



Williamson County School Board Meeting

February 18, 2019 6:30 PM

Williamson County Administrative Complex Auditorium

1. Call to Order

- a. Record Attendance
- b. Pledge of Allegiance

2. Items of Particular Public Interest (Public Comment)

3. Approval of Agenda

4. Consent Agenda

- a. Approval of January 23, 2019 School Board Meeting Minutes
- b. Approval of Board Policies - 2nd Reading
 - I. Section 2 Policies
- c. Approval of Recommendations for Field Trip Fee Requests
- d. Approval of Title IV Student Support and Academic Enrichment Competitive Grant
- e. Approval of Heritage Elementary School Playground Equipment

5. Communications to the Board

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

6. Unfinished Business

7. New Business

- a. 2018-2019 School Board Budget
 - I. Special Education TA Positions
 - II. Intra-Category Transfer - Start Up Costs for New Elementary School on Gosey Hill Road
 - III. General Purpose School Budget Resolution - Two Additional Early Childhood Classrooms
- b. 2019-2020 Family Tuition Rate
- c. Re-Zoning Plan for 2019-2020 School Year
 - I. Zoning Proposal for Oak View Area and Undeveloped Subdivisions
 - II. Mill Creek Zoning Proposal
- d. 2019-2020 Open Zone Schools
- e. 2019-2020 School Fees
- f. Adoption and Approval of Superintendent Goals

g. Superintendent's Tenure Recommendations to the Board

h. 4.4061 (Student) and 5.6121 (Employee) Acceptable Use and Internet Safety Agreement

i. Board Policy - Second Reading

I. 3.201 Naming of Schools

j. Board Policies - First Reading

I. 5.310 Vacation and Holidays

II. 6.402 Physical Examinations and Immunizations

8. Adjournment



Williamson County School Board Meeting

January 23, 2019 6:30 PM

Williamson County Administrative Complex Auditorium

1. Call to Order

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

1.a. Record Attendance

Attendance Taken at 6:30 PM:

Present Board Members:

Mrs. Candace Emerson

Mr. Gary Anderson

Mr. KC Haugh

Mr. Eliot Mitchell

Mrs. Angela Durham

Mr. Dan Cash

Mrs. Nancy Garrett

Ms. Sheila Cleveland

Mr. Jay Galbreath

Mr. Eric Welch

Mr. Rick Wimberly

Mr. Brad Fiscus

Absent Board Members:

None

1.b. Pledge of Allegiance

The Pledge of Allegiance was led by Deputy Matt Erickson and Deputy Philip Sokick after which the Board observed a moment of silence.

2. Items of Particular Public Interest (Public Comment)

- Jessica Stults spoke regarding the rezoning of Silver Stream Farm.
- Lisa Wood spoke regarding the rezoning of Silver Stream Farm.
- Rebecca Abel spoke regarding the rezoning of Silver Stream Farm.
- Eric Olson spoke regarding the rezoning of Silver Stream Farm.
- Matthew Taylor spoke regarding the rezoning of Silver Stream Farm.
- Jenn Maciuk spoke regarding the rezoning of Silver Stream Farm.

3. Superintendent's Evaluation, Contract Review and Extension

Motion Passed: Chairman Anderson recommended to accept the Superintendent's Evaluation Instrument and the findings of a total score of 4.33 out of a 5.0 scale. Motion by Mrs. Candace Emerson and a second by Mr. Eric Welch.

12 Yeas - 0 Nays.

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

Motion Passed: Mr. Dan Cash made a motion to extend Dr. Looney's contract one additional year to January 22, 2023 and a second by Ms. Sheila Cleveland.

12 Yeas - 0 Nays.

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

4. Approval of Agenda

Motion Passed: Chairman Anderson presented the agenda for approval. Motion by Mrs. Nancy Garrett and a second by Mr. Eliot Mitchell.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8. New Business

8.a. 2018-2019 School Board Budget

8.a.I. General Purpose School Board Fund Amendment - State Seatbelt Grant

Chairman Anderson called on Superintendent Looney who recommended approval of the General Purpose School Board Fund amendment for the state seatbelt grant in the amount of \$90,000.

Motion to Amend Passed: Mr. Eliot Mitchell made a motion to amend the main motion to delete the following language from the amendment, "Whereas, these funds will be used to retrofit 4 current buses with seatbelts and retrofit 5 new buses with the same, and", and a second by Mrs. Candace Emerson.

12 Yeas - 0 Nays.

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

Motion Passed: Main motion as amended passed with a motion by Mr. Eric Welch and a second by Mr. KC Haugh.

Chairman Anderson called for a roll call vote on the main motion as amended.

12 Yeas - 0 Nays.

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

8.a.II. General Purpose School Board Fund Amendment - MTSU - CTE

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of the amendment appropriating \$22,500 for tuition, stipends and equipment from funds received from Middle Tennessee State University for the CTE program. Motion by Mrs. Candace Emerson and a second by Mr. Dan Cash.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8.a.III. Education Capital Outlay Project Fund Amendment - Trinity Elementary School Wastewater Treatment Plant

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of the amendment appropriating \$325,000 received from the County for their share of cost of waste water treatment plant at Trinity Elementary School. Motion by Mr. Brad Fiscus and a second by Mrs. Nancy Garrett.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8.a.IV. Education Capital Outlay Project Fund Intra Category Transfer for Sunset Schools Road Improvements

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of intra-category transfer of funds in the amount of \$273,859 for Sunset Schools road improvements. Motion by Mr. Eric Welch and a second by Mrs. Angela Durham.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

Mrs. Candace Emerson	Yes
Mr. Gary Anderson	Yes
Mr. KC Haugh	Yes
Mr. Eliot Mitchell	Yes
Mrs. Angela Durham	Yes
Mr. Dan Cash	Yes

Mrs. Nancy Garrett	Yes
Ms. Sheila Cleveland	Yes
Mr. Jay Galbreath	Yes
Mr. Eric Welch	Yes
Mr. Rick Wimberly	Yes
Mr. Brad Fiscus	Yes

8.a.V. General Purpose School Fund Resolution-School Buses

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of the resolution in the amount of \$1,799,000 for the purchase of buses for the 2019-2020 school year. Motion by Mr. Rick Wimberly and a second by Mr. Eric Welch.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8.a.VI. General Purpose School Fund Resolution Inter-Category - Instructional Technology

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of the resolution for the inter-category budget adjustment in the amount of \$3,835,371 for instructional technology. Motion by Mr. Eric Welch and a second by Mr. KC Haugh.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8.a.VII. Central Cafeteria Fund Resolution Inter-Category

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of the inter-category budget adjustment in the amount of \$500,000 for the Central Cafeteria Fund. Motion by Mr. Eliot Mitchell and a second by Mrs. Angela Durham.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8.a.VIII. Intent to Fund Resolution Education Capital Projects - Central Middle School

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of intent to fund resolution up to \$25,000,000 for construction and equipping of a Central Middle School. Motion by Mr. Dan Cash and a second by Mrs. Candace Emerson.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8.a.IX. Intent to Fund Resolution Education Capital Project Fund-Energy Efficient

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of an intent to fund resolution in the amount of \$8,000,000 for the final phase 3 of the ESCO agreement for replacement of certain assets. Motion by Mrs. Candace Emerson and a second by Mr. Eric Welch.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8.a.X. Intent to Fund Resolution Education Capital Project - Scales Elementary HVAC

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of intent to fund resolution up to \$3,500,000 for replacement of HVAC system at Scales Elementary School. Motion by Ms. Sheila Cleveland and a second by Mrs. Candace Emerson.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8.a.XI. Intent to Fund Resolution Education Capital Project Fund- Page Master Plan Phase 2

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of an intent to fund resolution in the amount of \$32,350,000 for Phase 2 of Page Middle and High Schools master plan. Motion by Mrs. Nancy Garrett and a second by Mr. Brad Fiscus.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

Mrs. Candace Emerson	Yes
Mr. Gary Anderson	Yes
Mr. KC Haugh	Yes
Mr. Eliot Mitchell	Yes

Mrs. Angela Durham	Yes
Mr. Dan Cash	Yes
Mrs. Nancy Garrett	Yes
Ms. Sheila Cleveland	Yes
Mr. Jay Galbreath	Yes
Mr. Eric Welch	Yes
Mr. Rick Wimberly	Yes
Mr. Brad Fiscus	Yes

8.a.XII. Intent to Fund Resolution Education Capital Project Fund - Asphalt and Roof Projects

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of an intent to fund resolution in the amount of \$3,335,500 for major asphalt needs. Motion by Mr. Eric Welch and a second by Mr. Eliot Mitchell.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8.b. Student Request to be Excused from Compulsory School Attendance

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of a student's request to be excused from Compulsory School Attendance. Motion by Mr. KC Haugh and a second by Mrs. Candace Emerson.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

8.c. Board Policy - 2nd Reading

8.c.I. 4.7001 Semester and Final Examinations

Chairman Anderson called on Superintendent Looney who recommended approval of Board Policy 4.7001 Semester and Final Examinations on first reading as presented.

Motion to Amend Passed: Mr. Eric Welch made a motion to amend the main motion by adding the following language to Board Policy 4.7001, "Absences may be excused by the Principal pursuant to the standards of Board Policy 6.200, Attendance" and a second by Ms. Sheila Cleveland.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

Motion Passed: The main motion as amended passed with a motion by Mr. Jay Galbreath and a second by Mr. Eliot Mitchell.

Chairman Anderson called for a roll call vote on the main motion as amended.

12 Yeas - 0 Nays.

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

8.d. Board Policies - First Reading

8.d.I. Section II - Policies

Motion Passed: Chairman Anderson called on Superintendent Looney who recommended approval of Section II policies on first reading as presented. Motion by Mr. KC Haugh and a second by Mr. Dan Cash.

Chairman Anderson called for a roll call vote on the main motion.

12 Yeas - 0 Nays.

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

9. Adjournment

There being no further business, Chairman Anderson adjourned the meeting at 8:06 p.m.

Chairperson

Superintendent



Section II Policies for Second Reading

- 2.200 Annual Operating Budget
- 2.201 Budget Amendments and Line Item Transfer Authority
- 2.202 Fund Balance
- 2.300 State and Federal Aid Eligibility Determination
- 2.400 Revenues
- 2.401 Gifts and Bequests
- 2.402 Investment Earnings
- 2.403 Property Sales
- 2.500 Deposit of Funds
- 2.700 Accounting System
- 2.701 Financial Reports and Records
- 2.702 Inventories
- 2.703 Audits
- 2.802 Payroll Procedures
- 2.804 Expenses and Reimbursements
- 2.805 Purchasing
- 2.807 Requisitions
- 2.808 Purchase Orders and Contracts
- 2.809 Vendor Relations
- 2.8091 Business Organizations
- 2.810 Vendor Payment Procedures
- 2.900 Student Activity Funds Management
- 2.901 New Schools – Distribution of Resources

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date:
		Rescinds: 2.200	Issued: 05/21/14

1 *General*

2 All school system budgets are the operational plans stated in financial terms for the fiscal year beginning
3 July 1st ending June 30th the following year.

4 *Central Office*

5 **PREPARATION PROCEDURES**

6 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections
7 requiring additional staffing, curriculum modifications, and additional facilities.

8 The budget proposal should be balanced, consistent with board policy and contract conditions, to include
9 provisions for:

- 10 • Programs to meet the needs of the entire student body;
11 • Staffing arrangements adequate for proposed programs;
12 • Maintenance of the district's equipment and facilities; and
13 • Efficiency and economy.¹

14 Budget preparation shall be the responsibility of the Superintendent of Schools. The Superintendent shall
15 adequately inform board members of budgetary concerns and allow board members to do cost analysis
16 of separate components of the various educational programs. The Superintendent of Schools will
17 establish procedures for the involvement of staff, including requests from department heads and
18 principals, all of whom shall seek advice and suggestions from other staff and faculty members.

19 The Superintendent of Schools and the Chair of the Board shall develop a budget preparation calendar
20 no later than November 1st of the current school year. The calendar shall be used as a guide for
21 coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget
22 problems, and making budget decisions.

23 **HEARING AND REVIEWS**

24 The executive committee will organize sufficient budget meetings for the Board between December and
25 March. All such meetings will be completed prior to the formal vote on the budget.

26 The proposed budget will be available for inspection by various interested citizens or groups in the office
27 of the Superintendent of Schools.

28

1 **FINAL ADOPTION PROCEDURE**

2 The Board shall submit a proposed budget to the County Commission by April 1st each year. The
3 approved budget document shall be submitted to the County Mayor’s office by April 1st of each year.

4 The budget document will be subject to the review of both the education and budget committees of the
5 County. The County Mayor and the budget committee of the County Commission shall allow the
6 Board to alter or amend the submitted budget at any time prior to May 15th or such other times as the
7 proposed budget is submitted to the legislative body, whichever occurs first. The County Mayor or
8 budget committee may allow submission of budget amendments after the budget is submitted to the
9 County Commission but not later than June 15th or the adoption of the budget, whichever occurs first.
10 All alterations or amendments must be in writing.

11 In the event the County Mayor or the budget committee shall submit a budget different from the school
12 department’s budget, the County Mayor or budget committee shall outline the changes to the school
13 budget and shall state in writing the reasons for the changes in a budget message to the legislative
14 body. The budget message must be submitted to the legislative body with the consolidated budget.

15 The Board through its designated representative shall have the right to address the County Commission
16 in regard to the Board’s budget and tax rate proposals.

17 The Superintendent of Schools shall file a copy of the approved budget with the Commissioner of
18 Education.
19

Legal References

- 1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19

Cross References

- Role of the Board of Education 1.101
Executive Committee 1.301

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Budget Amendments and Line Item Transfer Authority	Descriptor Code: 2.201	Issued Date:
		Rescinds: 2.201	Issued: 03/15/04

- 1 Requests for budget amendments approved by the Board shall be submitted to the County Clerk's
- 2 office no later than noon, fourteen (14) days prior to the regular monthly meeting of the Williamson
- 3 County Commission. It must be signed by a sponsoring Commissioner prior to being filed with the
- 4 County Clerk. The amendment is subject to the review of both the education and budget committee of
- 5 the County Commission. Amendments are approved after passage by the Williamson County
- 6 Legislative body.

- 7 Transfer between major budget categories shall be made with the approval of the Board and County
- 8 Commission.¹ Line-item transfers within a major category must be approved by the Board.

- 9 Amendments to personnel cost line items within a major category must be approved by the Board and
- 10 further require the approval of the County Mayor to be effective. If the County Mayor disapproved or
- 11 fails to take action on the amendment, the county legislative body may approve the amendment by
- 12 two-thirds (2/3) vote.

Legal References

1. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983)

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Fund Balance</h2>	Descriptor Code: 2.202	Issued Date:
		Rescinds: 2.202	Issued: 11/21/11

- 1 The Board will follow the guidance of Governmental Accounting Standards Board (GASB) Statement
- 2 54 which governs fund balance reporting. Fund balance components shall be composed of restricted,
- 3 committed, assigned, non-spendable and unassigned amounts.

- 4 The State recommends maintaining a level of 3% of the new year's appropriations for the General
- 5 Purpose School Fund and requires such at the beginning of each fiscal period before it will approve the
- 6 local budget for the school system; therefore the Board will, on July 1 of each year, will have, as a
- 7 minimum, an unassigned fund balance of at least 3% of appropriations. ¹

- 8 The Central Cafeteria fund balance is considered assigned, and the balance should be maintained at an
- 9 amount equal to operating expenses for three months. The Extended School Program fund balance is
- 10 also assigned, and the balance should be maintained at an amount equal operating expenses for three
- 11 months as well. For purposes of cash sufficiency, both of these funds will strive to maintain a balance
- 12 equal to operating expenses for three months.

- 13 Fund balances of the School Federal Projects and Education Capital Outlay Fund are committed funds
- 14 and are predetermined each year based on amounts awarded for specific grants (School Federal
- 15 Projects) or purposes (Education Capital Projects) and amounts not expended for any previous fiscal
- 16 years.

Legal References

1. TCA 49-3-352

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: State and Federal Aid Eligibility Determination	Descriptor Code: 2.300	Issued Date:
		Rescinds: 2.300	Issued: 03/15/04

1 In order to ensure comparability of services from local and state funds in all of its schools,¹ the Board
2 shall ensure that:

- 3 1. A system-wide salary schedule is adopted annually;
- 4
- 5 2. Teachers, principals, and support personnel are assigned to schools on an equivalent basis
6 according to grade levels and need;
- 7
- 8 3. Curriculum materials and instructional supplies are provided to schools on an equivalent basis
9 according to grade levels and need; and
- 10
- 11 4. Funds for educational programs made available by the Federal Government will be sought by
12 the School System only when the conditions of their availability are in harmony with the
13 programs and policies of the Board and the laws of the State and County.

Legal References

1. 20 USCA § 6321

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date:
		Rescinds: 2.400	Issued: 02/16/04

1 *General*

2 The schools may receive funds collected from activities and for events held at or in connection with the
3 school. All money collected by a school shall be properly receipted and documented as outlined in the
4 Tennessee Internal School Uniform Accounting Policy Manual, 2011. It is the responsibility of each
5 principal to determine the reconciliation method outlined in the manual to be used for all events which
6 require a ticket.¹

7 The purchase of items intended for resale for profit through the schools shall be subject to sales tax based
8 on the purchase price to the vendor providing the service or item. Resale activities not intended to
9 generate a profit shall be conducted at the discretion of the principal.²

10 **FEEES**

11 In keeping with the establishment of free public schools in our state, all necessary elements of any school
12 activity in this school district, which constitutes an internal fundamental part of elementary and
13 secondary education, shall be provided free of charge to students.

14 In the event that it becomes necessary to collect fees from pupils enrolled in certain academic subjects
15 or engaged in certain enrichment activities to maintain the desired instructional and activities program
16 in each school. School fees are to be kept to a minimum and may be expended only for the purposes for
17 which they were collected. The school shall not require any student to pay a fee to the school for any
18 purpose, except as authorized by the Board. No fees shall be required of any student as a condition to
19 attend the school or use its equipment.³

20 A schedule setting the maximum fee which can be charged for any subject area or for any activity or for
21 any service shall be recommended by the Principal or Superintendent of Schools and submitted to the
22 Board for authorization no later than the July meeting of the Board. School fees shall be waived for
23 students who receive free or reduced-price lunches.⁴ No student shall be forced to pay a fee for any
24 academic or enrichment activity during the school day, and no student will be penalized for nonpayment
25 of any school fee.

