higher State rate, the pay will not be increased while earning days spent subbing.

If a certified substitute accepts a long-term position (30 consecutive days or more) he/she will earn state rate beginning the 1<sup>st</sup> workday of the long-term position. Days served in a long-term position will count towards the days needed to go to the next interval.

[The rate for Special Education positions will increase your base pay by \\$10 for full day or \\$5 for ½ day assignments.](#)

**\*The substitute will revert to the base pay at the beginning of each school year.**

## 2020-2021 Substitute Nurse Pay Rates

Substitute Nurse	Hourly Pay
Substitute Nurse (Active RN License)	\$20.00

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>School Board Norms</b>	Descriptor Code: <b>1.107</b>	Issued Date: <b>11/26/18</b>
		Rescinds: <b>1.107</b>	Issued: <b>10/15/12</b>

1 *General*

2 The School Board shall adopt an appropriate standard of norms that reaffirms the ways in which Board  
3 members conduct business and relate to each other.

4 The Board Norms shall be reviewed annually.

5 **SCHOOL BOARD NORMS**

6 The Board has adopted principles of courtesy and respect to guide behavior of its members. These  
7 principles are to be considered and observed to the extent practicable by Board members in the conduct  
8 of Board business.

9 Board members should read all Board-related materials and should attend work sessions. Board  
10 members should use the work session for in-depth discussion.

11 Board members should make a request to the Executive Committee to place an item on a work session  
12 agenda per Board Policy 1.403, Board Meeting Agendas, before bringing it to the floor of a Board  
13 meeting.

14 Board members should support having a policy reviewed at the next policy committee meeting if that  
15 policy was suspended for a Board vote.

16 Board members should be mindful that statutory authority for the administration and operation of the  
17 schools rests with the Superintendent.

18 Board members should refer complaints and concerns to the appropriate staff per Board Policy 5.501,  
19 Complaints and Grievances, and inform the Superintendent of all such referrals.

20 Board members should ~~share with fellow Board members and the Superintendent, courtesy copies of~~  
21 ~~newsletters or similar reports sent to members of the community~~ **regularly communicate and seek legal**  
22 **and professional advice in the use of social media.**

23 **Board members should refer request for staff reports or research to the Superintendent.**

24 Board members should show courtesy and respect ~~in~~ **and limit** their use of electronic devices at all  
25 meetings.

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Cross References

School Board Ethics 1.106

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Code of Ethics for School Board Members</b>	Descriptor Code: <b>1.2021</b>	Issued Date: <b>10/21/19</b>
		Rescinds: <b>1.1061</b>	Issued: <b>11/26/2018</b>

## ARTICLE I. MY RELATIONS TO OUR STUDENTS

**Section 1.** I will at all times think in terms of “students first,” always determining other important things according to how they affect the education and development of students.

**Section 2.** I will seek to provide equal opportunities for all students in academics, the arts, and athletics.

## ARTICLE II. MY RELATIONS WITH OUR COMMUNITY

**Section 1.** I will fairly appraise and support both present and future educational needs.

**Section 2.** I will represent at all times the entire school community and refuse to represent special interests or partisan politics.

**Section 3.** I will maintain open lines of communication with the community.

**Section 4.** I will refrain from using district resources to actively campaign for any candidate for elected office.

**Section 5.** I will refer to other board members, staff, students, and the public with respect including when using social media.

## ARTICLE III. MY RELATIONS TO OUR DISTRICT EMPLOYEES

**Section 1.** I will support the employment of those persons best qualified to serve in our district.

**Section 2.** I will strive to secure resources that allow our employees to perform with excellence.

**Section 3.** I will celebrate employee accomplishments and refrain from public critique.

## ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS

**Section 1.** I will recognize that authority rests only with the Board in official meetings and that the individual member has no legal status outside of such meetings.

**Section 2.** I will at all times comply with the Tennessee Open Meetings Act (the “Sunshine Law”).

**Section 3.** I will make final decisions only after full discussion of matters at a Board meeting.

**Section 4.** I will respect the opinion of other members and will accept the principle of “majority rule.”

1 **Section 5.** I will attend all regularly scheduled Board meetings, insofar as possible, and become  
2 informed concerning the issues to be considered at those meetings.

3 **Section 6.** I will work with other Board members to establish effective Board policies and to delegate  
4 authority for the administration of the schools to the Superintendent.

5 **Section 7.** I will refrain from public critique of fellow board members, [outside of Board deliberations,](#)  
6 [in any other public forum, including social media.](#)

#### 7 **ARTICLE V. MY RELATIONS WITH OUR SUPERINTENDENT**

8 **Section 1.** I will support full administrative authority as well as responsibility for the Superintendent  
9 to properly discharge all professional duties.

10 **Section 2.** I will support Superintendent accountability for working and requiring staff to work within  
11 the framework of policies set by the Board.

12 **Section 3.** I will refer all complaints and concerns to the Superintendent.

13 **Section 4.** I will refrain from public critique of the Superintendent, [outside of Board deliberations, in](#)  
14 [any other public forum, including social media.](#)

15

#### 16 **ARTICLE VI. MY RELATIONS TO MYSELF**

17 **Section 1.** I will inform myself about my duties and responsibilities and current educational issues by  
18 individual study and through participation in programs providing needed information.

19 **Section 2.** I will avoid being placed in a position of conflict of interest.

20 **Section 3.** I will refrain from using my position on the Board for personal or partisan gain.

21 **Section 4.** I will take no action that will compromise the Board, the District or administration.

22 **Section 5.** I will respect the confidentiality of information that is privileged under applicable law.

23 **Section 6.** [I will avoid putting myself in situations that might give the appearance of speaking for the](#)  
24 [entire Board.](#)

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Angela Durham

District 1

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Jennifer Aprea

District 5

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Rick Wimberly

District 9

\_\_\_\_\_  
Dan Cash      District 2                      Jay Galbreath      District 6                      Eric Welch      District 10

\_\_\_\_\_  
Eliot Mitchell      District 3                      Sheila Cleveland      District 7                      KC Haugh      District 11

\_\_\_\_\_  
Brad Fiscus      District 4                      Candace Emerson      District 8                      Nancy Garrett      District 12

Affirmed by the Board \_\_\_\_\_

\_\_\_\_\_  
Jason Golden, Superintendent

**WILLIAMSON COUNTY SCHOOLS  
FIVE (5) YEAR CAPITAL PLAN  
(2020-2026)**

November 5, 2020

Project	Area	ITF Needed 2020-21	ITF Needed 2021-22	ITF Needed 2022-23	ITF Needed 2023-24	ITF Needed 2024-25	ITF Needed 2025-26	Tot Amount Intent to Fund	Projected Completion Date
<b>REAL ESTATE ACQUISITIONS FOR FUTURE SCHOOLS</b>									
Land Purchase Elementary / Middle / High		\$ 11,250,000	18,000,000					29,250,000	
Land Central Office /Support Complex (Approx. 30 Acres)		2,250,000						2,250,000	
<b>NEW BUILDINGS</b>									
Elementary School South (already funded)	4	0						0	Fall 2022
Middle School (Brentwood Middle Replacement)	1	2,000,000	15,000,000	15,000,000	12,000,000			44,000,000	Fall 2025 Phases completion
Elementary School East	5		18,000,000	10,000,000				28,000,000	Fall 2023
Middle School East	5	2,000,000	20,000,000	20,000,000				42,000,000	Fall 2023
Middle School (Jordan Property)	7		4,000,000	40,000,000				44,000,000	Fall 2023
Elementary School North	7			2,000,000	13,500,000	13,500,000		29,000,000	Fall 2025
High School South	4				2,000,000	30,000,000	35,000,000	67,000,000	Fall 2026
Elementary School Central	6					2,000,000	13,500,000	15,500,000	Fall 2026
Elementary School North	1						2,000,000	2,000,000	Fall 2027
Elementary School East	5						2,000,000	2,000,000	Fall 2027
<b>SUBTOTAL NEW SCHOOL BUILDING CONSTRUCTION AND LAND</b>		<b>\$ 17,500,000</b>	<b>\$ 75,000,000</b>	<b>\$ 87,000,000</b>	<b>\$ 27,500,000</b>	<b>\$ 45,500,000</b>	<b>\$ 52,500,000</b>	<b>\$ 305,000,000</b>	
<b>ADDITIONS/MAJOR RENOVATIONS</b>									
Summit High School Addition (22-Classroom Addition & Cafeteria Expansion)	8	8,000,000						8,000,000	Fall 2022
Ravenwood High School Addition (22-Classroom Addition & Cafeteria Expansion)	7	8,000,000						8,000,000	Fall 2022
Ravenwood High School Football Field Synthetic Turf	7	1,200,000						1,200,000	Fall 2021
Centennial High School Football Field Synthetic Turf	3	1,200,000						1,200,000	Fall 2021
Fairview High School Football Field Synthetic Turf	2	1,200,000						1,200,000	Fall 2021
Summit High School Football Field Synthetic Turf	8		1,200,000					1,200,000	Fall 2022
Independence High School Football Field Synthetic Turf	4		1,200,000					1,200,000	Fall 2022
Transportation Building Addition			900,000					900,000	Fall 2023
Page High School Interior Renovations/Additions Phase 3	6		10,000,000	10,000,000				20,000,000	Fall 2024 phases completion
Early Childhood Development Building South	?		5,000,000					5,000,000	Fall 2023
Hillsboro K8 Renovation	4			4,000,000				4,000,000	Fall 2025
Grassland Middle School Renovation	3				4,000,000			4,000,000	Fall 2026
Bethesda Elementary Renovation	6					4,000,000		4,000,000	Fall 2027
Nolensville High School Addition	5						9,000,000	9,000,000	Fall 2027
Centennial High School Addition (22-Classroom Addition)	3						9,000,000	9,000,000	Fall 2027
<b>SUBTOTAL ADDITIONS/MAJOR RENOVATIONS</b>		<b>19,600,000</b>	<b>18,300,000</b>	<b>14,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>18,000,000</b>	<b>\$ 77,900,000</b>	
<b>Maintenance Yearly Requests for Major Projects</b>									
Projected Major Capital Projects (Asphalt Parking Lots/Roadways/Tennis Courts)		\$ 1,522,655	\$ 1,215,000	\$ 1,142,000	\$ 1,303,000	\$ 1,443,000	\$ 1,321,000	7,946,655	TBD
Projected Major Capital Projects (Roofs)		3,350,000	3,300,000	4,083,000	1,930,000	2,750,000	5,300,000	20,713,000	TBD
WWTP Upgrades, BES, IHS		1,600,000		850,000				2,450,000	TBD
HVAC (Replacements) FvM, GMS, FHS, RNHS, CHS,			650,000	1,200,000	1,330,000	1,200,000		4,380,000	TBD
<b>SUBTOTAL MAINTENANCE YEARLY REQUESTS FOR MAJOR PROJECTS</b>		<b>\$ 6,472,655</b>	<b>\$ 5,165,000</b>	<b>\$ 7,275,000</b>	<b>\$ 4,563,000</b>	<b>\$ 5,393,000</b>	<b>\$ 6,621,000</b>	<b>\$ 35,489,655</b>	
<b>TOTAL CAPITAL NEEDS FOR FACILITIES</b>		<b>\$ 43,572,655</b>	<b>\$ 98,465,000</b>	<b>\$ 108,275,000</b>	<b>\$ 36,063,000</b>	<b>\$ 54,893,000</b>	<b>\$ 77,121,000</b>	<b>\$ 418,389,655</b>	
		<b>14 GenEd/0 Special</b>	<b>19 GenEd/0 Special</b>	<b>15 GenEd / 4 Special</b>	<b>21 GenEd / 2 Special</b>	<b>14 GenEd / 8 Special</b>	<b>13 GenED / 0 Special</b>		Funded usually through Fund Balance
<b>*** PROJECTED ANNUAL CAPITAL REQUESTS FOR TRANSPORTATION (REPLACEMENTS ONLY)</b>		<b>\$ 1,388,800</b>	<b>\$ 1,884,800</b>	<b>\$ 1,899,100</b>	<b>\$ 2,288,750</b>	<b>\$ 2,211,000</b>	<b>\$ 1,289,600</b>	<b>\$ 10,962,050</b>	Yearly
Replacement Cost per Bus (GenEd \$99,200 / Specials 102,775)									
<b>GRAND TOTAL CAPITAL PLAN</b>		<b>\$ 44,961,455</b>	<b>\$ 100,349,800</b>	<b>\$ 110,174,100</b>	<b>\$ 38,351,750</b>	<b>\$ 57,104,000</b>	<b>\$ 78,410,600</b>	<b>\$ 429,351,705</b>	

Individual Project Cost Does Not Include Cost of Land.

Estimates Are Based on Construction Cost of \$195 Sq. Ft. & Total Build Out Cost of \$235 Sq. Ft.

Buildout Cost Includes Design, Engineering, Environmental Studies, Tap Fees, Utility Grades, Permitting, Infrastructure Improvements, Site Work, Building Construction, Furniture, Fixtures, Library Books, Technology, Textbooks & Security Measures.



## MEMORANDUM

**DATE:** November 5, 2020  
**TO:** School Board Members  
**FROM:** Mark Samuels, P.E., Assistant Superintendent for Operations  
**RE:** **2020 – 2025 Capital Plan**

Attached is the 5-Year Capital Plan for your review. The plan is divided into five categories:

1. Land Acquisitions
2. New School Building Construction
3. Additions / Major Renovations
4. Maintenance – Asphalt Pavement Resurfacing, Roof Replacements and HVAC Upgrades at Various Schools on a Yearly Basis
5. Transportation (Regular and Special Need Buses) (No Growth Included)

We continue to work closely with our transportation and zoning department and have adjusted our focus on the location and timing of several projects due to the changing growth projections across the county. The Covid-19 situation has also been considered in our planning of buildings. Our zoning and attendance personnel are continually assessing our needs at each school in determining enrollment across the district during this difficult time. Assumptions are based on current growth trends, communications with local government officials, monitoring platted subdivisions and developments and residential building permits issued.