26 **EXTENDED SCHOOL PROGRAM**

27 Extended School Program Funds shall be collected at the individual schools, receipted and deposited in
28 a board assigned bank account. Since this is a Board operated program, monies will be transferred at
29 month end from these accounts to the Board's financial accounts on deposit with the Trustee.⁵

30

1 **FINES**

2 A student will be held responsible for the cost of replacing any materials or property which the student
3 loses or damages,⁶ including textbooks, library books, equipment, and buildings. All money collected as
4 fines shall be placed in the General Purpose School fund.

5 **TUITION INCOME**

6 Tuition collected from nonresident students, and out of county teachers shall be placed in the General
7 Purpose School fund.

8 **RENTAL INCOME**

9 All money received for use of a particular school facility or other school property will be collected and
10 accounted for through the central office and place in the General Purpose School fund.

11 **GRANTS**

12 Grants for educational purposes made available by the state, federal government and/or outside entities
13 such as nonprofits may be sought by the school system but only when the conditions of their
14 availability are in harmony with the purposes and policies of the Board and the laws of the state and
15 county. Principals may apply for and receive grants, but funds received must be recorded in a separate
16 restricted fund in the schools accounts.⁷

17 **ACCRUALS**

18 Funds anticipated but not received within sixty (60) days after the fiscal period ends will be accrued
19 within the fiscal period financial period. Instances where funds anticipated to cover related expenses
20 incurred in a fiscal period but not received within sixty (60) days, will also be accrued within the
21 corresponding fiscal period.

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102 (77)-(79)
3. TCA 49-6-3001(a); TCA 49-2-110(c)
4. TCA 49-2-114
5. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-40
6. TCA 37-10-101, 102
7. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-39

Cross References

- Fundraising Activities 2.601
Student Activity Funds Management 2.900
Compensation Guides & Contracts 5.110
Attendance of Non-Resident Students 6.204
Student Fees and Fines 6.709

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Gifts and Bequests</h2>	Descriptor Code: 2.401	Issued Date:
		Rescinds: 2.401	Issued: 05/22/14

1 *General*

2 The Superintendent of Schools is authorized to accept gifts in the form of money, property and other
 3 tangible property to the school system and may designate others to accept gifts for particular schools
 4 on behalf of the Board. ¹ Only gifts which may serve to enhance or extend to work of the school
 5 system may be accepted by the district. It shall be general policy of the district to direct those who
 6 desire to make donations to consider equipment or services that are not likely to be acquired from
 7 public funds.

8 In accepting gifts and donations, the following shall apply:

- 9 1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise
 10 placed on school premises shall for all intents and purposes be a gift and shall become school
 11 system property subject to the same controls and regulations that govern the use of other
 12 school-owned property.
- 13 2. Contributions of equipment or services that may involve major costs for installation,
 14 maintenance, or initial or continuing financial commitments from school funds shall be
 15 presented by the Superintendent of Schools ' office for Board consideration and approval prior
 16 to acceptance.
- 17 3. Individuals or organizations desiring to contribute supplies or equipment will consult with
 18 school officials regarding the acceptability of such contributions in advance of the solicitation
 19 of funds or the making of budgetary appropriations.

Legal References

1. TCA 49-6-2006(a)

Cross References

- Staff Conflicts of Interest 5.601
 Staff Gifts and Solicitations 5.605
 Student Gifts 6.710

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Investment Earnings</h2>	Descriptor Code: 2.402	Issued Date:
		Rescinds:	Issued:

1 *Individual Schools*

2 The building principal, with consent of the Superintendent of Schools, is authorized to invest excess
 3 funds of the school in a savings account.¹ Interest earned on general fund accounts shall be credited to
 4 general fund revenue. Interest earned on restricted fund accounts shall be credited to revenue in each
 5 restricted account.

6 School food service funds shall be kept separate from other school funds, and interest earned on food
 7 service fund deposits shall be credited to food service revenue.

8 All funds shall be deposited into accounts fully protected by sufficient collateral.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 6-1

Cross References

- Deposit of Funds 2.500
 Food Service Management 3.500

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Property Sales	Descriptor Code: 2.403	Issued Date:
		Rescinds: 2.403	Issued: 05/21/14

1 SURPLUS PROPERTY SALES

2 *General*

3 The Board shall make such provisions as are deemed necessary to dispose of any property owned by it
4 but no longer needed for public school purposes. Once school property is no longer needed for public
5 school purposes formal steps shall be undertaken to dispose of this property in accordance with the
6 manner prescribed by state law and appropriate property transaction procedures.¹

7 Real property which is deemed to be temporarily surplus to the needs of the district may be rented
8 according to terms suggested by the Superintendent of Schools and approved by the Board. The Board
9 may dispose of any property to which it has title and upon which it has constructed a building under its
10 vocational education trades and industries program, such sale to be a public sale or a negotiated sale,
11 notwithstanding the provisions of any public or private act of the general assembly of the state of
12 Tennessee. If, in the opinion of a majority vote of the Board members, a negotiated sale will realize the
13 best price obtainable for any property so sold, the Board shall advertise in a newspaper of general
14 circulation in the county that the property is for sale and a negotiated sale shall not be completed until
15 thirty (30) days after the publication of the legal notice. The Board shall, by a majority vote of the
16 members at a regular meeting, approve and record the price and name of the purchaser of any property
17 so sold.

18 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the
19 Board shall approve other methods of disposal.

20 EQUIPMENT SALES

21 It is the expressed intent of the Board that surplus real property acquired by taxpayers' dollars should be
22 sold. All surplus real property should be sold within ninety (90) days of being declared surplus to the
23 highest bidder after advertising in a newspaper of general circulation in the county at least fifteen (15)
24 days prior to the sale. Auction is the preferred method of sale, but sealed bids may be accepted instead.
25 No surplus real property may be sold to a Board member or employee.

26 When equipment that was purchased with federal dollars is no longer needed for the original project or
27 program or for other activities currently or previously supported by a federal agency, disposition of the
28 equipment shall be made as follows:²

- 29 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be
30 retained, sold, or otherwise disposed of with no further obligation to the awarding agency.

31

- 1 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be
2 retained or sold, and the awarding agency shall have a right to an amount calculated by
3 multiplying the current market value or proceeds from sale by the awarding agency's share of
4 the equipment.

5 **REAL PROPERTY SALE**

6 When the Board determines that any real property is no longer needed for school purposes or should, in
7 the interest of the district, be exchanged for other property, it may sell or exchange such property in
8 accordance with the provisions that follow:

- 9 1. Prior to the sale, the Board shall cause the appraisal of the property by two appraisers who shall
10 make separate reports.
11
12 2. A notice of sale shall be published. The notice shall set out the terms and conditions of sale.
13 The Board may permit the bidders to specify conditions. The notice shall state that bids will be
14 received on a specified date.
15
16 3. All bids shall be available for examination by the public. Any bidder may raise his bid after the
17 Board has given notice by mail to other bidders. The Board may also conduct an auction
18 provided any previous bidder has been given written notice of the auction.
19
20 4. The Board may sell the property to the highest and best bidder or may reject all bids.
21
22 5. The Board may employ a broker or auctioneer who may be paid from the proceeds of the sale
23 without appropriation. The broker or auctioneer may not be one of the appraisers.

24 **Trade-in Property**

25 Where new property is purchased by the Board in accordance with law on condition that property of a
26 similar nature, owned by the Board is to be traded in or exchanged as a part of such purchase in
27 reduction of the price, such trade-in shall be legal without appraisal or notice of sale.

28 **Exchange of Property**

29 In general, any exchange of property shall follow as nearly as possible the procedure for the sale of the
30 property.

31 **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

32 Surplus property which has no value or has a value less than \$250.00 may be disposed of without the
33 necessity of bids. For such disposal without bids, the Principal of the school with the surplus property,
34 the Superintendent of Schools and the Chairman of the Board must all agree in writing that the
35 property is of no value or is of a value less than \$250.00. ³

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. EDGAR Title 34, Part 80.32(e)(1)-(2)
3. TCA 49-6-2007

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks 4.401

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date:
		Rescinds: 2.404	Issued: 11/16/15

1 *General*

2 Only a group or organization that has entered into a written cooperative agreement with the Board may
3 use the name, mascot, or logo of a school or the school district to solicit or raise money, materials,
4 property, securities, services, or other things of value.¹

5 A civic organization operating concessions or parking at school-sponsored events is not a school support
6 organization subject to this policy.

7 **REPORTING AND RECORDS**

8 The Superintendent of Schools or his/her designee shall annually post a list of organizations that are
9 recognized as school support organizations on the school district's web site.

10 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a
11 public record.

12 **PROCEDURES**

13 The Superintendent of Schools shall create procedures to oversee the relationship between the Board and
14 any school support organization. These procedures shall include, at a minimum, the following:

15 1. Any agreement between the Board and a school support organization shall be in writing and
16 signed by the Superintendent of Schools /designee and an authorized agent of the school support
17 organization seeking authorization. This agreement shall contain, at a minimum, the following
18 provisions:

19 a. An agreement to abide by any policies and procedures regarding school support
20 organizations; and

21 b. An agreement to indemnify the Board, the Superintendent of Schools, and all other agents
22 of the local education agency for the actions of the school support organization.

23 2. Prior to entering into any agreement, a school support organization shall submit the following to
24 the Superintendent of Schools/designee:²

25 a. Documentation confirming the school support organization's status as a nonprofit
26 organization, foundation, or a chartered member of a nonprofit organization or
27 foundation;

- 1 b. A written statement of the goals and objectives of the group or organization;
- 2 c. The principal contact's telephone and address as well as the telephone number, address,
3 and position of each officer of the group or organization; and
- 4 d. A copy of the school support organization's written policy specifying reasonable
5 procedures for accounting, controlling, and safeguarding any money, materials, property,
6 securities, services, or other things of value collected or disbursed by it.
- 7 3. The Superintendent of Schools shall designate a date prior to the beginning of the regular school
8 year for the school support organization to submit a form to the Superintendent of Schools or
9 his/her designee which verifies the information previously provided by the school support
10 organization as correct, or if the information is no longer correct, that date shall be the deadline
11 for any corrections.³
- 12 4. The school support organization shall abide by all applicable federal, state, and local laws,
13 ordinances, and regulations in its activities.
- 14 5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
15 documentation of its recognition as a nonprofit organization.
- 16 6. The school support organization shall maintain financial records for a period of at least four (4)
17 years.
- 18 7. The school support organization shall operate within the applicable standards and guidelines set
19 by a related state association, if applicable, and shall not promote, encourage, or acquiesce in any
20 violation of student or team eligibility requirements, conduct codes, or sportsmanship standards.
- 21 8. The school support organization's officers shall ensure that school support organization funds
22 are safeguarded and are spent only for purposes related to the stated goals and objectives of the
23 organization.
- 24 9. The school support organization shall obtain the approval of the Superintendent of
25 Schools/designee before undertaking any fundraising activity. The Superintendent of
26 Schools/designee shall consider, at a minimum, the following when approving or denying a
27 request by a school support organization to engage in a fundraising activity:⁴
 - 28 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of
29 the school district or an individual school within that district; and
 - 30 b. Whether the fundraising activity is consistent with the goals and mission of the school or
31 school district.
- 32 10. The school support organization shall provide access to all books, records, and bank account
33 information for the school support organization to officials of the Board, local school principal,
34 or auditors of the office of the comptroller of the treasury upon request.

1 11. A school representative cannot act as a treasurer or bookkeeper for a school support organization
2 or be a signatory on the checks for a school support organization. A majority of the voting
3 members of any school support organization board should not be composed of school
4 representatives.⁵

5 The Superintendent of Schools may enact procedures to suspend or revoke the authorization of any
6 school support organization for a failure to abide by the policies and procedures regarding school support
7 organizations.

8 **OPERATION OF A SCHOOL BOOKSTORE**

9 The principal of a school may enter into an agreement with a recognized school support organization for
10 the operation of a bookstore located on school grounds, which makes direct sales to students and faculty,
11 pursuant to procedures promulgated by the Superintendent of Schools. These procedures shall provide,
12 at a minimum, the following:

- 13 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support
14 of the school; and
- 15 2. The school support organization provides the school with the relevant collection documentation
16 required pursuant to the provisions of state law.⁶

17 The Superintendent of Schools may provide such other procedures and forms as he or she deems
18 necessary.

19 **CONCESSIONS AND PARKING**

20 The principal of a school may agree to allow an authorized school support organization to operate and
21 collect money for a concession stand or parking at a related school academic, arts, athletic, or social
22 event on school property without the prior approval of the Superintendent of Schools or his/her
23 designee. Any money payable to the school pursuant to the agreement with the principal will be
24 considered school support group funds and not student activity funds if the school support organization
25 provides the school with the relevant collection documentation required by the student activity funds
26 manual produced by the state.

Legal References

1. TCA 49-2-604(a)
2. TCA 49-2-604(b)(1)
3. TCA 49-2-604(b)(1)(B)
4. TCA 49-2-604(b)(2)
5. TCA 49-2-604(g)
6. TCA 49-2-110

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Deposit of Funds</h2>	Descriptor Code: 2.500	Issued Date:
		Rescinds: 2.500	Issued: 03/15/04

1 *Central Office*

2 All income payable to the Board will be deposited with the county trustee who will credit it to the
3 appropriate account.

4 *Individual Schools*

5 Funds must be deposited within three (3) days after the funds are received. ¹ When possible, school funds
6 should be deposited on a daily basis. If the amount of funds on hand is large, the funds should not be
7 kept in the school overnight. Night deposits may be necessary. Funds should never be left at a school
8 overnight unless they are stored in a safe or vault.

9 A deposit summary should be printed for each deposit that indicates the total amount of the deposit and
10 all receipt numbers associated with that deposit. The receipt numbers comprising the deposit should
11 be written on the deposit slip. All checks should be listed individually on the deposit slip or an adding
12 machine tape listing each transaction can be attached to the deposit summary. The deposit receipt issued
13 from the bank should be attached to the deposit summary.

14 Monies collected at the building level must be deposited to no more than three (3) bank accounts:

- 15 1. General School Fund/Restricted Accounts;
- 16 2. School Food Service; or
- 17 3. Savings.

Legal References

- 1. *Tennessee Internal School Uniform Accounting Policy Manual, TCA 5-8-207*

Cross References

- Student Activity Funds Management 2.900
- Food Service Management 3.500

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Bonded Employees	Descriptor Code: 2.600	Issued Date:
		Rescinds: 2.600	Issued: 05/22/14

1 *General*

2 The Superintendent of Schools as well as all other employees who handle school monies shall be bonded,
3 at no cost to the employee, in order to indemnify the school system against the loss of any funds.¹

4 The Board shall determine the amount of the bond, giving consideration to the total amount of money
5 and/or property that is handled in each school.²

Legal References

1. TCA 8-19-101 through 103, TCA 49-2-110(a)(1)
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-21

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date:
		Rescinds: 6.701	Issued: 08/15/11

1 *General*

2 The following general guidelines shall be followed:¹

- 3 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of
4 supplementing funds for established school programs and not for supplementing funds which are
5 the responsibility of the public.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the
7 Superintendent of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the students
9 or paid into the activity fund of the school for use by the school. No school employee shall
10 personally benefit from any fundraising activity.
- 11 4. The principal must obtain written approval from the Superintendent of Schools or his/her
12 designee for all fundraising activities, including online fundraising activities, that involve the
13 participation of the general student population in the marketing process of the fundraising effort.
14 All other fundraising activities, including online fundraising activities, must have written
15 approval from the principal and comply with all administrative procedures issued by the
16 Superintendent of Schools. The authorization request shall contain the following information:²
- 17 a. A list of the proposed fundraising activities;
- 18 b. Purpose of the fundraising activity;
- 19 c. Proposed uses of funds raised;
- 20 d. Expected student involvement in fundraising activity (school-wide or individual class or
21 club); and
- 22 e. Margin of profit and how it is to be paid to the school.
- 23 5. The Superintendent of Schools shall determine whether or not the activity will benefit the school,
24 contribute to the welfare of the student body, and supplement, not replace, funds necessary to
25 fulfill the Board's required contributions.
- 26 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
27 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

1 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
2 who do not participate in fundraising activities shall not be punished or discriminated against in
3 any way.

4 This policy shall not be construed as preventing a teacher from using instructional or informational
5 materials even though the materials might include reference to a brand, a product, or a service.

6 **ACTIVE FUNDRAISERS**

7 The Board authorizes the Superintendent of Schools/designee to annually approve four (4) active
8 fundraisers for elementary schools and five (5) active fundraisers for middle and high schools.

9 Examples of fundraisers include, but are not limited to:

10 1. Active

11 a. School pictures, rings (if there is an assembly), some “fun-runs”, “read-a-thons” (if an
12 assembly or celebration party during instructional time is used as an incentive), prom
13 fashion assembly, assemblies where children pay to get in (teacher / student basketball
14 games, etc.), and spring fling or field day where items are sold as fundraisers.

15 2. Passive

16 a. Market Day, Kroger Cares, Christmas Greens, vending machines, some candy and cookie
17 sales (i.e., sold between classes), bookstores, phone book collection, can drives, yearbook
18 sales.
19

20 **LOTTERIES**

21 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
22 among purchasers of chances by means of tickets through a random selection process.³

23 **ONLINE FUNDRAISING**

24 Individual schools may establish school-wide online fundraising accounts. The accounts must meet all
25 fundraising requirements established by the Board and the *Tennessee Internal School Uniform*
26 *Accounting Policy Manual*. The principal or his/her designee of each school shall have access to the
27 established fundraising account to ensure all funds are properly accounted for, and the information is
28 recorded in the school’s accounting records by the designated personnel. Online fundraising shall not
29 be used on behalf and for the benefit of an outside party.

30 Employees shall not engage in online fundraising in their official capacity as district employees nor
31 make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another
32 to believe such activity is an approved school fundraiser.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)

Cross References

School Support Organization 2.404
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Accounting System</h2>	Descriptor Code: 2.700	Issued Date:
		Rescinds: 2.701	Issued: 05/22/14

1 *Central Office*

2 The Superintendent of Schools shall maintain a system of accounting arranged according to the
 3 regulations prescribed by the Comptroller of the Treasury and the Commissioner of Education that
 4 provides a detailed and accurate account of all receipts and disbursements of the schools.¹

5 *Individual Schools*

6 The Board authorizes each respective school under its jurisdiction to receive activity and other internal
 7 funds such as athletic ticket proceeds and class fees. The principal of each school shall be responsible
 8 for the management of all internal accounts under his/ her jurisdiction in accordance with the
 9 *Tennessee Internal School Uniform Accounting Policy Manual.*²

Legal References

1. TCA 49-2-301(b)(1)(D); TCA 49-3-316(a)(1)
2. TCA 49-2-110(d)

Cross References

- Petty Cash Accounts 2.801
 Student Activity Funds Management 2.900

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Financial Reports and Records</h2>	Descriptor Code: <h3 style="text-align: center;">2.701</h3>	Issued Date:
		Rescinds:	Issued:

1 **FINANCIAL REPORTS**

2 *Central Office*

3 The Superintendent of Schools shall submit a monthly financial report to the Board.¹

4 The Superintendent of Schools shall deliver as a minimum a quarterly report indicating all receipts and
 5 expenditures to the County Commission.² Each report shall show the amount of the annual
 6 appropriation, the amount expended by account to date, the amount encumbered, and the free balance
 7 in each account.

8 *Individual Schools*

9 Each principal shall submit to the Superintendent of Schools or his designee at the end of each
 10 calendar month on a prescribed form the receipts, expenditures, and cash balance of all accounts under
 11 his/her jurisdiction. These reports shall be made available to the Board at its request.³

12 **FINANCIAL RECORDS**

13 *General*

14 The Superintendent of Schools shall maintain all financial records as required by regulation and
 15 applicable state and federal law.

Legal References

1. TCA 49-2-206(b)(5)
2. TCA 49-2-301(b)(1)(S)
3. *Tennessee Internal School Uniform Accounting Policy Manual* Section 3-2, Section 4-26

Cross References

- School District Records 1.407
 Food Service Management 3.500

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Inventories	Descriptor Code: 2.702	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Superintendent of Schools shall establish an accurate inventory procedure for all school real and
3 general fixed assets, and this system shall be implemented at each school and system facility.
4 Administrative personnel shall ensure that a physical count of all such property is taken at the end of
5 each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting
6 purposes.¹ The records are maintained by the county's fixed assets accountant.

7 Each school shall maintain a complete inventory with those assets required by the fixed asset policy
8 being recorded in the fixed asset records by school.

9 **EQUIPMENT PROCURED WITH FEDERAL DOLLARS²**

10 Property records of equipment purchased with federal dollars must be maintained that include:

- 11 1. a description of the property;
- 12
- 13 2. a serial number or other identification number;
- 14
- 15 3. the source of property;
- 16
- 17 4. who holds title;
- 18
- 19 5. the acquisition date;
- 20
- 21 6. the cost of the property;
- 22
- 23 7. the percentage of Federal participation in the cost of the property;
- 24
- 25 8. the location, use, and condition of the property; and
- 26
- 27 9. any ultimate disposition data including the date of disposal and sale price of the property.

28 A physical inventory of the property must be taken and the results reconciled with the records at least
29 once every two years.

30 The Superintendent shall establish procedures that meet all federal requirements, including guidelines
31 for the purchasing, inventorying, security, and disposition of all equipment purchased with federal fund

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-23 - Section 4-25
2. 2 CFR § 200.311-315

Cross References

Surplus Property Sales 2.403
Security 3.205
Equipment & Supplies Management 3.300

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Audits	Descriptor Code: 2.703	Issued Date: Click here to enter a date.
		Rescinds: 2.703	Issued: 05/22/14

1 Individual Schools

2 An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall
3 be made by a certified public accountant following the end of each fiscal year.¹

4 The Superintendent of Schools shall furnish or make copies of the audit available to the proper
5 authorities as prescribed by law.²

6 When an administrative change occurs during the fiscal year and the position is responsible for the
7 expenditure of funds, a special audit of accounts involved may be conducted.

8 The special audit shall be as extensive as the Board may determine.

9 Central Office

10 The accounts of the Board of Education will be audited each year, in conjunction with the
11 Comprehensive Annual Audit, conducted by Williamson County Government.³

12 AUDIT FINDINGS

13 A corrective action plan shall be developed to address any findings on the annual audit. The plan shall
14 include the following:⁴

- 15 1. Name(s) of the individual responsible for corrective action;
- 16 2. The correct action taken or planned;
- 17 3. Anticipated completion date; and
- 18 4. If the Board does not agree with the finding, the corrective plan must state reasons and
19 justifications.

20 The plan shall be submitted to the Office of the Comptroller of the Treasury.

Legal References

1. TCA 49-2-112; TCA 49-2-110(a)
2. TRR/MS 0520-01-02-.13(3)(d)
3. TCA 9-3-211
4. TCA 9-3-407

Cross References

- Fundraising Activities 2.601
Student Activity Funds Management 2.900

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">General Fixed Assets</h2>	Descriptor Code: 2.704	Issued Date:
		Rescinds: 2.702	Issued: 05/22/14

1 In an effort to demonstrate the Board’s commitment and direction regarding purchases made with
 2 county funds that represent investment in fixed assets, the Board requires capitalization of general
 3 fixed assets to be recorded in the General Fixed Assets Account Group (GFAAG) in the financial
 4 statements. This account represents management control and continuing accountability for investment
 5 in general government fixed assets with public funds.

6 The Superintendent of Schools has the responsibility to ensure proper accountability for all purchases
 7 made with county school system funds including those that represent investment in general fixed
 8 assets. The Williamson County Commission has adopted an accountability system governing all
 9 county government, including Williamson County Schools. The Board expects the Superintendent of
 10 Schools to maintain a school system fixed asset accountability system with formal written procedures
 11 and guidelines per the terms of the county government asset accountability system and to work with
 12 the county to maintain this accountability system.

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Expenditure of Funds	Descriptor Code: 2.800	Issued Date: Click here to enter a date.
		Rescinds: 2.800	Issued: 05/22/14

1 *Central Office*

2 The Executive Committee of the Board shall serve as the Purchasing Agent but may delegate actual
3 performance to an employee.

4 No expenditures shall be made except on an approved purchase order or contract. Employees of this
5 system shall not create or authorize creation of a deficit in any fund. No expenditure may be authorized
6 or made which exceeds the appropriation of any fund of the budget as adopted or amended, and
7 expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance.
8 The Superintendent of Schools shall develop federal grant expenditure and cash management procedures
9 that comply with all federal laws and regulations.¹

10 *Individual Schools*

11 Individual schools are not separate legal entities. Therefore, any action taken by a school employee on
12 behalf of a school might be construed as being binding on the Board. To control this risk, no individual
13 school employee will enter into any contract that commits the school to any action or payment which
14 cannot be paid by student activity funds available at the time of contracting without authorization by the
15 Superintendent of Schools, and no such contract shall extend for a term beyond one year. Any such
16 written contract shall be reviewed and approved in writing by the school attorney and Superintendent of
17 Schools prior to any school employee signing such contract.

18 All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting Policy*
19 *Manual*. Restricted account expenditures require the account sponsor's approval prior to expense. No
20 payroll checks shall be written to employees from the internal school activity fund account. Any
21 supplemental compensation owed to the Board for extracurricular activities must be processed through
22 the Superintendent of Schools' office in the same manner as salary and other payroll payments. All
23 schools will forward monies to Central Office before payroll will be processed. Substitute teachers'
24 salaries related to restricted class and club accounts shall be paid by the Board and shall be reimbursed
25 by the school from the appropriate class or club account.²

26 Employees who authorize or contract for any obligation in violation of this policy shall assume personal
27 responsibility for the payment of the obligation, shall be subject to dismissal from employment, and shall
28 be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure,
29 or expenditure made in violation of the law and this policy shall be illegal and void.³

Legal References

1. 2 C.F.R. § 200,403
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-22
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-17

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Petty Cash Accounts	Descriptor Code: 2.801	Issued Date:
		Rescinds: 2.801	Issued: 08/21/06

- 1 In order to facilitate refunds and minor purchases, the central office and the individual schools in the
2 system may maintain petty cash funds.¹
- 3 Petty cash accounts for the individual schools may be established with a maximum of \$50 for each
4 school. Each petty cash transaction shall be limited to \$25.
- 5 Petty cash accounts for the central office may be established with a maximum of \$500.00. Each petty
6 cash transaction shall be limited to \$100.00.
- 7 These funds will be used for the payment of permissible and properly itemized bills for materials,
8 supplies, or services under conditions calling for immediate payments.
- 9 Expenditures against these funds must be itemized and will be charged to the applicable budget code.
10 All documentation must be maintained and kept on file at each school or, for central office petty cash,
11 in the Finance Department at the central office.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Sections 5-16, 5-17

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date:
		Rescinds: 2.802	Issued: 06/15/09

- 1 *Central Office*
- 2 The payday schedule will be on the 15th and at the end of month. All payroll will by direct deposit.
- 3 If the end of a pay period falls on a non-working day, employees will be paid on the last day prior to
- 4 the end of the pay period.
- 5 All certificated and classified employees shall be paid 24 times per year.
- 6
- 7 No advance payments of salary will be made.

Cross References

Payroll Deductions 2.803
Insurance Management 3.600
Compensation Guides and Contracts 5.110

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Salary Deductions</h2>	Descriptor Code: 2.803	Issued Date:
		Rescinds: 2.803	Issued: 05/19/14

- 1 Specific approval by the Board is required for voluntary payroll deductions, except as otherwise
- 2 provided by law or policy (such as TCRS and Federal withholding).¹

- 3 Employee requests for voluntary payroll deductions must be made on forms provided by the Board and
- 4 filed in the office of the Director.²

- 5 An employee may change or terminate any voluntary payroll deduction upon written notification to the
- 6 payroll department and/or plan administrator (such as a 403b plan).

- 7 Voluntary retirement products under sections 403b or 457 of the IRS code will only be available to
- 8 employees who contribute to the plan through payroll deduction. Williamson County Schools
- 9 administration will select a vendor or vendors for each such plan through a request for proposal
- 10 process consistent with IRS regulations. The Superintendent of Schools will appoint a Plan
- 11 Administrator.

- 12 Employees can also participate in the 401(k)-account offered by the State of Tennessee (through
- 13 Empower). New teachers hired on or after July 1, 2014 will automatically be enrolled in the 401(k)
- 14 (Empower) account and contribute 2% of their salary. Teachers may opt out of the automatic amount
- 15 or choose to contribute a higher amount. The contributions cannot exceed the I.R.S. annual limits.

- 16 Employees can choose to contribute either to a 403(b) or the 401(k) but not to both at the same time.
- 17 Employees can contribute to both a 403(b) and a 457 plan not to exceed the annual limit established by
- 18 the IRS.

Legal References

1. TCA 50-1-308
2. TCA 8-50-702(b)(3); TCA 49-5-608

Cross References

- Payroll Procedures 2.802
 Insurance Management 3.600
 Compensation Guides and Contracts 5.110

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date:
		Rescinds: 2.804	Issued: 05/22/14

1 *General*

2 The Board shall review expense allowances and reimbursement guidelines annually.

3 **SCHOOL PERSONNEL and BOARD MEMBERS**

4 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
5 submission of an approved voucher and supporting receipts.

6 Expenses for travel will be reimbursed when the travel has the advance authorization of the
7 Superintendent of Schools or his or her designee. Reimbursement rates for mileage reimbursement shall
8 be established at the time the Board approves the budget for the upcoming year, but will be no greater
9 than the State or Federal government rate. The rate will be used for the entire budget year, unless (1) the
10 state and federal rates fall below that rate or (2) the state or federal rate increase by 10% or more during
11 that budget year. In such event, the Superintendent of Schools may modify the reimbursement rates
12 during the budget year to reflect the change. Except for authorized per diem charges, all reimbursement
13 claims must be supported by adequate documentation which includes actual receipts. When possible,
14 travel related payments should be made directly to vendors by the central office of the Board of
15 Education.

16 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
17 shall not be used for this purpose.¹ The Board shall approve expenses of designated representatives of
18 the school system to conventions or conferences through its annual budget. The Superintendent of
19 Schools or designee shall approve the individual(s) to represent the system and the expenditure involved.

20 The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses
21 when traveling on business for the Board.² The rate of payment shall be the same as the rate for members
22 of the professional staff.

23 Expenses shall be submitted to the Superintendent of Schools' finance office within sixty (60) days of
24 the date of completion of such travel. Any expenses not submitted within said 60 days will not be
25 reimbursed.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-2001(c)

Williamson County Board of Education

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

1 PURCHASING AUTHORITY

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

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

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

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

16 GENERAL

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

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

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

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

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

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

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

11 **EMERGENCY PURCHASES**

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

18 **COORDINATION BETWEEN DIRECTORS AND PURCHASING OFFICE**

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

22 **BID SPECIFICATIONS**

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

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

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

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

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

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

Legal References

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

Cross References

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

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Requisitions	Descriptor Code: 2.807	Issued Date:
		Rescinds: 2.807	Issued: 05/22/14

1 Purchases made by the Executive Committee or its delegated agents shall be made on authorized
2 requisitions and purchase orders prepared by appropriate personnel.

3 1. The requisition process is available through the electronic accounting system.

4
5 2. Workflow of Requisitions:

- 6 a. School personnel must obtain approval of the principal and their appropriate central
7 office supervisor.
8 b. Personnel not assigned to a school should route requisitions directly to the appropriate
9 supervisor for review.
10 c. Upon approval, requisitions flow to the Finance Department for budgetary review and
11 subsequent purchase.
12 d. Orders requiring Board of Education approval are routed by the Finance Department to
13 the Superintendent of Schools for approval.
14 e. Requisitions denied through workflow return to the originator with explanation for
15 rejection.
16 f. Departmental Emergency purchase order authorization may be obtained by email or to
17 the Purchasing office. Requests for emergency purchases must be justified in writing as
18 soon as practicable.
19 g. Items purchased on behalf of the school system without proper authorization become
20 the responsibility of the purchaser.

21
22 3. Content of Requisitions:

- 23 a. Each requisition should list only one vendor.
24 b. Items requisitioned should be described in sufficient detail to permit purchase by
25 alternate vendor at the discretion of the Purchasing Manager, after consultation with the
26 requisitioner. The use of "see attached" is discouraged.
27 c. An appropriate account code with sufficient budget shall be entered for each purchase.
28 d. Requisitioning department should indicate appropriate receiving personnel.

29
30 4. Every effort should be made to approve a requisition within fifteen (15) days of being
31 submitted.

Cross References

Purchase Orders and Contracts 2.808

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Purchase Orders and Contracts	Descriptor Code: 2.808	Issued Date:
		Rescinds: 2.808	Issued: 05/22/14

1 All applicable expenditures made by the school system shall be by a purchase order or formal contract.
2 Purchase orders will be issued only through the Finance Office.

3 Items purchased on behalf of the school system without purchase authorization become the responsibility
4 of the purchaser.

5 Purchase orders will include the following essentials:

- 6 1. A purchase order number;
- 7 2. A date;
- 8 3. A specification which adequately describes to the supplier the characteristics and the quality
9 standards of the item required;
- 10 4. A firm, quoted, net delivered price, whenever possible; and
- 11 5. Signature of purchasing agent.

12 Contracts shall be made only with responsible suppliers with the following considerations:

- 13 1. The supplier has the potential ability to perform successfully under the terms and conditions of a
14 proposed procurement;
- 15 2. A system for contract administration shall be maintained to assure supplier conformance with
16 terms, conditions, and specifications of the contract or purchase order and to assure adequate and
17 timely follow-up of all purchases;
- 18 3. Contracts shall contain such provisions or conditions which will allow for administrative,
19 contractual, or legal remedies in instances where suppliers violate or breach contract terms and
20 provide for such sanctions and penalties as may be appropriate; and
- 21 4. All contracts, including those of individual schools, will meet all requirements of state and federal
22 laws, rules, and regulations.¹

Legal References

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-10; TCA 49-2-206(b)(2)

Cross References

Consultants 1.303
Purchasing 2.805
Credit Cards/Credit Lines 2.8051
Conflict of Interest 5.601

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Vendor Relations</h2>	Descriptor Code: 2.809	Issued Date:
		Rescinds: 2.809	Issued: 03/19/01

1 *General*

2 No member of the Board or employees of the district will accept gifts from any person, group, or entity
 3 doing, or desiring to do, business with the district; all business-related gratitude's are specifically
 4 prohibited except nominal value advertising items widely distributed.

5 Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all
 6 other considerations are equal.

7 It is unlawful for any employee, member of the board, or other school officer in the district to have a
 8 pecuniary interest, direct or indirect, in supplying for any author, publisher, bookseller, or dealer in
 9 books, maps, school furniture, and/or apparatus to the district on the promise of reward for his/her
 10 influence in recommending or the procurement thereof. Provided that nothing in this section shall be
 11 construed to include authors of books.

12 No person officially connected with or employed by the school system will be an agent for or have any
 13 financial compensation or reward of any kind from any vendor for the sale of supplies, materials,
 14 equipment, or service.¹

15 Vendors visiting separate schools shall contact and secure the permission of the Superintendent of
 16 Schools and principal's office prior to visiting the school. Vendors' visitations to schools shall not be
 17 permitted to interfere with the normal instructional and learning process.