Some highlights of this plan are:

- Funding for land has been received and we continue our search for school sites for future growth.
- Delayed the opening of the south elementary school until 2022 due to issues with Covid-19 related to materials availability, design and construction schedules. This project has been funded.
- Deferred the opening of the elementary school in the east portion of the county until 2023 due to lower enrollment.
- This plan allows us to postpone the design and construction of a high school in the northwest portion of the county for a period of time.
- We are requesting funding for the replacement construction of Brentwood Middle School. We have discussed the educational program, site constraints, operation of the existing school during programming and construction with the architect.

- Construction of classroom additions at Ravenwood, Summit, and Centennial high schools to increase enrollments. These designs will be very similar to the recent addition constructed at Independence High School.
- Planning for new high schools in the south area of the county with a partial funding request in 2023-2024 SY.
- Construct an addition to our transportation building to accommodate growth.

Maintenance of our facilities is critical to the overall condition of our schools. Therefore, we are requesting funding for asphalt parking lot improvements, new roofs, wastewater treatment plant upgrades and funding for yearly upgrades to our aging HVAC systems.

Transportation needs are included in the plan for the replacement of existing buses within our fleet. These include general education and special needs buses. The plan does not include the cost of buses needed for growth. Attached for your review is the proposed capital plan.

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 Board of Education

FROM: Dr. Leigh Webb, Assistant Superintendent

CC: Mr. Jason Golden, Superintendent

DATE: November 4, 2020

SUBJECT: WCS School Board Policy 4.211, Work-Based Learning Program

WCS School Board Policy 4.211 provides guidance for student involvement Work-Based Learning within our district. Though the Tennessee State Department of Education Work-Based Learning Policy Guide allows students to begin participation at age 16, staff has previously recommended restricting our district participation to only seniors as aligned strategically to a career interest. During this academic year impacted heavily by COVID-19, staff recommends a waiver of WCS Board Policy restrictions to allow participation in 2020-2021 and 2021-2022 school years by juniors who meet other state guidance for participation in WBL. Students transitioning back to on-campus instruction after a semester of WCS Online would benefit from this course selection.

As always, staff is recommending this policy for official review by the WCS School Board Policy Committee.

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Work-Based Learning Program</b>	Descriptor Code: <b>4.211</b>	Issued Date: <b>06/17/19</b>
		Rescinds: <b>4.2093</b>	Issued: <b>06/15/15</b>

1 A work-based learning program is provided by Williamson County Schools (“WCS”) for all students  
2 according to policies and procedures of the Tennessee State Board of Education, and as described in  
3 the Tennessee State Department of Education Work-Based Learning Policy Guide.<sup>1</sup>

4 Structured work-based learning experiences may include registered apprenticeships, cooperative  
5 education, transition, internships, school-based enterprises, health science clinicals, service learning,  
6 job shadowing, and career practicum courses. Structured learning experiences must be related to the  
7 student’s Career and Technical Education Focus area or to the student’s career goals, and must provide  
8 for close student supervision.

9 Safeguards, identified by local, federal or state agencies, will be implemented to protect students and  
10 current employees. When appropriate the Williamson County Risk Management Department will be  
11 consulted with and made aware of work-based learning programs.

12 Any activity to be considered a “work-based learning activity” should meet each of the basic  
13 prerequisite criteria listed below.

- 14 1. The student must secure a Work-Based Learning placement (job) related to the student’s CTE  
15 Elective Focus or career interest that will be an extraordinary capstone experience taking the  
16 place of a high school course.  
17
- 18 2. The student must complete the Work-Based Learning application.  
19
- 20 3. The student must be a senior and have approval of the appropriate Work-Based Learning  
21 Coordinator, Principal (designee), and Executive Director of Career and Technical Education.  
22
- 23 4. The student must have passed all courses the previous semester and while enrolled in Work-  
24 Based Learning.  
25
- 26 5. The student must have satisfactory record of grades, attendance, and behavior.  
27
- 28 6. The student must have no more than five (5) unexcused absences per the truancy laws of the  
29 State of Tennessee while participating in the Work-Based Learning program. Students not  
30 meeting this standard at the end of the semester may not be permitted to continue in the Work-  
31 Based Learning program during the next semester.  
32
- 33 7. The student must have reliable transportation to the placement site.

1        8. The student must average five (5) hours per week for 1 credit in Work-Based Learning or ten  
2        (10) hours per week for 2 credits in Work-Based Learning.

3        The following student eligibility standards will be required:

- 4        1. Students participating in a school-approved experience must have passed all courses from the  
5        prior semester and pass all courses while enrolled in Work-Based Learning.  
6        2. Students must maintain a job and school attendance rate of no more than five (5) unexcused  
7        absences while participating in a school-approved experience.

8        For students eligible for special education, more stringent eligibility requirements shall not go beyond  
9        state and/or federal regulations that pertain to special education support services. Individualized  
10       Education Plans (IEPs), which include a transition plan, will be the determining factor for participation  
11       in work-based learning.

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Legal References

1. State Board of Education Policy 2.103(5); TN State Dept. of Ed. Work-Based Learning Policy Guide (2017)

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Cross References

Insurance Management 3.600

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



## MEMORANDUM

DATE: November 6, 2020

TO: Williamson County School Board

FROM: Dana Ausbrooks, General Counsel

CC: Jason Golden, Superintendent of Schools

RE: List of Dismissal Hearing Officers

Pursuant to Tenn. Code Ann. § 49-2-301(GG)(i), the Superintendent of Schools director may dismiss any nontenured, licensed employee under the Superintendent's jurisdiction for incompetence, inefficiency, insubordination, improper conduct or neglect of duty, after giving the employee, in writing, due notice of the charge or charges and providing a hearing; provided, that no nontenured, licensed employee under the director's jurisdiction shall be dismissed without first having been given, in writing:

- (a) Notice of the charge or charges;
- (b) An opportunity for a full and complete hearing before an impartial hearing officer selected by the board;
- (c) An opportunity to be represented by counsel;
- (d) An opportunity to call and subpoena witnesses;
- (e) An opportunity to examine all witnesses; and
- (f) The right to require that all testimony be given under oath.

The Board must approve impartial hearing officers. TSBA compiles a list of dismissal hearing officers annually. Attached is the 2020 list of dismissal hearing officers from TSBA.

**Staff recommends approval of the 2020 Dismissal Hearing Officers List.**

EAST	MIDDLE	WEST
<p><b>D. Scott Bennett</b> Bennett &amp; DeCamp, PLLC Flatiron Building 707 Georgia Avenue, Ste. 300 Chattanooga, TN 37402 423-498-3791 <a href="mailto:dsb@bennettdecamp.com">dsb@bennettdecamp.com</a></p>	<p><b>Randall Bennett</b> Law Office of Randall Bennett 3663 Shores Road Murfreesboro, TN 37128 Phone 615-838-2579 <a href="mailto:rgblaw@comcast.net">rgblaw@comcast.net</a></p>	<p><b>Bill Barron</b> Barron &amp; Johnson 124 E. Court Square Trenton, TN 38382 731-855-0403 <a href="mailto:bar_john@bellsouth.net">bar_john@bellsouth.net</a></p>
<p><b>J. Michael Billingsley</b> City of Kingsport Attorney 1324 Midland Dr. Kingsport, TN 37664 423-229-9464 <a href="mailto:mikebillingsley@kingsporttn.gov">mikebillingsley@kingsporttn.gov</a></p>	<p><b>Sam L. Jackson</b> Bone McAllester Norton PLLC 511 Union Street Ste. 1600 Nashville, TN 37219 615-238-6312 <a href="mailto:sjackson@bonelaw.com">sjackson@bonelaw.com</a></p>	<p><b>Dale Conder, Jr</b> Rainey Kizer Reviere &amp; Bell PLC 209 E. Main St. Jackson, TN 38302 731-426-8130 <a href="mailto:dconder@raineykizer.com">dconder@raineykizer.com</a></p>
<p><b>Mary DeCamp</b> Bennett &amp; DeCamp, PLLC Flatiron Building 707 Georgia Avenue, Ste. 300 Chattanooga, TN 37402 423-498-3789 <a href="mailto:mcd@bennettdecamp.com">mcd@bennettdecamp.com</a></p>	<p><b>Michael R. Jennings</b> 326 North Cumberland St. Lebanon, TN 37087 615-444-0585 <a href="mailto:mjenningslaw@aol.com">mjenningslaw@aol.com</a></p>	<p><b>Christopher C. Hayden</b> Purcell Sellers &amp; Craig PO Box 10537 45 Murray Guard Drive Jackson, TN 38308 731-300-0737 <a href="mailto:chris@psclegal.com">chris@psclegal.com</a></p>
<p><b>John C. Duffy</b> P.O. Box 11007 Knoxville, TN 37939-1007 <a href="mailto:jduffy@johncduffy.com">jduffy@johncduffy.com</a> 865-766-0904</p>	<p><b>Gerald B. Kirksey</b> Kirksey &amp; Cron, PLC 5214 Virginia Way, Ste. 207 Brentwood, TN 37027 615-369-9991 <a href="mailto:gkirksey@kirkcron.com">gkirksey@kirkcron.com</a></p>	<p><b>Thomas M. Minor</b> Minor Johnston Douglas, PLLC 124 E. Market St. Somerville, TN 38068 901-465-3117 <a href="mailto:tminor@minordouglas.com">tminor@minordouglas.com</a></p>
<p><b>E. Patrick Hull</b> 229 E. New Street Kingsport, TN 37660 423-247-6151 <a href="mailto:pat.hullfirm@gmail.com">pat.hullfirm@gmail.com</a></p>		<p><b>Debra Owen</b> Jackson Shields Yeiser &amp; Holt 262 German Oak Dr. Cordova, TN 38018 901-754-8001 <a href="mailto:dowen@jsyc.com">dowen@jsyc.com</a></p>
<p><b>Arthur F. Knight III</b> Taylor &amp; Knight, G.P. 800 S. Gay St. Suite 600 Knoxville, TN 37929 865-971-1702 <a href="mailto:aknight@taylornightlaw.com">aknight@taylornightlaw.com</a></p>		<p><b>Stephen L. Shields</b> Jackson Shields Yeiser &amp; Holt 262 German Oak Dr. Cordova, TN 38018 901-754-8001 <a href="mailto:sshields@jsyh.com">sshields@jsyh.com</a></p>

**Chris McCarty**

Lewis Thomason King Krieg Waldrop  
620 Market St.  
Knoxville, TN 37901  
865-541-5256  
[cmmcarty@lewisthomason.com](mailto:cmmcarty@lewisthomason.com)

**Marshall A. Raines**

Swafford Jenkins & Raines  
32 Courthouse Square  
Jasper, TN 37347  
423-942-3168  
[mrainesjr@sjrlaw.net](mailto:mrainesjr@sjrlaw.net)

**H. Scott Reams**

Taylor Reams Tilson & Harrison  
116 E. Main St.  
Morristown, TN 37814  
423-586-9302  
[hsreams@trthatty.com](mailto:hsreams@trthatty.com)

**Mary Ann Stackhouse**

Lewis Thomason King Krieg Waldrop  
620 Market St. 5<sup>th</sup> Floor PO Box 2425  
Knoxville, TN 37901  
865-541-5261  
[mstackhouse@lewisthomason.com](mailto:mstackhouse@lewisthomason.com)

**David M. Tilson**

Taylor Reams Tilson & Harrison  
116 E. Main St.  
Morristown, TN 37814  
423-586-9302  
[dmtilson@trthatty.com](mailto:dmtilson@trthatty.com)

**Clifton Miller**

Henry McCord Bean Miller Gabriel &  
Labar  
300 North Jackson St.  
Tullahoma, TN 37388  
931-455-9301  
[cmiller@henry-mccord.com](mailto:cmiller@henry-mccord.com)

**Marietta Shipley**

Mediator-Attorney-Former Judge  
2809 Wimbledon Road  
Nashville, TN 37215  
615-292-6069  
[marietta@mariettashipley.com](mailto:marietta@mariettashipley.com)

**Mark C. Travis**

Arbitrator and Mediator  
P.O. Box 2460  
Cookeville, TN 38502  
931-252-9123  
[mtravis@travisadr.com](mailto:mtravis@travisadr.com)

**J. Christopher Williams**

Williams Law and Mediation Group  
101 South First St.  
Pulaski, TN 38478  
931-363-6500  
[cwilliams@newsouthlaw.com](mailto:cwilliams@newsouthlaw.com)

**T. Jake Wolaver**

Wolaver, Carter & Heffington  
809 S. Main St. Ste. 100  
Columbia, TN 38401  
931-548-0818  
[jwolaver@mtlawgroup.net](mailto:jwolaver@mtlawgroup.net)

**Robert G. Wheeler, Jr.**

112 Long Hollow Pike, Ste. 101  
PO Box 211  
Goodlettsville, TN 37072  
615-834-0071  
[rob@rwheelerlaw.com](mailto:rob@rwheelerlaw.com)

**Valerie Speakman**

General Counsel  
Arlington Community Schools  
12060 Arlington Trail  
Arlington, TN 38002  
901-389-2497 ext. 2032  
[valerie.speakman@acsk-12.org](mailto:valerie.speakman@acsk-12.org)

**Jonathan O. Steen**

Redding Steen & Stanton, PC  
464 North Parkway, Suite A  
Jackson, TN 38035  
731-660-2332  
[jsteen@rslawfirm.com](mailto:jsteen@rslawfirm.com)

**R. Dale Thomas**

Rainey Kizer Reviere & Bell PLC  
209 E. Main St.  
Jackson, TN 38301  
731-426-8120  
[dthomas@raineykizer.com](mailto:dthomas@raineykizer.com)

To: Williamson County Board of Education

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

Subject: End of Month Financials

Date: November 5, 2020



Please find attached the activity statements for all of our funds for **OCTOBER 2021**. These statements are prior to reconciliation with trustee.

If comparing to prior year October statements, the decrease in revenue is due in part to the Trustee not sending out tax notices in September or October. As of today, they are hoping they get them out next week. I have asked Nena to issue 15M in tax anticipation notes for us so that we can maintain cash flow in the General Purpose School Fund.