Legal References

1. TCA 49-6-2003

Cross References

- Visitors to the Schools 1.501
- Advertising & Distribution of Materials in Schools 1.806
- Fundraising Activities 2.601
- Staff Gifts and Solicitations 5.605

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Business Organizations	Descriptor Code: 2.8091	Issued Date:
		Rescinds: 2.8091	Issued: 09/17/01

1 Neither the Williamson County Public Schools nor school-centered groups shall enter into partnership
2 with private business for the sole purpose of making profit, but these schools, at their election, may
3 enter into a working relationship with private business provided the service or product involved is a
4 desirable part of the school operation. However, the profit accruing to the school in the course of such
5 business must be secondary to the prime purpose of providing only these products or services desirable
6 in the school life of the child. Specific examples of permissible sales of products of services purchased
7 from selected suppliers would be the following:

- 8 1. School jewelry, pennants, T-shirts, yearbooks, caps and gowns, invitations, name cards and
9 other class accessories.
- 10 2. Stationery and other school supplies needed by pupils in their work.
- 11 3. Pictures taken of children, individually or in groups.
- 12
- 13

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Vendor Payment Procedures</h2>	Descriptor Code: 2.810	Issued Date:
		Rescinds: 2.810	Issued: 05/22/14

1 *Central Office*

2 All claims paid by the Board of Education shall be supported by detailed documentation¹ in the form of
 3 an invoice and appropriate receiving verification.

4 The use of mechanical signing equipment,² with the consent of the state commissioner of education and
 5 the state comptroller, may be used to affix the signatures of the Superintendent of Schools and the
 6 Chairman of the Board to the original public school warrant provided that a clear duplicate of such
 7 warrant is kept on file in the office of the Superintendent of Schools, together with the proper
 8 documentation to justify the issuance of said warrant. This documentation may be scanned and retained
 9 on file electronically.

10 *Individual Schools*

11 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided
 12 payments are completed by June 30th of the current school year or a plan for future payments has been
 13 made by the principal and approved by the Board.

Legal References

1. TCA 5-13-107
2. TCA 49-2-113

Cross Reference

Executive Committee 1.301

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date:
		Rescinds: 2.900	Issued: 08/15/11

1 The Board hereby authorizes and requires all principals under its jurisdiction to receive and disburse
2 activity and other internal funds according to the Tennessee Internal School Uniform Accounting Policy
3 Manual. Each school's Principal shall be accountable for the safekeeping and handling of all funds of
4 every character raised by student activities and school events, regardless of the sources of such funds or
5 the purpose for which they were raised.¹

6 Each school with athletic funds shall establish one primary athletic account for all sports. Subsidiary
7 accounts may be established to account for individual sports. The balance of only the primary account
8 will be reported in the audited financial statements.

9 Funds deposited into the student activity general fund may be spent for: materials, supplies and
10 equipment that enhance the instructional program provided by the Board of Education through its
11 operational budget.²

12 The student activity general fund may not be used for:

- 13 1. Memberships of any kind.
- 14
- 15 2. Staff gifts and meals.
- 16
- 17 3. Permanent additions to buildings (such as a classroom).
- 18
- 19 4. Staff development and training.

20 Funds should benefit the students that raised the funds and should be expended as expeditiously as
21 possible.³

Legal References

1. TCA 49-2-110(d); *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-2 through 5-9
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3

Cross References

Fundraising Activities 2.601
Gifts 6.710

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: New Schools – Distribution of Resources	Descriptor Code: 2.901	Issued Date:
		Rescinds: 2.901	Issued: 05/22/14

- 1 Whenever a new school is built, the following will occur with review and final approval of the
- 2 Superintendent of Schools:
- 3 School activity funds will be split between the pre-existing school and the new school, based on the
- 4 percentage of students zoned to the new school as of the end of the last month the students are
- 5 attending together.
- 6 This kind of sharing of funds may also take place whenever a rezoning of a substantial number of
- 7 students occurs.

School Board Field Trip Approval Report

(Field Trips With Student Fees over \$100)

Trip ID	Trip Date	Return Date	Approved	Origin	Trip Name	Trip Type	Activity Type	#	Destination
21699	2/28/2019	3/3/2019	1/28/2019	Fairview High	YIG Conference	Academic Field Trip	Youth in Government	40	TN State Capitol
Notes/Fees over100- \$350 to cover cost of conference fee and lodgingno bus neededStudents will be arriving around 8:00 AM Thursday, February 28 to the DoubleTree by Hilton located at 315 4th Avenue North, Nashville, Tennessee, 37219. Students will be staying at this location throughout duration of conference. All conference activities will take place at the TN State Capitol Building located at 600 Capitol Blvd Nashville, TN 37243 or at the DoubleTree. Students will be departing from conference around 11:00 AM Sunday, March 3.									
21620	3/24/2019	3/27/2019	1/28/2019	Fairview High	FFA State Convention	CTE Trip	Career/Technical FFA	19	Gatlinburg Convention Center
Notes/Fees over100. \$200 per student. CTE will provide transportation.									
21691	3/24/2019	3/27/2019	1/28/2019	Fairview High	HOSA State	CTE Trip	Career/Technical - H	30	Chattanooga Convention Center
Notes/Fees over100- \$200 per student approximately. Fundraising will raise the funds for the trip.Overnight trip 3/24-3/27. CTE is paying for transportation									
21628	2/28/2019	3/3/2019	1/9/2019	Independence High	Youth Legislature	Academic Field Trip	Youth in Government	30	Doubletree Hotel Nashville
Notes/Fees over100. \$350/student paid from student fees. No Bus Needed									
21799	4/2/2019	4/6/2019	1/28/2019	Page High	TSA State Conference	CTE Trip	Career/Technical TSA	26	Chattanooga Convention Center
Notes/Fees over100. \$250.00 per student. Based on fundraising and number of students attending, \$250 should be the total cost incurred. Includes hotel and registration.									

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: Mike Looney, Ed. D., Superintendent

DATE: February 18, 2019

RE: Approval of ePlan Application/Budget for 2019, Title IV Student Support and Academic Enrichment Competitive Grant, \$30,000

This memo is to request the approval of the 2019 Federal 142 ePlan Application/Budget for the Title IV Student Support and Academic Enrichment Competitive Grant, (\$30,000) with the following statement, allowing superintendent approval of revisions and amendments:

“The Williamson County Board of Education approves the FY 2019 ePlan Application and Budget for the Title IV Student Support and Academic Enrichment Competitive Grant (SSAE), and authorizes the superintendent to file any necessary budget revisions, plan addenda, or transfer requests.”

The purpose of the SSAE Program is to improve students' academic achievement by increasing the capacity of districts to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the academic achievement and digital literacy of all students.

142 2018-2019 PROPOSED BUDGET IN EPLAN FOR ESEA AS AMENDED BY EVERY STUDENT SUCCEEDS ACT			
(ePlan defined as "Tennessee Electronic Planning of Grants Management System")			
WILLIAMSON COUNTY BOARD OF EDUCATION APPROVAL			
Title IV Student Support and Academic Enrichment Competitive Grant			
18-Feb-19			
DESCRIPTION	BUDGET LINES	AMOUNTS	CATEGORY
INSTRUCTION			71100
Instructional Supplies & Materials	71100 429	\$ 15,600.00	
Regular Instruction Equipment	71100 722	\$ 14,400.00	
TOTAL INSTRUCTION		\$ 30,000.00	\$ 30,000.00
REVENUE	47590	\$ 30,000.00	\$ 30,000.00



MEMORANDUM

DATE: January 28, 2019

TO: School Board Members

FROM: Kevin Fortney 
Director of Facilities & Construction

RE: **Heritage Elementary School Playground Equipment**

Heritage Elementary School has requested approval to add playground equipment to the K-2 and Grades 3-5 playgrounds. The equipment includes"

- Play Builder Modular Structure and Tic Tac Toe Panel for the K-2 area.
- Disc Golf Basket and Tether Ball to the 3- 5 area.
- The cost of the project is estimated at \$1,301. Funds are available in the school's PTO account. Staff recommends approval with the following stipulations:
 - Vendor must provide construction drawings approved by a licensed professional engineer registered by the State of Tennessee.
 - The contractor shall coordinate all construction with the WCS Maintenance Department.
 - The contractor shall employ an underground utility locator to verify the area is clear of all utilities. The contractor shall notify Tennessee One Call (811 DIG) prior to any work being performed.
 - Contractor personnel must comply with the requirements of the TBI criminal background investigation of all contractor personnel on the site.
 - Contractor shall provide a certificate of insurance with Williamson County Schools named as the certificate holder and as "additional insured".

JAN 25 2019

Building Modification Request

Projects over \$10,000 will be a Capital Budget item and will be placed on the 5 year request plan.

Facilities & Construction Dept.

School: Heritage Elementary School

Requested By: Shannon Robertson

Justification for Request:

(Example: Increased Enrollment, Program Change, New Program Requirement):

New Playground equipment to update existing K-2 and 3-5 playgrounds

Scope of Work (Attach plans and a sketched map showing the exact location):

See attached plans/maps of K-2 Playground and 3-5 Playground: Adding Play Builder to K-2 Playground and Tic Tac Toe Panel with Play Builder Posts, DGA Disk gold basket (all galvanized) and Tetherball to 3-5 Playground.

Funding Source: HES PTO: See attached bank statement (Attach proof of available funding.)

Estimated Cost: \$18,301.00: See attached quote (Attach quotes.)

Principal Signature: Shannon Robertson Date: 1-24-19
Principal, send this completed form to your Assistant Superintendent.

To be completed by Central Office

ES or MS/HS Assistant Superintendent Signature: Debbie Boudwin Date: 1/25/19
(After reviewing, please send this form to the Director of Facilities & Construction)

<u>Checklist:</u>		
Justification for Request	_____	Requires WCS Board Approval Yes ___ No ___
Approved Plans	_____	
Drawing/Description of Exact Location	_____	
Quote(s)	_____	
Verification of Available Funding	_____	

Director of Facilities & Construction Comments: _____

Director of Facilities & Construction Signature: Kevin Kelly Date: 1/31/19
Forwarded to Maintenance by Director of Facilities & Construction on _____

Maintenance Recommendations: _____

Director of Maintenance Signature: _____ Date: _____



Heritage Elementary School

4801 Columbia Pike
Thompson's Station, TN 37179
Phone: (615) 472-4520 | Fax: (615) 472-4531

Rec'd 1/24/19
Sh

Mrs. Shannon Robertson
Principal

Mrs. Shannon Elliott
Assistant Principal

January 24, 2019

Denise,

We are currently in the process of adding new playground equipment to our existing K-2 and 3-5 playgrounds. Keith King has worked closely with us and our PTO to ensure that all playground codes and requirements have been met. Keith spoke to Dustin from Custom Recreation today in my office. Dustin communicated to us that if we were able to get it approved by this week then we would be able to have it shipped on Feb. 11. If not, it would not ship until March 11. Our hope is that the new playground equipment would be ready to use for our HES Superhero Academy (HES Math Night) on March 30, 2019. A quick approval would be needed in order to ensure this deadline is met. Keith spoke to Gary in Facilities and Maintenance and he suggested attaching this letter with our goal of installation taking place before our big event. We, along with our PTO, would love to see this new equipment used during our HES Superhero Academy not only as it will be visible to parents but also so that it can be implemented into our math activities that evening to enrich our academics here at Heritage. We thank you for your consideration and quick approval of our new playground equipment. Please let us know if you need any further information.

Shannon Robertson

Principal

Heritage Elementary School

Proposal

Custom Recreation, Inc.

132A Commerce Drive
 Hendersonville, Tn 37075
 (615) 822-1558
 Fax (615) 822-3539

DATE
1/24/2019

TERMS
Net 30

NAME / ADDRESS

Heritage Elementary PTO ATTN: Heather Dave

PHONE NUMBER

JOB NAME	JOB CONTACT	JOB LOCATION	FAX NUMBER
	Heather Davenport	Williamson Cty	

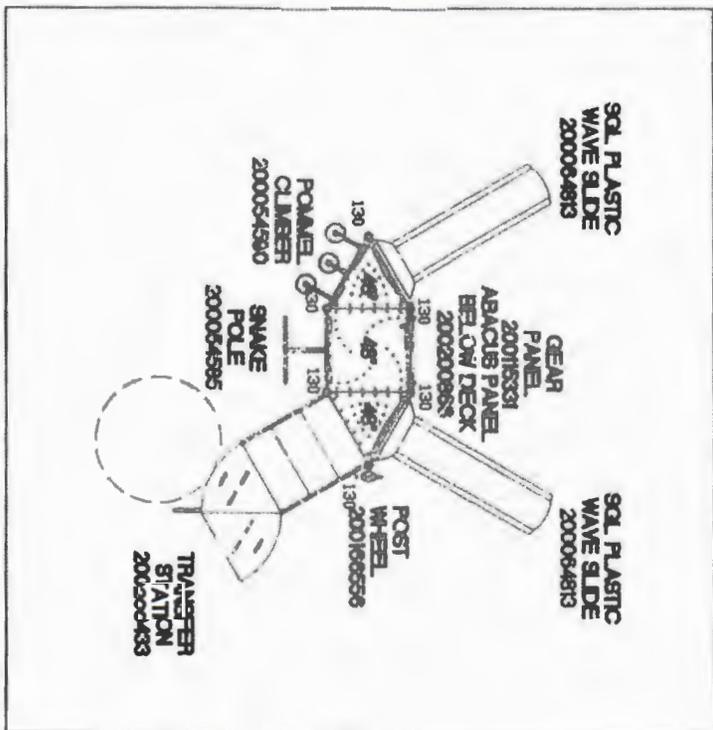
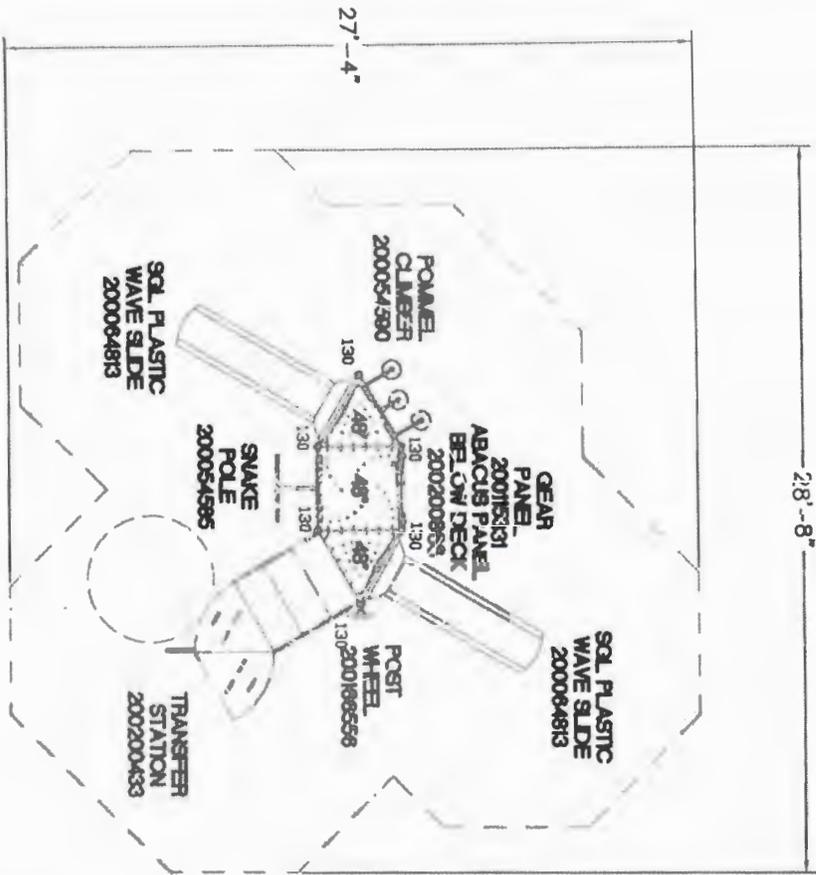
DESCRIPTION	TOTAL
<p>Custom Recreation agrees to furnish all equipment, labor, tools and concrete to install the play equipment listed below at the above job site:</p> <p>Furnish and Install (1) PB18-70692 Sales Flyer Play Builder-\$ 14,625.00 Furnish and Install (1) Tetherball, two piece-\$ 698.00 Furnish and Install (1) Tic Tac Toe panel with Play Builder posts-\$ 1,980.00 Furnish and Install (1) DGA Disk gold basket, all galvanized, NO FRISBEES-\$ 998.00</p> <p>Bid includes unloading of equipment, inventory, crates and trash removal, storage on site or off site and insurance. If heavy rock is present, customer will pay to remove. Safety Surface except for swing option by others, Grading, Drainage and landscaping by others. Please forward a copy of your tax exempt form with the signed contract.</p>	<p>18,301.00</p>

Authorized Signature _____

Customer Signature & Date _____

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon weather beyond our control. Our workers are fully covered by Workmen's Compensation Insurance.

TOTAL	\$18,301.00
--------------	--------------------



Heritage Elementary School Color Selections

PlayBuilder Modular Structure-PB18-70692

Support Posts:

Red _____ Pink _____ Orange _____ Tropical Yellow _____ Yellow _____
Green _____ Forest Green _____ Chartreuse _____ Lime _____ Blue _____
Cobalt _____ Azure _____ Teal _____ Lavender _____ Plum _____ White _____
Silver _____ Beige _____ Sand _____ Brown _____ Dark Brown _____
Light Gray _____ Metallic Gray _____ Black _____

Accent (Metal components besides support posts includes metal climbers and metal panels):

Red _____ Pink _____ Orange _____ Tropical Yellow _____ Yellow _____
Green _____ Forest Green _____ Chartreuse _____ Lime _____ Blue _____
Cobalt _____ Azure _____ Teal _____ Lavender _____ Plum _____ White _____
Silver _____ Beige _____ Sand _____ Brown _____ Dark Brown _____
Light Gray _____ Metallic Gray _____ Black _____

Slides:

Red _____ Pink _____ Orange _____ Tropical Yellow _____ Yellow _____ Plum _____
Lavender _____ Blue _____ Sky _____ Cyan _____ Cobalt _____ Teal _____
Green _____ Lime _____ Chartreuse _____ Forest Green _____ Brown _____
Beige _____ Dark Brown _____ White _____ Light Gray _____
Gray _____ Brownstone _____ Graystone _____

Plastic Panels:

Red _____ Pink _____ Orange _____ Tropical Yellow _____ Yellow _____ Plum _____
Lavender _____ Blue _____ Sky _____ Cyan _____ Cobalt _____ Teal _____
Green _____ Lime _____ Chartreuse _____ Forest Green _____ Brown _____
Beige _____ Dark Brown _____ White _____ Light Gray _____
Gray _____ Brownstone _____ Graystone _____

Continued...