If you have any further questions, please call me at 472-4022

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Williamson County Schools  
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FOR 2021 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>141 GENERAL PURPOSE SCHOOL</b>							
40000 REVENUES	-372,915,330	-374,930,753	-61,136,774.50	-20,931,674.94	.00	-313,793,978.56	16.3%
71100 REGULAR INSTRUCTION	189,330,385	189,144,130	43,098,345.83	18,743,884.50	442,839.57	145,602,944.60	23.0%
71150 ALTERNATIVE INSTRUCTION	683,081	683,081	124,212.51	53,860.42	4,602.08	554,266.41	18.9%
71200 SPECIAL EDUCATION INSTRUCTION	59,432,553	59,432,553	12,883,113.67	5,779,036.16	1,089,475.61	45,459,963.72	23.5%
71300 CAREER AND TECHNICAL EDUCATIO	7,763,068	8,651,341	1,948,819.80	729,454.90	692,145.68	6,010,375.52	30.5%
71400 STUDENT BODY EDUC PRGM	1,950,000	1,950,000	547,634.24	256,389.43	413,825.94	988,539.82	49.3%
72110 ATTENDANCE	509,110	509,110	155,791.15	45,617.77	.00	353,318.85	30.6%
72120 HEALTH SERVICES	6,160,540	6,160,540	1,437,171.83	605,702.63	6,674.00	4,716,694.17	23.4%
72130 OTHER STUDENT SUPPORT	12,100,122	12,125,122	2,881,848.42	1,259,727.46	1,225,092.26	8,018,181.32	33.9%
72210 INSTRUCTION SUPPORT	12,842,944	13,194,720	3,268,370.81	1,091,565.29	20,602.49	9,905,746.21	24.9%
72215 ALTERNATIVE SUPPORT	206,574	206,574	66,508.23	18,855.87	.00	140,065.77	32.2%
72220 SPECIAL EDUCATION SUPPORT	7,003,571	7,003,571	1,753,362.92	646,157.49	410,954.63	4,839,253.45	30.9%
72230 CAREER/TECH EDUC SUPPORT	324,251	370,212	87,191.27	25,798.99	8,992.71	274,027.93	26.0%
72250 TECHNOLOGY	9,651,532	9,787,087	4,929,475.59	749,407.58	1,793,218.40	3,064,393.01	68.7%
72310 BOARD OF EDUCATION	6,838,818	6,838,818	304,959.26	24,132.25	73,999.93	6,459,858.81	5.5%
72320 OFFICE OF SUPERINTENDENT	1,619,786	1,652,775	463,141.99	149,965.09	7,741.76	1,181,891.47	28.5%
72410 OFFICE OF PRINCIPAL	25,231,656	25,231,656	7,268,387.23	2,317,297.44	.00	17,963,268.77	28.8%
72510 FISCAL SERVICES	1,864,359	1,891,309	658,101.38	155,221.03	13,000.00	1,220,207.62	35.5%
72520 HUMAN SERVICES/PERSONNEL	1,521,099	1,576,599	469,062.03	115,563.81	1,148.22	1,106,388.75	29.8%
72610 OPERATION OF PLANT	19,510,519	19,510,519	5,189,791.29	1,641,691.88	6,006,533.10	8,314,194.61	57.4%
72620 MAINTENANCE OF PLANT	9,391,043	10,247,428	2,868,813.24	813,559.33	878,156.79	6,500,458.03	36.6%
72710 TRANSPORTATION	20,037,726	20,037,726	4,576,439.57	1,870,774.24	315,770.06	15,145,516.37	24.4%
72901 COVID-19 SUPPORT SERVICES	0	206,195	289,621.38	19,306.86	4,700.00	-88,126.38	142.7%
73300 COMMUNITY SERVICES	1,030,723	1,098,343	367,912.55	68,478.39	24,584.96	705,845.49	35.7%
73400 EARLY CHILDHOOD/PRE K	922,309	922,309	201,268.28	76,403.49	5,466.63	715,574.09	22.4%
TOTAL GENERAL PURPOSE SCHOOL	23,010,439	23,500,965	34,702,569.97	16,326,177.36	13,439,524.82	-24,641,130.15	204.9%
TOTAL REVENUES	-372,915,330	-374,930,753	-61,136,774.50	-20,931,674.94	.00	-313,793,978.56	
TOTAL EXPENSES	395,925,769	398,431,718	95,839,344.47	37,257,852.30	13,439,524.82	289,152,848.41	
<b>142 SCHOOL FEDERAL PROJECTS</b>							
40000 REVENUES	-8,595,957	-10,027,459	-2,187,083.62	-805,056.08	.00	-7,840,375.06	21.8%
71100 REGULAR INSTRUCTION	670,237	969,374	245,246.99	136,675.10	.00	724,126.72	25.3%
71200 SPECIAL EDUCATION INSTRUCTION	4,555,251	5,133,252	1,350,666.84	472,567.67	449,992.77	3,332,592.68	35.1%
71300 CAREER AND TECHNICAL EDUCATIO	205,415	205,415	19,065.13	6,665.17	.00	186,350.23	9.3%
72120 HEALTH SERVICES	689,348	819,728	218,441.51	77,499.89	.00	601,286.44	26.6%
72130 OTHER STUDENT SUPPORT	138,662	153,950	5,370.28	766.69	3,661.08	144,918.64	5.9%

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FOR 2021 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72210 INSTRUCTION SUPPORT	568,349	733,147	175,528.62	89,815.73	.00	557,618.37	23.9%
72220 SPECIAL EDUCATION SUPPORT	468,945	624,387	160,071.18	46,624.00	47,750.00	416,565.87	33.3%
72230 CAREER/TECH EDUC SUPPORT	18,707	18,707	2,530.88	632.72	.00	16,176.12	13.5%
72610 OPERATION OF PLANT	12,301	12,301	5,853.01	5,853.01	.00	6,447.98	47.6%
72710 TRANSPORTATION	1,000	300	.00	.00	.00	300.00	.0%
99100 TRANSFERS OUT	1,267,742	1,356,897	61,770.71	.00	.00	1,295,126.63	4.6%
TOTAL SCHOOL FEDERAL PROJECTS	0	0	57,461.53	32,043.90	501,403.85	-558,865.38	100.0%
TOTAL REVENUES	-8,595,957	-10,027,459	-2,187,083.62	-805,056.08	.00	-7,840,375.06	
TOTAL EXPENSES	8,595,957	10,027,459	2,244,545.15	837,099.98	501,403.85	7,281,509.68	
143 CENTRAL CAFETERIA							
40000 REVENUES	-14,355,000	-14,355,000	-1,575,422.13	-499.82	.00	-12,779,577.87	11.0%
73100 FOOD SERVICE	14,557,636	14,557,636	2,378,109.71	919,993.27	1,737,236.57	10,442,289.72	28.3%
TOTAL CENTRAL CAFETERIA	202,636	202,636	802,687.58	919,493.45	1,737,236.57	-2,337,288.15	1253.4%
TOTAL REVENUES	-14,355,000	-14,355,000	-1,575,422.13	-499.82	.00	-12,779,577.87	
TOTAL EXPENSES	14,557,636	14,557,636	2,378,109.71	919,993.27	1,737,236.57	10,442,289.72	
146 EXTENDED SCHOOL PROGRAM							
40000 REVENUES	-7,223,000	-7,223,000	-772,239.98	-34,986.96	.00	-6,450,760.02	10.7%
73300 COMMUNITY SERVICES	6,983,988	6,983,988	1,643,199.48	395,077.77	14,945.60	5,325,842.92	23.7%
99100 TRANSFERS OUT	170,000	170,000	.00	.00	.00	170,000.00	.0%
TOTAL EXTENDED SCHOOL PROGRAM	-69,012	-69,012	870,959.50	360,090.81	14,945.60	-954,917.10	-1283.7%
TOTAL REVENUES	-7,223,000	-7,223,000	-772,239.98	-34,986.96	.00	-6,450,760.02	
TOTAL EXPENSES	7,153,988	7,153,988	1,643,199.48	395,077.77	14,945.60	5,495,842.92	
177 EDUCATION CAPITAL PROJECTS							
40000 REVENUES	-409,034,458	-862,760,718	-824,317,261.76	-20,635,134.81	.00	-38,443,455.95	95.5%
82330 OTHER DEBT SERVICE	0	2,400,000	2,400,000.00	.00	.00	.00	100.0%
91300 EDUCATION CAPITAL OUTLAY	620,524,546	889,778,361	712,843,328.77	5,934,338.26	34,181,030.20	142,754,001.75	84.0%
TOTAL EDUCATION CAPITAL PROJECTS	211,490,088	29,417,643	-109,073,932.99	-14,700,796.55	34,181,030.20	104,310,545.80	-254.6%
TOTAL REVENUES	-409,034,458	-862,760,718	-824,317,261.76	-20,635,134.81	.00	-38,443,455.95	
TOTAL EXPENSES	620,524,546	892,178,361	715,243,328.77	5,934,338.26	34,181,030.20	142,754,001.75	
GRAND TOTAL	234,634,151	53,052,232	-72,640,254.41	2,937,008.97	49,874,141.04	75,818,345.02	-42.9%