Heritage Elementary School Color Selections

PlayBuilder Modular Structure-PB18-70692

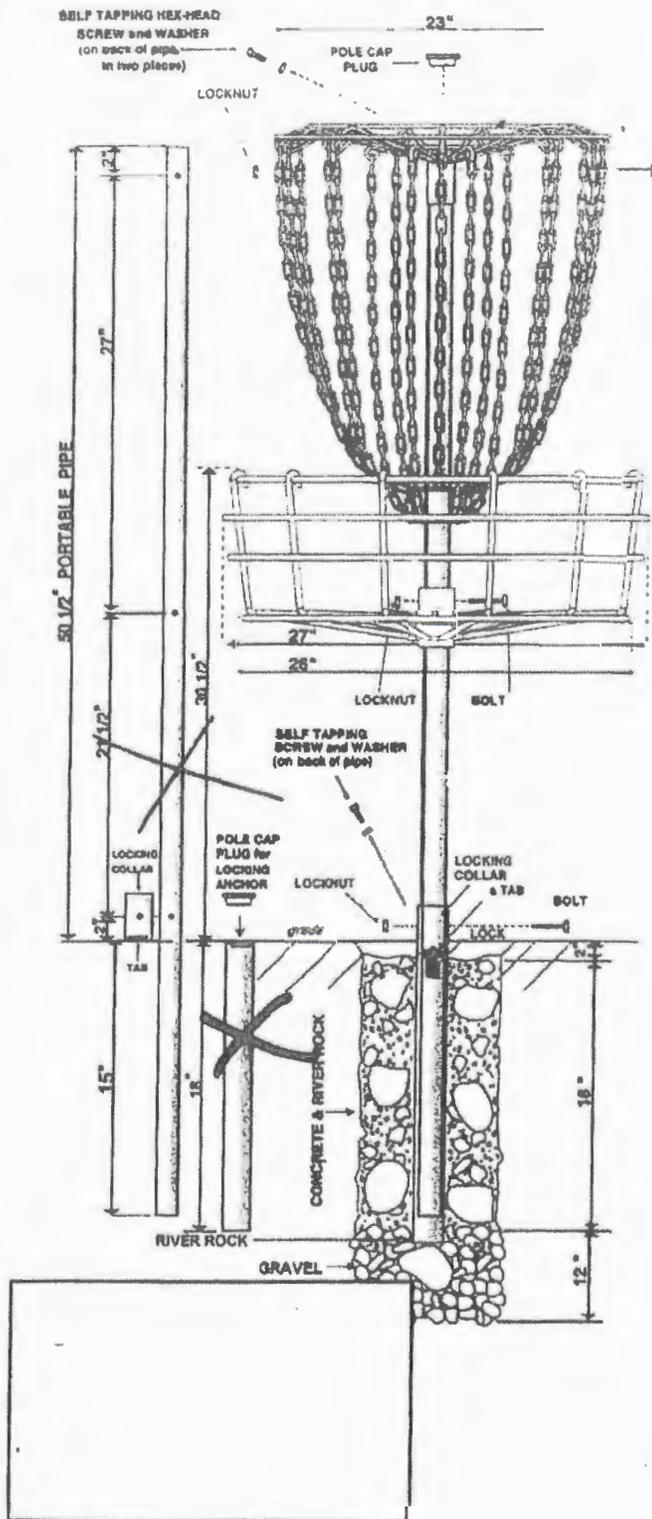
Vinyl Decks:

Charcoal Gray _____ Blue _____ Red _____ Brown _____ Green _____

Signature Shannon Robertson
Date 1-24-19

DGA Mach V™ Permanent Disc Golf Basket Specification Sheet

The Mach 5 disc golf basket is the perfect choice for college campuses, city and state parks, high use disc golf courses and for Championship tournament play.



POLE (66 in.) - 1 1/2 in. I.D., 1 15/16 in. O.D. hot-dipped galvanized pipe, drilled.

POLES - The holes closest to one end of the pole are for the Chain Assembly. This end should also have a red Pole Cap Plug. The middle set of holes are for the Basket Assembly. The bottom set of holes are for the Locking Collar for Deluxe Disc Pole Hole.

CHAIN ASSEMBLY - Welded and hot-dipped galvanized. 12 outer sliding links and chains, 6 midway lifter hooks and chains, 6 inner pipe protectors and chains. All 24 chains assembled with heavy duty "S" hooks to allow freer movement of chains. 6" Sleeve - Bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).
Rod Assembly - 3/8 in. steel rod.

CHAIN ASSEMBLY INSTRUCTIONS - Slide Chain Assembly, (ring first), down pole. Align holes in collar with holes at top of pole. Fasten with bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

TRAPPER BASKET 2 ASSEMBLY - 3/8 inch steel rod, welded and hot-dipped galvanized. 6" Sleeve - bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

TRAPPER BASKET 2 ASSEMBLY INSTRUCTIONS - Slide Basket Assembly down pole, (basket facing up), until holes in collar align with holes in middle of pole. Fasten with bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

***DELUXE DISC POLE HOLE ONLY**

LOCKING COLLAR - Welded and hot-dipped galvanized. 4" Collar - 2 1/8" Tubing. Bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

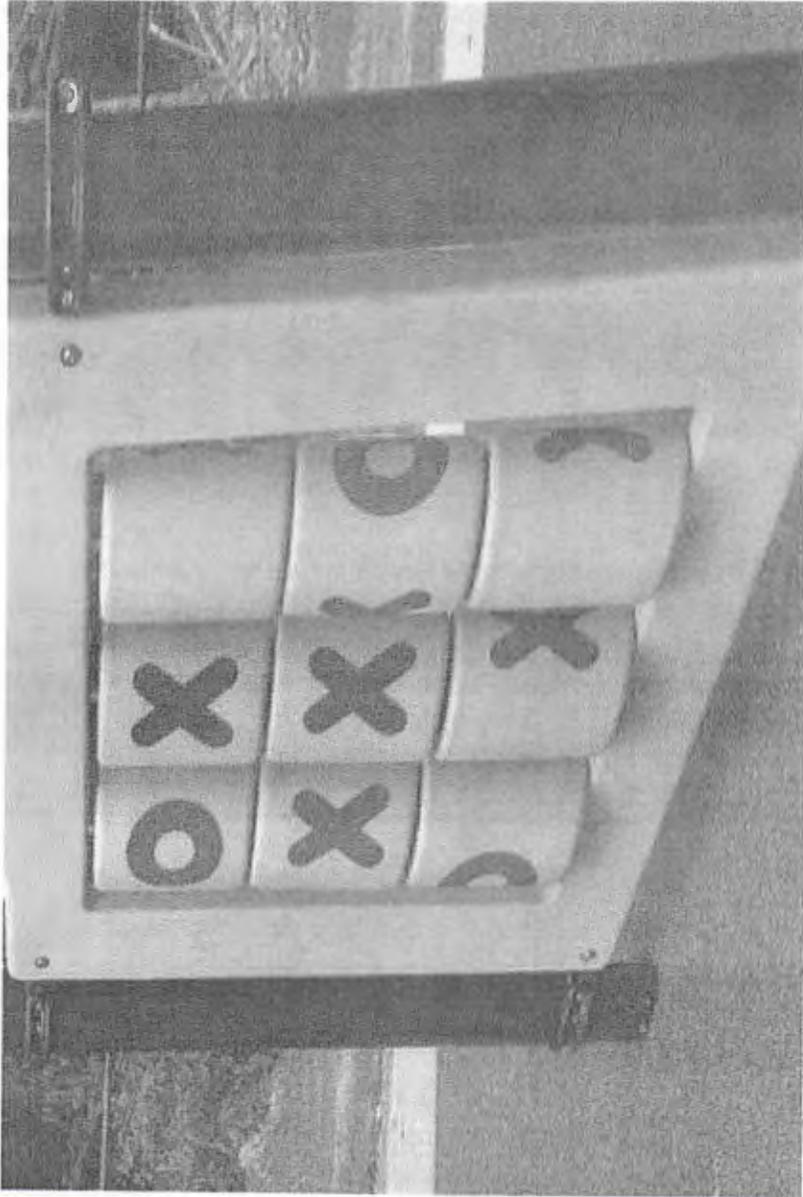
LOCKING COLLAR ASSEMBLY INSTRUCTIONS - Slide the locking collar, with the locking tab at the bottom of collar, up pole to bottom set of holes. Align holes in locking collar with holes in pole and fasten with bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws). After the locking collar is fastened, the pole can be placed in anchor to complete installation.

***Note:** The LOCKING TAB should always be pointing at the tee.

ANCHOR - 18 in. x 2 1/8 in. O.D. pipe, drilled. Install flush to ground with matching Locking Tab aiming at the tee.

CONCRETE & RIVER ROCK (Used to stabilize Anchor until cement sets) - Approximately 1 cubic foot (concrete, river rock and lock not furnished)
CAUTION: Let concrete settle 1 week before installing







P.O. BOX 84
MEMPHIS TN 38101

Return Service Requested

00009561 TFTSTRMT010119101108 17 000000000 004 E

HERITAGE ELEMENTARY SCHOOL PTO
4801 COLUMBIA PIKE
THOMPSONS STATION TN 37179-5207

BIZESSENTIALS

CUSTOMER INFORMATION

ACCOUNT NUMBER 00000178609124
STATEMENT DATE 12/31/18

CUSTOMER SERVICE INFORMATION

- Customer Service: 1-888-382-4968
- Visit Us Online: www.firsttennessee.com
- Follow Us On Facebook!
- Follow Us On Twitter!

ACCOUNT SUMMARY	DATE	BALANCE OF YOUR FUNDS
PREVIOUS BALANCE	11/30/18	\$60,245.47
8 DEPOSITS TOTALING		\$9,030.20
15 WITHDRAWALS TOTALING		\$20,285.31
NEW BALANCE	12/31/18	\$48,990.36

CHECKING ACCOUNT TRANSACTIONS

FOR THE PERIOD FROM 12/01/18 THROUGH 12/31/18

ACCOUNT HISTORY			
DATE	AMOUNT	DESCRIPTION	CARD #
12/03	\$19.00	POS DB TARGET T-1 9160 12/01 TARGET T-1983 7 TARGET T-1983 780 BRENTWOOD TN	5998
12/03	\$22.00	POS DB TARGET T-2 9160 12/02 TARGET T-2362 1 TARGET T-2362 1033 SPRING HILL TN	5998
12/03	\$9.70	POS DB WAL-MART # 9100 12/02 4959 MAIN ST 4959 MAIN ST SPRING HILL TN	5998
12/03	\$9.36	POS DB WALGREENS 9160 12/02 WALGREENS STORE WALGREENS STORE 49 SPRING HILL TN	5998
12/03	\$33.69	POS DB KROGER #58 9100 12/03 4726 TRADERS WA 4726 TRADERS WAY THOMPSONS STA TN	5998
12/03	\$45.86	PURCHASE - AMZN Mktp US*M Amzn.com/bill WA DATE 11/28REF # 2469218NY2XL3P1WT	5998
12/06	\$855.82	POS DB GFS STORE 9160 12/06 GFS STORE #1519 GFS STORE #1519 95 BRENTWOOD TN	5998
12/06	\$600.00	MISC. DEBIT	0000
12/11	\$33.58	POS DB WALGREENS 9160 12/10 WALGREENS STORE WALGREENS STORE 49 SPRING HILL TN	5998
12/12	\$1,671.63	DEPOSIT	0000
12/17	\$5.00	PINNED POS CREDIT	0000
12/17	\$107.89	PURCHASE - SIGNUPGENIUS WWW.SIGNUPGEN NC DATE 12/14REF # 2449215PQJHX4WK1H	5998
12/17	\$15.37	PURCHASE - SIGNUPGENIUS WWW.SIGNUPGEN NC DATE 12/14REF # 2449215PQJHX4R6H2	5998
12/19	\$20.00	DEPOSIT -BOOSTER FUNDING K9BBZ6	0000
12/19	\$5,512.00	DEPOSIT	0000



BIZESSENTIALS

CUSTOMER INFORMATION
ACCOUNT NUMBER *****9124
STATEMENT DATE 12/31/18

HERITAGE ELEMENTARY SCHOOL PTO

ACCOUNT HISTORY (continued)			
DATE	AMOUNT	DESCRIPTION	CARD #
12/20	\$836.80	DEPOSIT -PAYPAL TRANSFER 1004554597900	0000
12/20	\$242.77	DEPOSIT -PAYPAL TRANSFER 1004554934674	0000
12/20	\$740.00	DEPOSIT	0000
12/20	\$2.00	DEPOSIT	0000

CHECKS PAID SUMMARY								
DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT
12/14	1888	\$17,873.04	12/12	1890	\$400.00	12/20	1891	\$100.00
12/13	1889	\$160.00						

CHECKING ACCOUNT MONTHLY SUMMARY	
MINIMUM LEDGER BALANCE:	\$41,736.79
DEPOSITS:	8
ITEMS DEPOSITED:	68
WITHDRAWALS:	15
CASH DEPOSITED (EACH \$100 / FULL OR PARTIAL):	0
TRANSACTIONS COUNTED TOWARD LIMIT:	91

DAILY BALANCE SUMMARY							
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12/03	\$60,105.86	12/06	\$58,650.04	12/11	\$58,616.46	12/12	\$59,888.09
12/13	\$59,728.09	12/14	\$41,855.05	12/17	\$41,736.79	12/19	\$47,268.79
12/20	\$48,990.36						

INQUIRY INFORMATION

*ALL INQUIRIES FOR BALANCES, GENERAL INFORMATION, ACCOUNT ERRORS, ACCOUNT ACTIVITY, AUTOMATED TELLER MACHINE ACTIVITY AND DEBIT CARD TRANSACTIONS SHOULD BE DIRECTED TO 1-888-382-4968.
 *TO REPORT A LOST/STOLEN DEBIT CARD: CALL 1-888-382-4968 IMMEDIATELY AND FOLLOW THE VOICE PROMPTS, STARTING WITH OPTION #1.
 *DIRECT INQUIRIES CONCERNING PREAUTHORIZED ELECTRONIC FUNDS TRANSFER TO 1-888-382-4968.
 *YOU MAY MAIL INQUIRIES CONCERNING AUTOMATED TELLER MACHINE ACTIVITY, DEBIT CARD TRANSACTIONS, AND PREAUTHORIZED ELECTRONIC FUNDS TRANSFERS TO:
 FIRST TENNESSEE BANK
 P.O. BOX 84
 MEMPHIS, TN 38101



To: Board of Education
From: Leslie C. Holman, CFO
RE: Budget Amendments, Intra category Transfer and Resolution
Date: February 7, 2019

The following intra category adjustment will need School Board Approval only.

**Education Capital Project Fund
1.19.Intracategory.Start up Cost**

There are unencumbered funds within in the Education Capital Projects fund that will be used to fund the Start up costs for the Elementary School being built on the Gosey Hill property. These funds will be used to buy the initial instructional equipment and supplies for the programs at that school.

The following budget resolutions for the 2018-19 fiscal year will require your approval and county commission as well.

**General Purpose School Fund
03.19.Addl EC Classrooms**

Due to the increase in the number of 3-5 year old that require special services prior to starting school, there is a need to add two additional classrooms in the county. This will be funded by available resources.

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

To: Board of Education

From: Leslie C. Holman, CFO

RE: Addition of 9.3 Additional Special Education Teacher Assistants

Date: January 24, 2019

LCH



Based on needs established by IEPs, there is a need to add an additional 9.3 special education assistants through the end of the year.

After examining the accounts, there should be sufficient funds already within the appropriation to fund this request through the end of the year without appropriating additional funds because we have not been at full hire all year.

Staff recommends the addition of the 9.3 additional special education teacher assistants.

To: Board of Education
From: Leslie Holman, Chief Financial Officer
RE: Intra-category transfer – Startup Costs
Date: January 23, 2019

LH



The new elementary school on Gosey Hill Road is scheduled to physically open in January 2020. It will initially be housed in Oakview Elementary school and there is a need to allocate startup costs for the school, as we do for all new schools, for materials, supplies and equipment. there is sufficient funds within the Rural contingency account within the Education Capital Project fund to fund this need. Staff requests approval of this intra category adjustment for this purpose.

From:

177.91300.579920.510.00. R4925	Contingency for Rural	\$236,000
-----------------------------------	--------------------------	-----------

To:

177.91300.59900. 388.SN.R0219	Startup Costs	\$236,000
----------------------------------	---------------	-----------

ACTION TAKEN
SCHOOL BOARD

Yes__ No_____

To: Williamson County Board of Education
From: Leslie Holman, CFO
Subject: Family Tuition Charge for 2019-2020
Date: February 5, 2019



The out of county tuition charge for the **2019-2020** year requires school board approval.

State funds on out of county students follow the student to the local system. We are recommending an initial employee rate of **\$3,850** for the **2019-20** fiscal year and a premium charge of **\$6,909** for families moving into the district but have not established residency within the county.

The tuition is calculated using the current year (2018-2019) budget of local revenues raised to fund our operations including fund balance, funded capital, and school debt service requirements, divided by the end of first month (EOFM) enrollment for 2018-2019. We will follow the SOP established for employee tuition.

Staff recommends approval of the tuition rates for **2019-2020**.

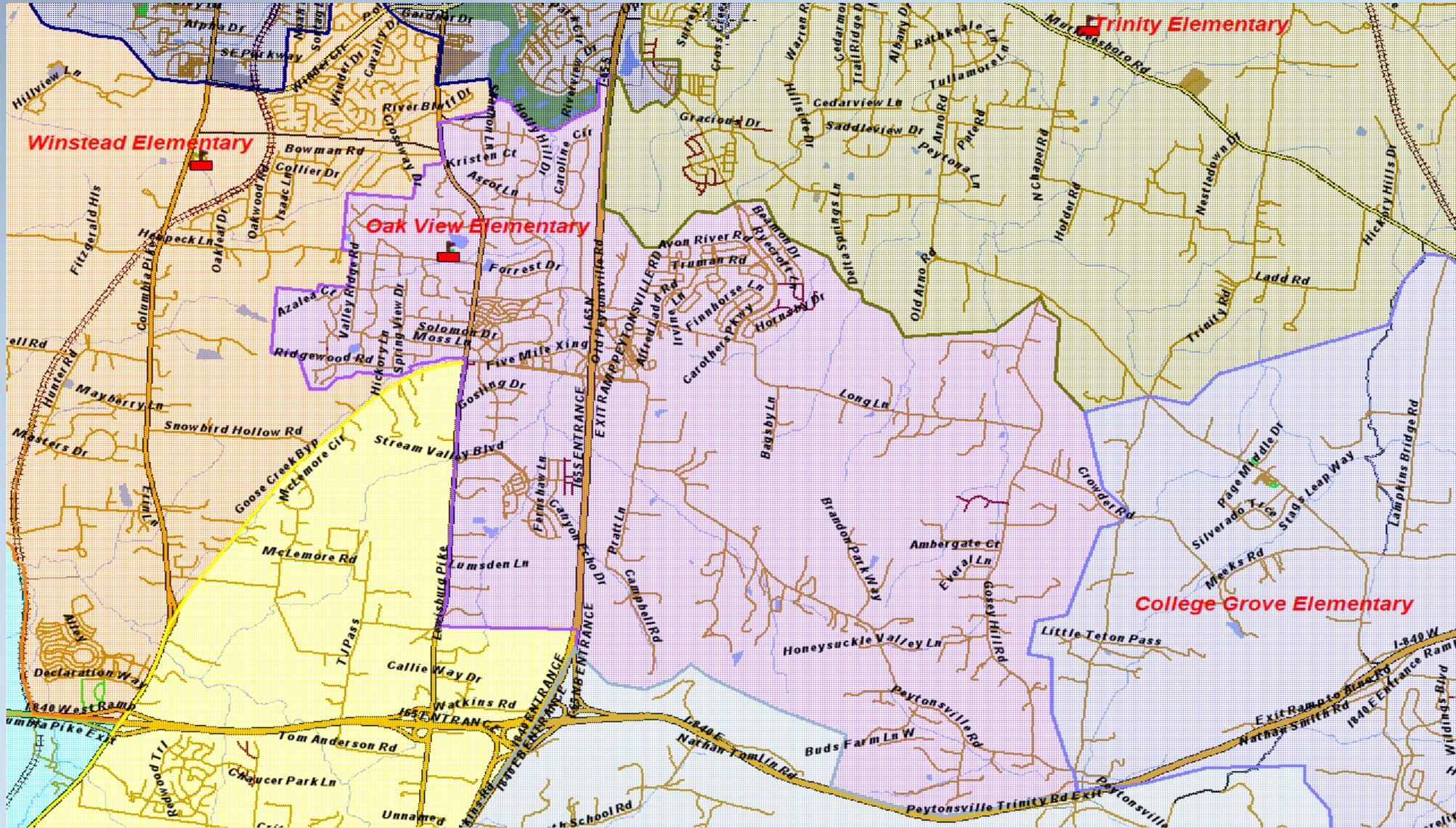


Williamson County Schools

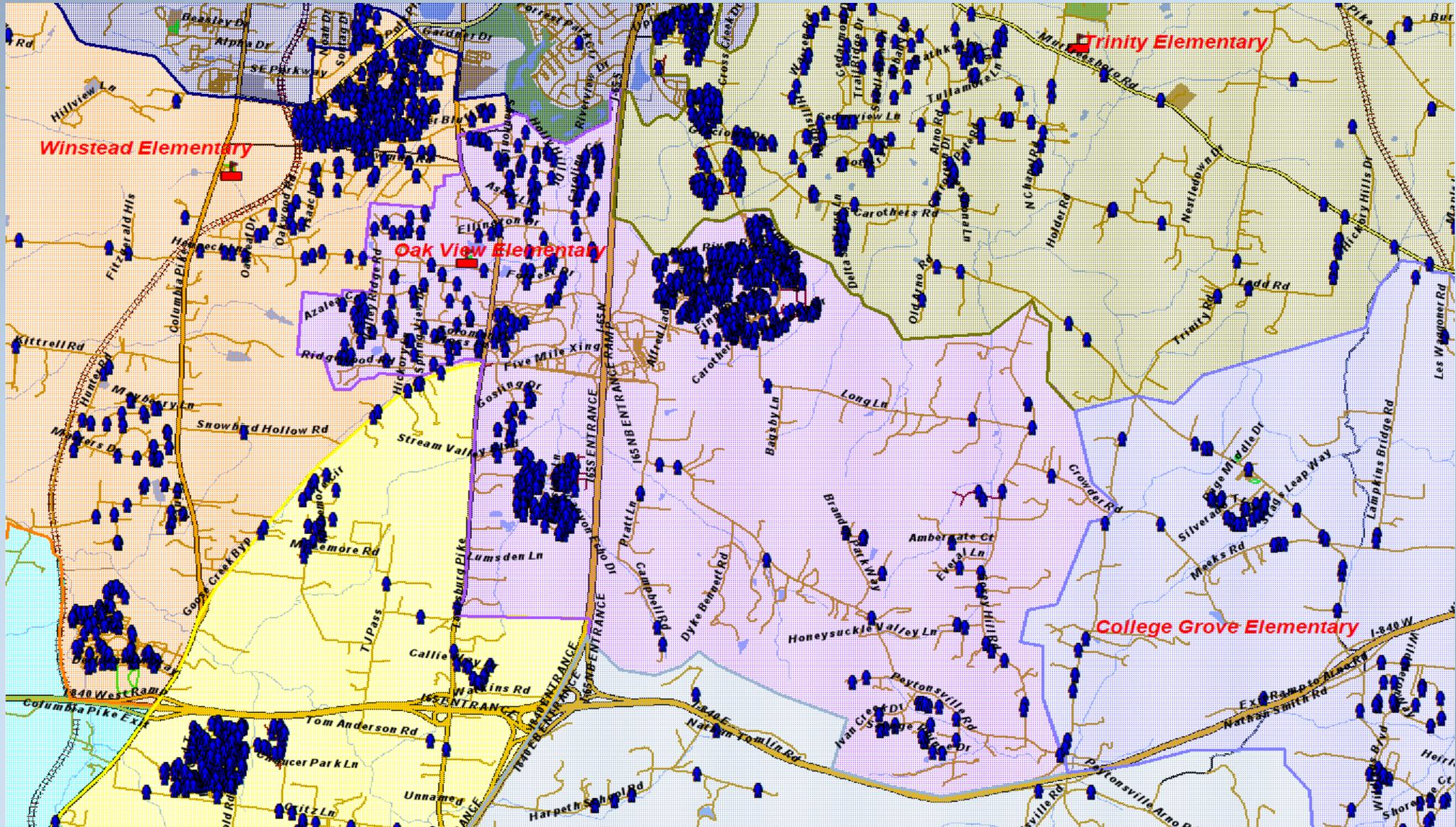
Rezoning Plan

School Board Work Session
February 13, 2019

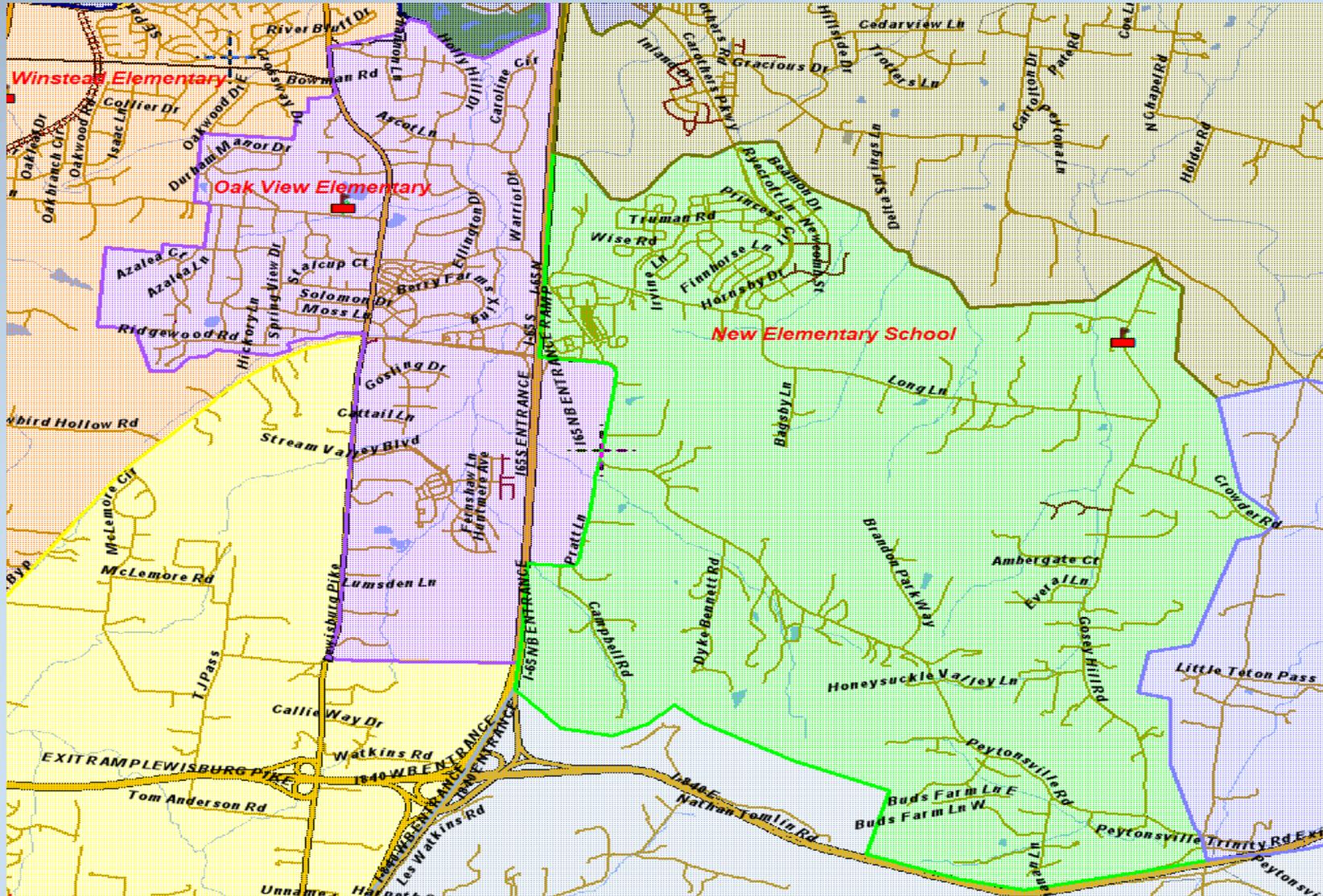
Current Elementary School Zones



Current Elementary School Zones with Student Population



Proposed Elementary School Zones Year 1: 2019-20



Proposed Gosey Hill Road School Zone

Year 1: 2019-20

Subdivision Name From Oak View:	Total Lots Approved	Construction and Approval Process
Ambergate Estates	18	Complete
Brandon Park Downs	43	79% Complete
Foxglove Farms	30	Approved, not started
Highlands at Ladd Park	1060	86% Complete
Ivan Creek	58	Complete
Savage Pointe	23	Complete
Terrevista	115	Approved, not started

Proposed Oak View Elementary School Zone

Subdivision Name to Remain at Oak View:	Total Lots/Units Approved	Construction and Approval Process
Belle Vista	91	Complete
Berry Farms Town Ctr	646	57% Complete
Berry Farms Chadwell	100	Approved, not started
Berry Farms Reams Fleming	400	Approved, not started
Bushnell Farms	20	Approved, not started
Douglass Glen	36	Complete
Durham Manor	50	Complete
Ellington Park	120	Complete
Goose Creek Estates	68	Complete
Green Valley	185	Complete

Proposed Oak View Elementary School Zone

Subdivision Name to Remain at Oak View:	Total Lots/Units Approved	Construction and Approval Process
Heatherwood Hills	24	Complete
Leeland Estates	27	Complete
Redwing Farms/Meadows/Woods	235	Complete
Springview Estates	27	Complete
Stream Valley	824	36% Complete
Summer Hill	31	Complete
Walnut Winds	31	Complete
Windsor Park	36	Complete

Proposed Elementary School Zones Year 1: 2019-20



Gosey Hill Road Elementary Property Rezoning Plan Year 1: 2019-2020 School Year

School	Current Students with EC and/or PK	Fill Rate	Total in New Zone	EC and/or PK	Out of Zone	Growth Projection First Year	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity
New Gosey Hill Rd Elementary	0	0%	456	0	10	44	510	890	-380
Oak View Elementary	839	121%	327	0	28	25	380	695	-315

EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Numbers do not reflect students eligible to grandfather and remain at Oak View.

Year 1 for the new school only includes students from Oak View Elementary.

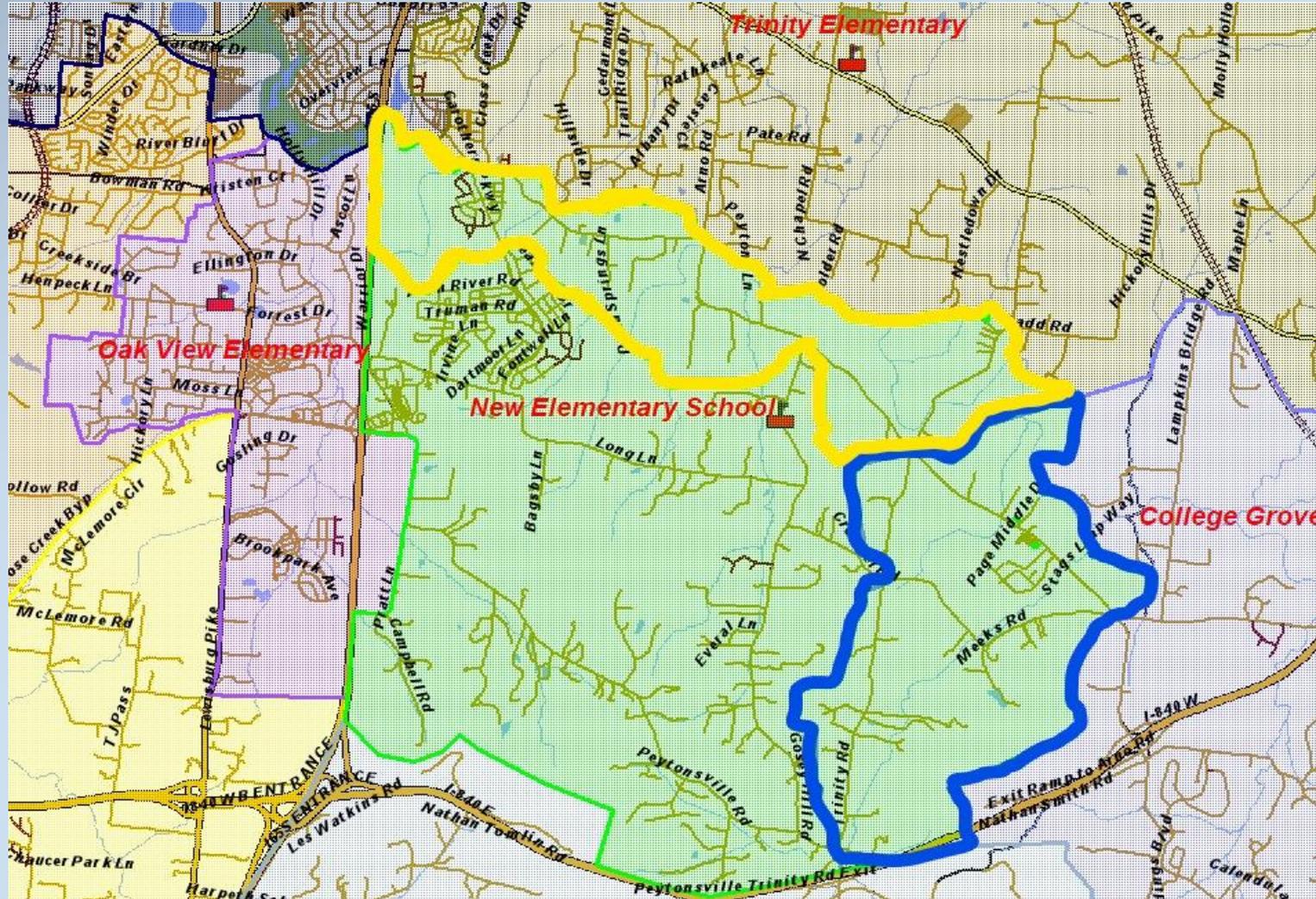
Current 4th grade students eligible to grandfather and remain at Oak View = 64 plus 39 siblings (103 total) We recommend allowing those students to ride the bus while the Gosey Hill students are stationed at OVES. Parents are required to provide transportation to the out of zone school when the new building opens.

New school is a full feeder to Page Middle.

Oak View Elementary becomes a full feeder to Thompson's Station Middle.

Proposed Elementary School Zones Year 2: 2020-21

From Trinity in Yellow; From College Grove in Blue



Proposed Gosey Hill Road School Zone

Year 2: 2020-21

Subdivision Name	Total Lots Approved	Construction and Approval Process
From College Grove:		
Stags Leap	92	Complete
Arno, Meeks, and Trinity Roads		
From Trinity:		
Delta Springs	28	Complete
Echelon	169	56% Complete
Gallant Ridge	10	Complete
Water's Edge	395	34% Complete
Arno, South Carothers, and Trinity Roads		

Proposed Elementary School Zones Year 2: 2020-21



Gosey Hill Road Elementary Property Rezoning Plan Year 2: 2020-2021 School Year

School	Current Students with EC and/or PK	Projected Students 2019-20	Fill Rate	Total in New Zone 2020-21	EC and/or PK	Out of Zone	Growth Projection Year 2	Projected Students 2020-21	Stated Bldg Capacity	Over or Under Capacity	Fill Rate	Growth Projection 3-5 Years	Projected Students 3-5 Years	Over or Under Capacity	Fill Rate
New Gosey Hill Rd Elementary	0	510	57%	647	0	10	60	717	890	-173	81%	100	817	-73	92%
College Grove Elementary	605	662	91%	531	0	19	70	620	730	-110	85%	195	815	85	112%
Oak View Elementary	839	380	55%	380	132	28	25	565	695	-130	72%	120	685	-10	89%
Trinity Elementary	788	813	93%	659	20	42	40	761	870	-109	86%	100	861	-9	98%
Winstead Elementary	621	658	83%	551	25	67	25	668	790	-122	85%	75	743	-47	94%

EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Numbers do not reflect students eligible to grandfather and remain at College Grove, Oak View, and Trinity.