To: Leslie Holman *lch*  
 From: Kirk Elliott  
 Date: Nov. 2, 2020  
 RE: Purchasing Report

1320 West Main Street, Suite 202  
 Franklin, TN 37064-3700  
 (615) 472-4000  
 fax (615) 472-4190



**Contains bid projects conducted during the month of October 2020**

The following is a summary of pertinent bid data for inclusion with the Board Materials to be reviewed at the next WCBOE meeting. The summary is in order of ascending bid sequence numbers and not necessarily by date. Pursuant to Board Policy this summary reports recent RFB's (Request for Bids) and RFP's (Request for Proposals) that were administered by the WCS Purchasing Department. As always any purchasing - bid project that may require Board action should appear on the Board Agenda. The projects listed below do not require Board action at the present time and are listed here for your information. If further details are needed please contact the Purchasing Department to review any of the related bid - project files. In addition to the projects listed in this monthly report the WCS Purchasing Department continues to review, approve and process numerous daily purchase orders that encompass day to day operations as well as negotiate renewals of previously bid contracts.

<b>RFP #1218</b>	<b>Williamson County Schools Annual Surplus Auction</b>
<b>Project</b>	Williamson County Schools Annual Surplus Auction was held in conjunction with the Williamson County Government. The Auction was held electronically for the first time this year, during the Covid-19 Pandemic. The sale was conducted by professional Auctioneer, James Gary, Gary Auctions.
<b>Department</b>	WCS Purchasing
<b>Advertised</b>	Wednesday, September 2, 2020 in the Tennessean
<b>Details for this Project</b>	The online surplus auction was held in 2 stages. 1. Vehicles, which includes Maintenance, Driver's Ed and School buses were auctioned off. Online bidding began on Sept. 18th and was closed on Oct. 2, 2020 at 5:00 pm. 2. Equipment & Furniture from all departments of WCS were auctioned off. Online bidding for these items began on Sept. 21st and was closed on Oct. 5, 2020.
<b>Total Net proceeds from the 2020 Surplus Auction were \$77,415.80</b>	

<b>RFB #1219</b>	<b>Vestibules at Hillsboro Elem/Middle School</b>	
<b>Department/Director</b>	Maintenance, Adam Christopher	
<b>Engineer</b>	Keaton Pettit, Johnson & Bailey Architects	
<b>Advertised</b>	Sunday, October 4, 2020 in the Tennessean	
<b>Bid Opening</b>	Wednesday, October 21, 2020 at 10:30 a.m.	
<b>Bidders Solicited for this Project</b>	<b>Name of Company</b>	<b>Bid Amount</b>
	Baron Construction	
	Cumberland Valley Constructors	
	DeAngelis Diamond Construction	
	Doster Constructor	
	Dowdle Construction	
	Fellowship Construction	
	Hardaway Construction	
	Hardcastle Construction	
	Holt Construction Group	
	Ikon Construction	
	R.C. Mathews	
	R. G. Anderson Construction	
	Rock City Construction	
<b>Romach Construction</b>	<b>\$33,500.00</b>	
Sain Construction		
Southeast Construction		
Southland Construction	\$91,300.00	
<b>Awarded</b>	This project was awarded to Romach Construction	

<b>Quick Bid # 1222</b>	<b>WCS School Bus Diesel Engine Replacement for School Bus # 13-188</b>		
<b>Project</b>	This quick bid project was conducted in order to purchase a replacement Diesel Engine for WCS Bus # 13-188. WCS placed this project out for bid using two different scenarios. The first was to receive a price from the bidders for the cost of the engine along with 100% total installation including materials. The second was to solicit a price on the engine with WCS completing the installation.		
<b>Department/Director</b>	Transportation, Jeff Fuller		
<b>Quick Bid Opening</b>	Thursday, October 15, 2020 at 10:00 a.m.		
	<b>Name of Company</b>	<b>Bid Amount</b>	
		<b>Dealer Installed</b>	<b>WCS will install</b>
<b>Bidders for this Project</b>	<b>Dixie Diesel</b>	\$22,304.19	<b>\$17,754.19</b>
	Rush Truck	\$22,842.50	\$18,075.00
	Cumberland Int'l.	\$24,095.72	\$21,419.24
	Thompson Caterpillar	No Bid	
<b>Awarded</b>	<b>Dixie Diesel</b> was the low bidder. WCS Transportation will install the replacement engine.		

Williamson County Schools  
1320 West Main Street, Suite 202  
Franklin, Tennessee 37064-3700  
Phone (615) 472-4000  
Fax (615) 472-4190



**MEMORANDUM**

TO: Williamson County Board of Education

CC: Jason Golden, Superintendent of Schools  
Mark Samuels, Assistant Superintendent of Operations

FROM: Allison Nunley, Planning & Zoning Supervisor

DATE: November 3, 2020

RE: Annual Out of Zone Report

School Board Policy 1.703 provides the reasons students may attend schools outside of their transportation zone. Out-of-zone requests are submitted through an online software program linked through the District's website. Except for requests related to residential moves, the deadline to submit requests is May 15.

The policy requires a report to the Board annually of all students attending schools outside their transportation zone. Attached are four documents for the 2020-21 school year. The first two pages are the totals for elementary and secondary schools. The zoned schools are the columns with the out of zone schools as the rows. Page three is the list of open-zoned schools with the number of students approved. Page four is the list of those students who are moving into the zone and will come off the list during the school year.

The report numbers are as of November 2, 2020. Let me know if you have any questions.

# OUT OF ZONE STUDENTS 2020-2021

## Students Zoned School of Attendance

School Students are Attending	Allendale ES	Bethesda ES	Chapman's Retreat ES	Clovercroft ES	College Grove ES	Creekside ES	Crockett ES	Edmondson ES	Fairview ES	FSSD	Grassland ES	Heritage ES	Hillsboro K-5	Hunters Bend ES	Jordan ES	Kenrose ES	Lipscomb ES	Longview ES	Mill Creek ES	Nolensville ES	Oak View ES	Out of County	Pearre Creek ES	Scales ES	Sunset ES	Thompson's Station ES	Trinity ES	Walnut Grove ES	Westwood ES	Winstead ES	TOTAL	
Allendale ES		23	6	1								3	1					3				11				3						51
Bethesda ES	2		4									1						5														12
Chapman's Retreat ES	10	8								3		1						5				2				2					1	32
Clovercroft ES			1		4	1	1			6		3			1	3	1		2	1	1		1		2	2	7	2				39
College Grove ES		1				5				3								1		1		4				1	2	1		2		21
Creekside ES	1				3					2											3	2					9			1		21
Crockett ES					4					2						5			1	2		2			4	1						21
Edmondson ES							1			1					2		2		2			7		1								16
Fairview ES													3									4								41		48
Grassland ES		1								1			1	5								2	5					4	1			20
Heritage ES	6	9	5										3			1		18				3				6				1		52
Hillsboro K-5	1				3				6	2		2						2				1	10					2	1			30
Hunters Bend ES												4						1				2						18	1	2		28
Jordan ES				2						3				1		2				3		3		1	16		2					33
Kenrose ES				1		2		1		2					2				1			3			2							14
Lipscomb ES					1	3		5						1	1	1				2		2										16
Longview ES	4	5	1									6										4										21
Mill Creek ES		2			2	1				1		1			1			1		61	1	12					2					85
Nolensville ES		2													1				6			7					2					18
Oak View ES	3	1			3	4						1						1				2				5	2			15		37
Pearre Creek ES	1								1	4			1	1								1				1		2	2			14
Scales ES								3		3	1							2				7										16
Sunset ES		1														1			5	17							4				1	29
Thompson's Station ES	1	13	3	1								8						6			1	10					1			2		46
Trinity ES	2			3	8	1	1						2								3	1	1							2		24
Walnut Grove ES										8	4		1	8		2		2					10									35
Westwood ES									25			2						1				5										33
Winstead ES		1	2		1					3	1	2	6					3			3	7	1				1					31
<b>TOTAL</b>	<b>31</b>	<b>67</b>	<b>22</b>	<b>8</b>	<b>29</b>	<b>17</b>	<b>3</b>	<b>9</b>	<b>32</b>	<b>44</b>	<b>6</b>	<b>34</b>	<b>18</b>	<b>16</b>	<b>8</b>	<b>15</b>	<b>3</b>	<b>51</b>	<b>17</b>	<b>87</b>	<b>12</b>	<b>104</b>	<b>28</b>	<b>2</b>	<b>24</b>	<b>22</b>	<b>32</b>	<b>29</b>	<b>46</b>	<b>27</b>	<b>843</b>	

# OUT OF ZONE STUDENTS 2020-2021

## Students Zoned School of Attendance

School Students are Attending	Brentwood HS	Brentwood MS	Centennial HS	Fairview HS	Fairview MS	Franklin HS	FSSD	Grassland MS	Heritage MS	Hillsboro 6-8	Independence HS	Legacy MS	Mill Creek MS	Nolensville HS	Out of County	Page HS	Page MS	Ravenwood HS	Spring Station MS	Summit HS	Sunset MS	Thompson's Station MS	Winstead ES	Woodland MS	TOTAL
	Brentwood HS			8	1		23					5			3	6	2		12		2				
Brentwood MS								5							3		3				4			1	16
Centennial HS	3			5		21					39			3	3	23		24		5					126
Fairview HS											4				4										8
Fairview MS										1					8										9
Franklin HS	9		66	7							76				1	12		6		16					193
Grassland MS		3			3		10		1	21		3			2				1			1			45
Heritage MS		1								1		7			3				7			2			21
Hillsboro 6-8					4		2	2	2			1			2								1		14
Independence HS	1		11	4		5								2	13	6				83					125
Legacy MS								1	3	3		1					9		1			3			21
Mill Creek MS		2					3								7		4				5			2	23
Nolensville HS	7		1			1					1				7	13		39		1					70
Page HS			70	1		1					40				1			2		22					137
Page HS											1														1
Page MS							3	2		1		7			2				2			4		2	23
Ravenwood HS	12		20			2					1			43	4	13				2					97
Spring Station MS					1		2		90	2			1		4		1					22			123
Summit HS			3								55				4	2		1							65
Sunset MS		1					1						17				2							7	28
Thompson's Station MS							3		15	2		37			2				8						67
Woodland MS		2					6	1	1			1	2		2		3				12	1			31
<b>TOTAL</b>	<b>32</b>	<b>9</b>	<b>179</b>	<b>18</b>	<b>8</b>	<b>53</b>	<b>30</b>	<b>11</b>	<b>112</b>	<b>31</b>	<b>222</b>	<b>57</b>	<b>20</b>	<b>51</b>	<b>78</b>	<b>71</b>	<b>22</b>	<b>84</b>	<b>19</b>	<b>131</b>	<b>21</b>	<b>33</b>	<b>1</b>	<b>12</b>	<b>1305</b>

# OPEN ZONE 2020-21

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	Open Zoned 20/21	Zoning Appeals Committee - Open Zoned - After May 15th Deadline	TOTAL
Centennial HS	23		<b>23</b>
Fairview ES	7		<b>7</b>
Fairview MS	1		<b>1</b>
Grassland ES	5		<b>5</b>
Grassland MS	15		<b>15</b>
Heritage ES	6		<b>6</b>
Hunters Bend ES	4		<b>4</b>
Jordan ES	14		<b>14</b>
Legacy MS	14		<b>14</b>
Nolensville HS	9	2	<b>11</b>
Oak View ES	9		<b>9</b>
Spring Station MS	23		<b>23</b>
Sunset ES	2		<b>2</b>
Sunset MS	5		<b>5</b>
Walnut Grove ES	6		<b>6</b>
Westwood ES	6		<b>6</b>
<b>TOTAL</b>	<b>149</b>	<b>2</b>	<b>151</b>

As of 11/2/2020

# MOVING TO ZONE STUDENTS 2020-2021

Schools	TOTALS
Allendale ES	1
Brentwood MS	4
Clovercroft ES	1
College Grove ES	9
Creekside ES	16
Crockett ES	3
Edmondson ES	2
Fairview HS	1
Grassland MS	2
Heritage ES	4
Heritage MS	4
Hillsboro 6-8	3
Independence HS	4
Jordan ES	8
Kenrose ES	3
Lipscomb ES	4
Longview ES	2
Mill Creek ES	5
Mill Creek MS	5
Nolensville ES	2
Nolensville HS	2
Page HS	7
Page MS	9
Pearre Creek ES	1
Ravenwood HS	1
Scales ES	3
Sunset ES	4
Sunset MS	1
Thompson's Station ES	2
Thompson's Station MS	3
Walnut Grove ES	2
Westwood ES	1
Winstead ES	3
Woodland MS	1
<b>TOTALS</b>	<b>123</b>

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: Vickie Hall, Assistant Superintendent of Human Resources

DATE: November 16, 2020

RE: Strategic Plan Update  
Strategic Commitment: I  
Goal: 5  
Action Step: Review and Revise Existing Staffing Standards

### Status Report:

Staffing standards for schools are currently being reviewed by staff. Any changes will be requested in the budget process.