College Grove moves 61 current students to the new school in year two. Current 3rd graders eligible to grandfather and remain at College Grove = 12 plus 4 siblings (16 total).

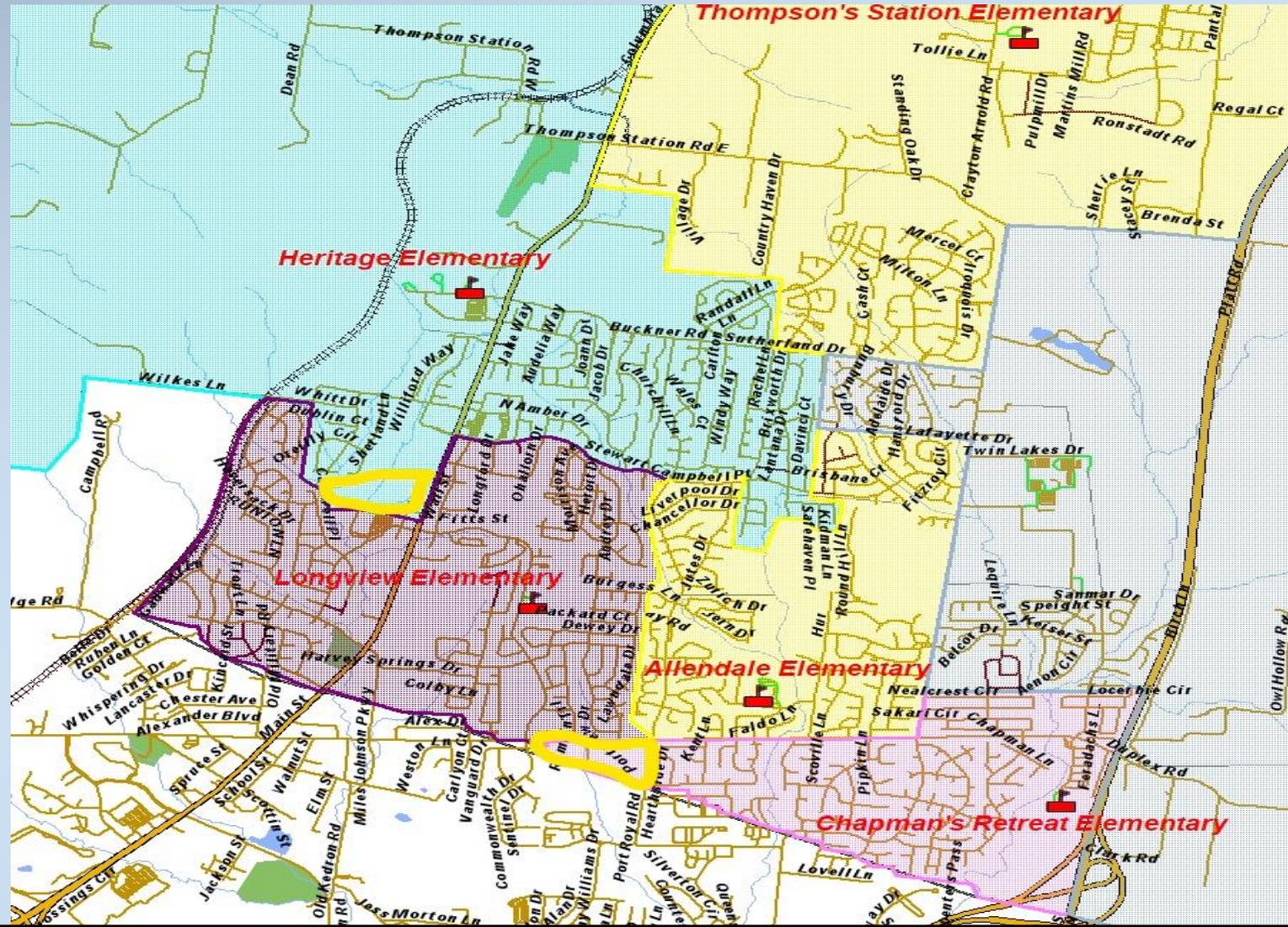
Trinity moves 76 current students to the new school in year two. Current 3rd graders eligible to grandfather and remain at Trinity = 11 plus 4 siblings (15 total).

New school is a full feeder to Page Middle.

Oak View Elementary becomes a full feeder to Thompson's Station Middle.

No change to the Winstead Elementary zone.

Proposed Elementary School Zones: Change in School Zones for Planned Subdivisions Prior to Development



Proposed Elementary School Zones: Change in School Zones for Planned Subdivisions Prior to Development



Longview Elementary Rezoning Plan Effective 2019-20 School Year

School	Current Students with EC and/or PK	Fill Rate	Total in New Zone	EC and/or PK	Out of Zone	Growth Projection Year 1	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity	Fill Rate	Growth Projection 2-5 Years	Projected Students 2-5 Years	Over or Under Capacity	Fill Rate
Chapman's Retreat Elementary	743	92%	693	20	30	0	743	805	-62	91%	20	763	-42	94%
Heritage Elementary	596	74%	541	0	24	25	590	805	-215	73%	80	670	-135	83%
Longview Elementary	978	99%	811	100	20	44	975	935	40	99%	160	1135	200	116%

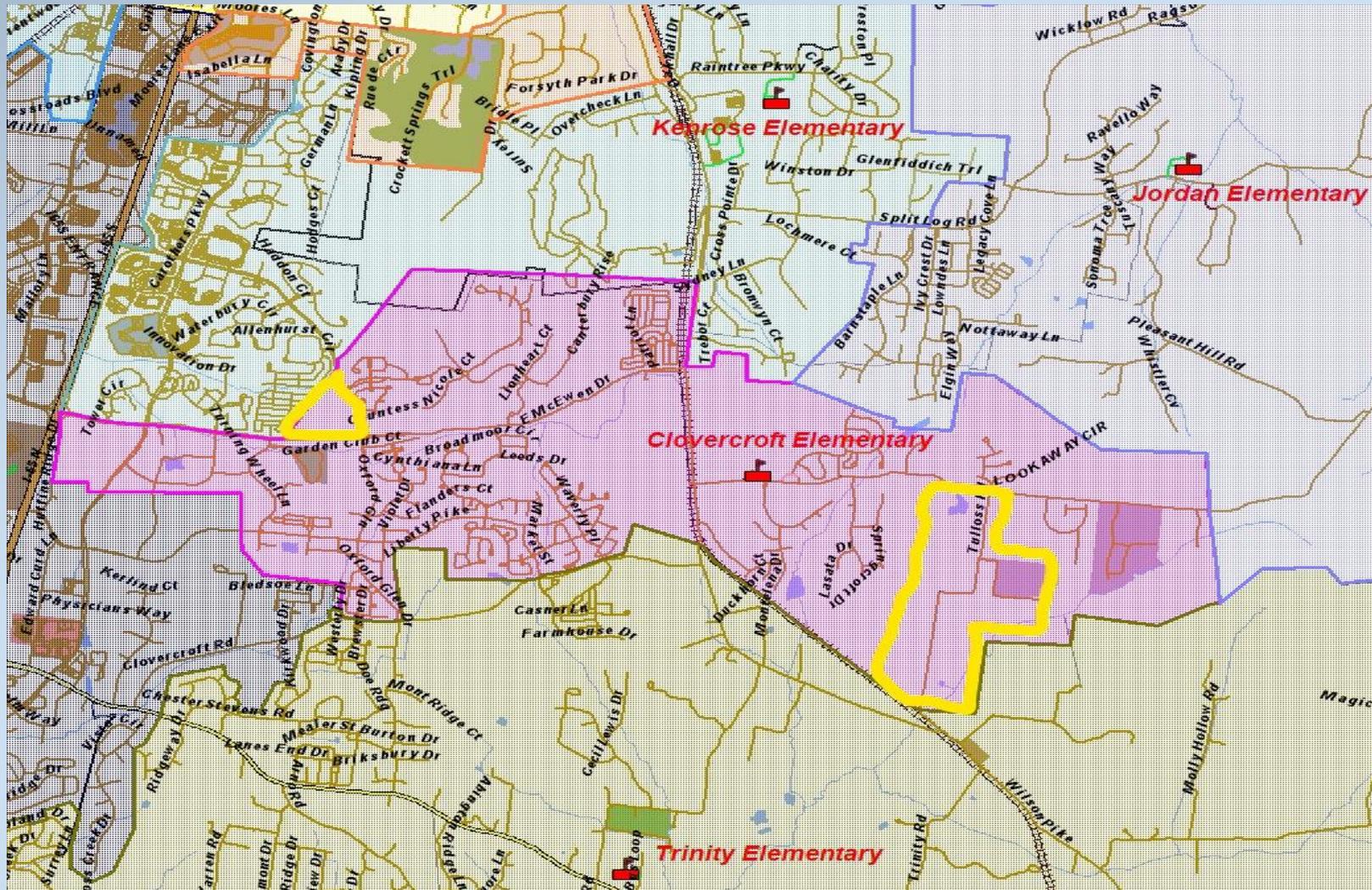
EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

From Longview to Heritage Elementary includes Belshire Village, 138 units. The development is proposed to connect with Amacher Drive in the Shannon Glen subdivision which is zoned to Heritage Elementary. Recommend changing the school zone prior to development. No change to the middle and high feeder pattern.

From Longview to Chapman's Retreat includes 3 lots in Dartford subdivision. The subdivision is split between Maury and Williamson Counties. Recommend changing the school zone prior to development. If approved, the middle and high feeder pattern changes to Spring Station MS & Summit HS.

From Longview to Chapman's Retreat includes 2 lots on Spring Hill Duplex Road. Recommend changing the school zone prior to development. If approved, the middle and high feeder pattern changes to Spring Station MS & Summit HS.

Proposed Elementary School Zones: Change in School Zones for Planned Subdivisions Prior to Development



Proposed Elementary School Zones: Change in School Zones for Planned Subdivisions Prior to Development



Clovercroft Elementary Rezoning Plan Effective 2019-20 School Year

School	Current Students with EC and/or PK	Fill Rate	Total in New Zone	EC and/or PK	Out of Zone	Growth Projection Year 1	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity	Fill Rate	Growth Projection 2-5 Years	Projected Students 2-5 Years	Over or Under Capacity	Fill Rate
Clovercroft Elementary	758	85%	670	0	35	30	735	890	-155	83%	110	845	-45	95%
Kenrose Elementary	765	84%	705	0	19	10	734	910	-176	81%	40	774	-136	85%
Trinity Elementary	788	91%	659	20	42	40	761	870	0	86%	100	861	-9	98%

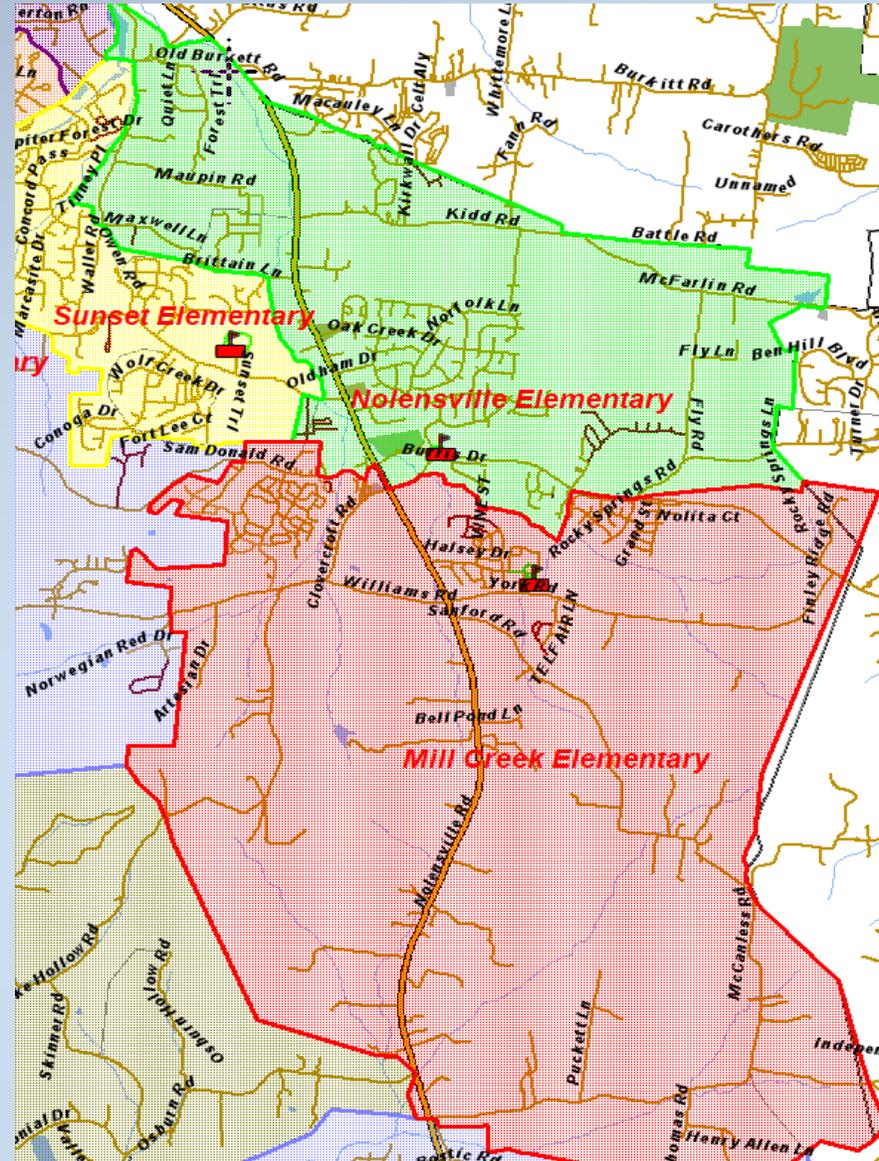
EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Avalon Square is a proposed mixed-use development on each corner of Cool Springs Blvd, Oxford Glen Dr, and E. McEwen Drives. 614 Townhomes and Multi-Family Units are included in the revised development plan.

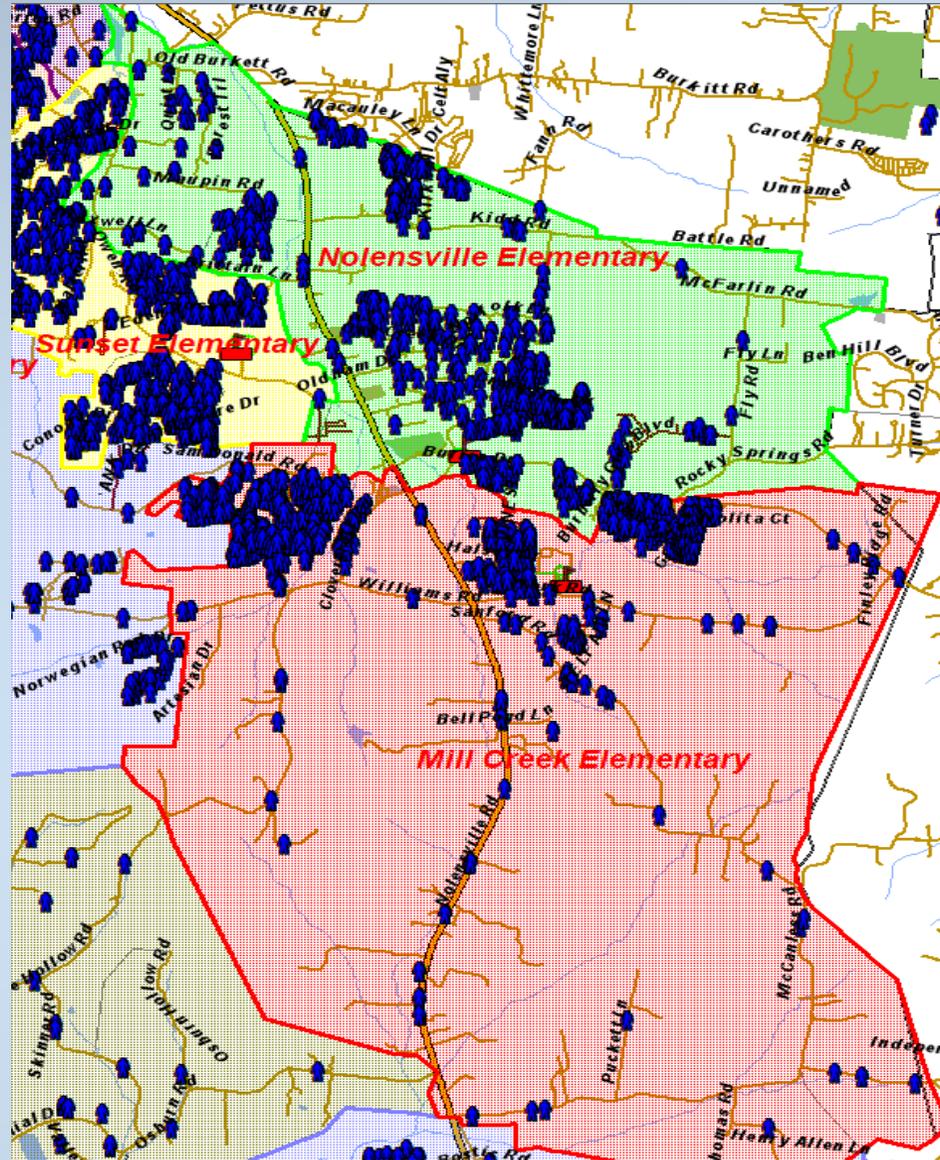
Recommend changing the school zone prior to development from Kenrose to Clovercroft to align with the rest of the Avalon subdivision. No change to the middle and high school feeder pattern.