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: Vickie Hall, Assistant Superintendent of Human Resources

DATE: November 16, 2020

RE: Strategic Plan Update  
Strategic Commitment: I  
Goal: 5  
Action Step: Evaluate and Establish Staffing Standards For All Departments

### Status Report:

Staffing for all departments is currently being evaluated by department heads and will be reviewed in the budget process.

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## MEMORANDUM

TO: Williamson County School Board

FROM: Leigh Webb, Assistant Superintendent of Secondary Schools

DATE: November 4, 2020

RE: Strategic Plan Update  
Strategic Commitment: III  
Goals: 3  
Action Steps: 2 - All Seniors participate in the senior ACT Retake

### Status Report:

High Schools continue to provide ACT preparation strategically by grade level to all students on campus. Schools are offering a variety of ACT prep courses, materials and practice tests while emphasizing state standards covered on the ACT. Data collection from this work supplies schools with the needed information to identify seniors who would benefit from more intense ACT preparation and ACT course placement. In addition, high schools will be working with all seniors to motivate and prepare them for this year's senior ACT retake scheduled for December 12<sup>th</sup>. During this unique year with ongoing impacts of COVID-19, many seniors were only able to take the ACT for the first time this fall.

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4 November 2020

## MEMORANDUM

TO: Board of Education

FROM: Assistant Superintendent for Operations

RE: **Strategic Plan Update: Item II-10-1 “To create and implement a sustainable transportation model”**

1. Strategic Plan item II-10-1 is focused on ensuring that our Transportation and Planning & Zoning departments are providing the best possible transportation services to our families, and ensuring those services are sustainable long-term. Over the three years this item has been in-place, we have made a number of changes in software, equipment, training, as well as put in-place a facilities improvement program for the Transportation Department for increased ridership as the district continues to grow.
2. The following is a list and brief description of some of the improvements put in-place to-date.
  - a. Bus Tracking: Planning & Zoning shifted to a new bus tracking app “Stopfinder” for this school year. Stopfinder gives parents the scheduled bus stop time and location, the ability to share the app with other caregivers, and a way to communicate directly with the Transportation Department. This includes a way for parents and students to track the location of the bus to gauge when to leave the house to get to the bus stop on-time. We hope to have the ETA piece available before the end of the semester.
  - b. Diagnostics capability for buses: We have installed equipment in our buses to enable mechanics to do low battery and check engine light diagnostics remotely. This gives us an early heads-up on low batteries on cold mornings before drivers get to the buses, as well as being able to determine if a bus is safe to continue the route given the nature of the check engine light. Additionally, our mechanics have earned certifications from our major engine and transmission vendors that enables us to purchase dealer grade software packages that have reduced the number of repairs being outsourced. This in turn has reduced the out-of-service times for our yellow fleet. We have upgraded our diagnostic equipment for our white fleet that enables us to reduce the amount of outsourcing there as well. This in-house capability gives us better control of yellow fleet health and downtime.
  - c. Turbo-Charger Cleaning Process: Our mechanics have been certified in the cleaning and rebuilding of the turbo chargers. Bringing this work in-house saves \$3,000 per turbo-charger and up to two weeks of downtime per bus if outsourced. We average 12 turbo charger cleanings per year, so the payback on this training and cleaning equipment investment is 2-years.

- d. DPF Cleaner Equipment: We have purchased the tools required to clean diesel particulate filters (DPF) in-house vice outsourcing. This saves us about \$2,000 per bus (about 12 buses per year) and only has a bus out-of-service for 24 hours vice two weeks if outsourced. The payback on this \$18,600 investment was less than one year.
- e. A/C Repair and Recharging Equipment: Our mechanics have received the required EPA certifications to repair and recharge our A/C units for our SPED and white fleet. This saves us about \$800 per vehicle and a week of downtime. The payback has saved the Transportation Department \$800.00 per vehicle and an average of one-week of down time per vehicle when outsourced. Since we do this service on about average 40 vehicles per year the payback time for this \$2,500 investment was less than a year.
- f. Built and Installed a Bulk Fluid Dispenser Unit: This unit enables drivers a consolidated area in which to get their fluids without interrupting mechanics work. The unit greatly reduces the amount of space required and frees up space in the shop for repairs. The area that the unit is in has increased the safety for the drivers by reducing the risks of slips and falls.
- g. Installing Pallet Rack Shelving: We installed this shelving system to reduce the clutter between the bays and opened up a 7<sup>th</sup> bay for repairs that previously was used for storage.
- h. Increase in Mechanics General Knowledge: Due to change in management and the desire to reduce spending, our mechanics have expanded their knowledge and have started to remove and replace engines, transmissions, and rear differentials in-house. This has required training offered by manufacturers such as Cummins Diesel. These repairs have all been outsourced in the past and on average now saves the department \$4,500 per repair. We average 3 such repairs a year. Our mechanics have also fabricated the required equipment to make these repairs and do them safely.

3. The following initiatives are currently in-process or being explored:

- a. Facility Expansion: We have engaged Johnson & Bailey Architects to provide design options for expanding and reconfiguring our Bus Garage facility to: support 2 additional maintenance bays, increase the size of the parts storage area for better access by the mechanics and better parts inventory, and increase space for administrative support personnel (dispatch, payroll, IT/Tracking support, etc.) We've determined that expanding the current facility will be more efficient than building a satellite facility in another part of the county.
- b. Portable Bus Lift Equip: Portable bus lifts provide us the flexibility to utilize any bay for chassis work, as well as enabling us to do more in-house repairs vice outsourcing to local shops. We have purchased enough such lifts to have one for every two bays. We will purchase another set once the above facility expansion project provides us two more work bays.
- c. Electronic Student Tracking System for buses: We are exploring various systems that would track students getting on and off our buses. The current COVID-19 contact tracing requirements have caused us to explore these options. There are a number of such systems on the market, but they all require equipment to be installed on the buses, and some kind of interface with the students via proximity cards worn by the students, or keypads for entering a student ID code, or other means. This is just in the exploratory phase at this point but this is something that may transcend COVID.

d. Staffing Trends: We continue to analyze staffing requirements as they are impacted by our growing ridership and fleets of vehicles. These needs are being addressed in the regular budget cycles as necessary.

4. The above improvements have and will provide sustainable improvements in our transportation services. Please contact me at [marks@wcs.edu](mailto:marks@wcs.edu) if you have further questions.

Sincerely,

Mark B. Samuels, P.E.