Recommend changing the school zones for Tulloss Road, including the new Daventry subdivision, from Trinity to Clovercroft. No students are currently affected by a change in school zones. If approved, the middle and high feeder pattern changes to Woodland MS and Ravenwood HS.

Current Elementary School Zones



Current Elementary Schools Zones with Student Population



Mill Creek and Nolensville Elementary Schools

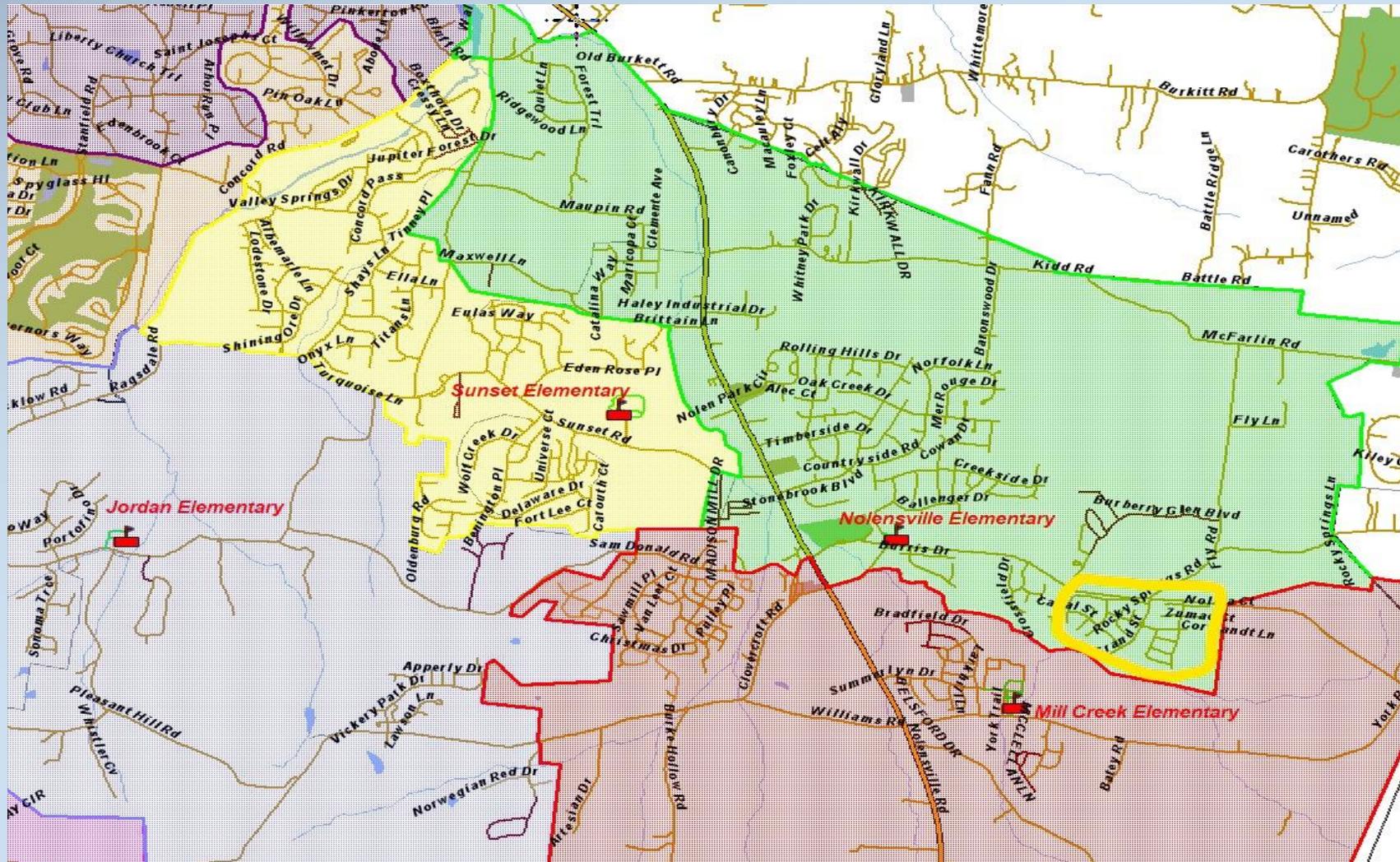


Mill Creek and Nolensville Elementary Schools Projections Without Rezoning 2019-20

School	Current Students with EC and/or PK	Fill Rate	Total in Zone	EC and/or PK	Out of Zone	Growth Projection	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity	Fill Rate
Mill Creek Elementary	860	108%	816	0	49	72	937	800	137	117%
Nolensville Elementary	566	64%	534	0	20	40	594	890	-296	67%

EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Proposed Elementary School Zones Effective 2019-20



Proposed Elementary School Zones Effective 2019-20



Mill Creek Elementary Rezoning Plan Effective 2019-20 School Year

School	Current Students with EC and/or PK	Fill Rate	Total in New Zone	EC and/or PK	Out of Zone	Growth Projection First Year	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity	Fill Rate	Growth Projection 2-5 Years	Projected Students 2-5 Years	Over or Under Capacity	Fill Rate
Mill Creek Elementary	860	108%	614	0	49	72	735	800	-65	92%	100	835	35	104%
Nolensville Elementary	566	64%	741	0	20	40	801	890	-89	90%	110	911	21	102%

EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Numbers do not reflect students eligible to grandfather and remain at Mill Creek Elementary.

All of Silver Stream Farms subdivision moves from Mill Creek Elementary to Nolensville Elementary = 202 students; Current 4th grade students eligible to grandfather = 26 plus 16 siblings (42 total).

Growth slows in the Mill Creek Elem zone in 2021. Telfair and Summerlyn are scheduled to be completed. Projects currently approved are Darsey, 36 lots, and Enclave at Dove Lake, 130 lots.

No change to middle and high school feeder pattern.

Proposed Mill Creek Elementary Zone

Subdivision Name to remain at Mill Creek ES:	Total Approved	Construction and Approval Process
Artesian Acres	12	Complete
Bell Pond Estates	10	50% Complete
Bent Creek Townhomes	49	Complete
Bent Creek & The Reserve	819	Complete
Darsey	36	Approved, not started
Enclave @ Dove Lake	130	Approved, not started
Henry Property	251	Concept Plan Approved
Summerlyn	252	74% Complete
Telfair	110	71% Complete

Proposed Nolensville Elementary Zone

Subdivision Name to attend Nolensville ES:	Total Approved	Construction and Approval Process
Ballenger Farms	284	Complete
Baronswood	29	Complete
Burberry Glen	159	38% Complete
Burkitt Village	94	33% Complete
Catalina	150	88% Complete
Concord Forest	75	Complete
Greenbrook North	28	Approved, not started
Hadley Reserve	8	50% Complete
Market Square	75	Approved, not started

Proposed Nolensville Elementary Zone

Subdivision Name to attend Nolensville ES:	Total Approved	Construction and Approval Process
McFarlin Woods	160	Complete
Nolenmeade	21	52% Complete
Nolen Mill	149	36% Complete
Nolen Park	74	Complete
Sherwood Green	77	95% Complete
Silver Stream Farms	335	Complete
Stonebrook/Greystone	503	Complete
Whitney Park	62	Complete
Whittmore	62	81% Complete
Woods at Burberry Glen	114	17% Complete

Williamson County Schools School Board Policy 1.703

- Students re-zoned due to the opening of a new school or the rezoning of an existing school may request and be grandfathered to continue in the former zoned school as follows:
 - Elementary School: rising 5th grade students
 - Middle School: rising 8th grade students
 - High School: rising 11th and 12th grade students
- Siblings: When a student is attending an out of zone school, that student and his siblings may attend through the highest grade level of the school. A sibling must be enrolled in that school the upcoming school year for a younger sibling to be eligible to attend the out of zone school. An out of zone request must be submitted by May 15, 2019.
- Online Out of Zone Requests are available beginning February 19 on the School Zones page of the District website. Deadline to apply is May 15, 2019. Students approved to attend an out of zone school are not eligible for bus service.

Questions from the Community and Staff Responses

- **Question:** Can students in the area zoned to the new school in Year 2 from College Grove or Trinity attend 2nd semester when the building opens?
- **Answer:** Yes. Staff recommends the new school be open-zoned to students in the geographic area from College Grove Elementary or Trinity Elementary Schools who are zoned to the school in the 2020-21 school year and want to attend spring 2020 when the new building opens. The online out of zone request must be submitted by May 15. Transportation is the responsibility of the parent/guardian during that semester.



Gosey Hill Road Elementary Property Rezoning Plan Year 1: 2019-2020 School Year

School	Current Students with EC and/or PK	Fill Rate	Total in New Zone	EC and/or PK	Out of Zone 2nd Semester Potential	Growth Projection First Year	Projected Students to Grandfather	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity
New Gosey Hill Rd Elementary	0	0%	456	0	110	44	-26	584	890	-306
Oak View Elementary	839	121%	327	0	28	25	26	406	695	-289

EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Questions from the Community and Staff Responses

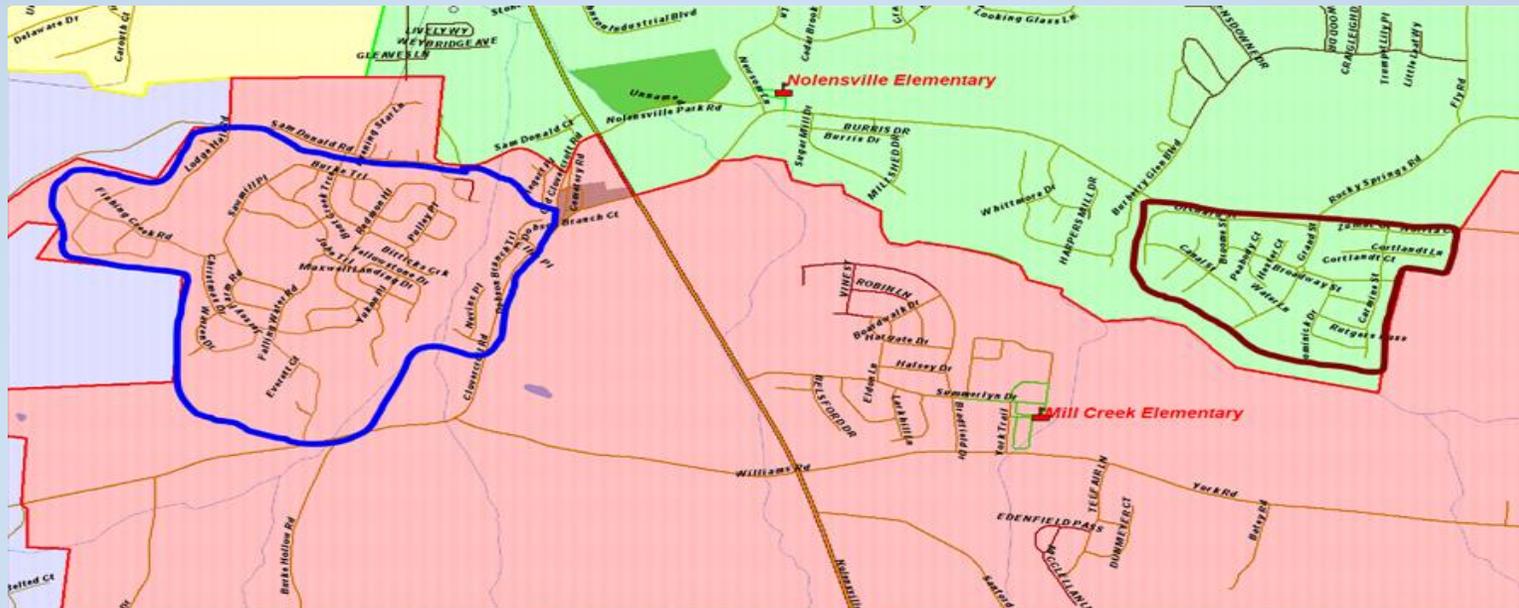
- **Question:** Will subdivisions rezoned from Oak View to Winstead in recent years be going back to Oak View when the new school on Gosey Hill Road opens?
- **Answer:** No, staff has no immediate plans to rezone students out of Winstead Elementary. Staff projects Winstead Elementary not to be over-capacity in the next 5 years. The proposed Oak View zone has 1,050 lots/units approved but not started.

Questions from the Community and Staff Responses

- **Question:** Will Silver Stream Farms go back to Mill Creek Elementary when Nolensville Elementary becomes over-capacity?
- **Answer:** No, staff has no immediate plans to move Silver Stream Farms back to Mill Creek Elementary. WCS Staff projects that when Nolensville Elementary reaches capacity, Mill Creek Elementary will already be over capacity again. Sunset Elementary's building expansion is on the 5-Year Capital Plan. The next iteration of zoning will likely include moving the North and Northwest areas out of Nolensville to Sunset Elementary School thereby bringing Nolensville back within capacity.

Questions from the Community and Staff Responses

- **Question:** Did you discuss other options besides moving Silver Stream Farms?
- **Answer:** Yes. Staff did not identify any other viable zoning options. Staff contemplated the possibility of rezoning Bent Creek subdivision and determined it to be unreasonable because it would require splitting the neighborhood. Bent Creek subdivision has 392 elementary students; Silver Stream Farms has 202 elementary students. As much as possible, the school board likes to keep neighborhoods together.



Questions from the Community and Staff Responses

- **Question:** Can Silver Stream Farms remain at Mill Creek Elementary with portables?
- **Answer:** No. If rezoning does not take place, Mill Creek Elementary is projected to have 937 students in August in a building with capacity for 800 students. Staff examined the possibility of utilizing portables but determined this is not a practical or safe option. Staff identified two possible options for portable placement. One would be to place portables in the parking lot in front of the school where students would have to cross traffic. A second option would be to place portables on the middle school practice field. This would result in moving middle school students out of the main building and back fill those classrooms with elementary age students.

Questions from the Community and Staff Responses

- **Question:** How do we start the conversations now for middle and high school zoning, which will be over-capacity in the near future with current growth?
- **Answer:** Nolensville Elementary and Mill Creek Elementary are designed to be clean feeders to Mill Creek Middle. The expansion of Nolensville High School is planned for the growth projected in the Sunset Middle zone. Sunset Middle School's projected enrollment does not exceed the building capacity in the next 5 years. A new middle school on the Jordan Elementary School campus is on the 5-Year Capital Plan and an expansion for Nolensville High School is on the District's 10-Year Plan.

Questions from the Community and Staff Responses

- **Question:** What is the timing and potential zoning plan for the new elementary school in the Triune area?
- **Answer:** The District's 5-Year Capital Plan calls for a Northeast Elementary School in fall 2024. This school is projected to include students from the southern portion of the Mill Creek zone, northern portion of the College Grove zone, and eastern portion of the Trinity zone. It would not provide sufficient relief to avoid the current proposed rezoning plan, and growth is projected to continue.
- **Question:** Can we rezone all incoming kindergarten students without siblings to Nolensville or Sunset Elementary Schools?
- **Answer:** No. Dual zones create duplicate bus routes that we cannot staff. Also, new families to the District will not know which school to attend. Staff does not recommend this option.

Questions from the Community and Staff Responses

- **Question:** Can we move the 8th grade students to Nolensville High to give room for elementary students on the middle school side of Mill Creek?
- **Answer:** No. This would require hiring at least four additional teachers. It's not possible to separate the 8th grade students from the general student population due to the building's design. Staff does not recommend this option.

- **Question:** Can we utilize empty seats at Mill Creek Middle?
- **Answer:** Yes. The elementary school is already encroaching into middle school classrooms. Mill Creek Middle is projected to have 766 students next school year with stated building capacity for 800 students. With the growth projections for the elementary and middle schools, enrollment will exceed 1,700 total students, thereby bringing the entire building over-capacity.

Questions from the Community and Staff Responses

- **Question:** Can all new and future developments in the current Mill Creek Elementary Zone which have not yet broken ground be zoned to Nolensville or Sunset Elementary Schools?
- **Answer:** No. This creates non-contiguous school zones. With the exception of the zones around the Franklin Special School District, the school board has traditionally kept school zones lines together. Non-contiguous zone lines means the district will have school buses serving different schools in the same geographic area with longer bus rides and the expense of additional buses and drivers. Staff does not recommend this option.

Questions from the Community and Staff Responses

- **Question:** Can you change the grandfather policy to consider prior rezoning of students, not just rising 4th, 8th, 11th, and 12th grades?
- **Answer:** No. Silver Stream Farms has 38 current 3rd grade students with 15 siblings. The neighborhood has 25 current 4th grade students with 13 siblings younger than 3rd grade. Changing the grandfather policy for this rezoning changes the eligible number of students who can remain at Mill Creek Elementary from 42 to 91 students. If all families choose this option, Mill Creek would remain 26 students over capacity. Staff does not recommend this option.



Mill Creek Elementary Rezoning Plan Effective 2019-20 School Year

School	Current Students with EC and/or PK	Fill Rate	Total in New Zone	EC and/or PK	Out of Zone	Growth Projection First Year	Projected Students to Grandfather 3rd & 4th Grades	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity	Fill Rate	Growth Projection 2-5 Years	Projected Students 2-5 Years	Over or Under Capacity	Fill Rate
Mill Creek Elementary	860	108%	614	0	49	72	91	826	800	26	103%	100	926	126	116%
Nolensville Elementary	566	64%	741	0	20	40	-91	710	890	-180	80%	110	820	-70	92%

EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Questions from the Community and Staff Responses

- **Question:** Can bus routes be reconfigured to have minimal stops in “walkable” neighborhoods?
- **Answer:** Several years ago, Williamson County Schools implemented a walk standard that students of all ages living in subdivisions may walk up to .25 miles to their assigned bus stop.
- **Question:** Can the district use non-instructional spaces as temporary classrooms to ease overcrowding?
- **Answer:** No. The district believes the quality of instruction is negatively impacted when students do not have a regular classroom. In addition, over-crowding stresses building services which include lunch services, physical education classes, library, and restrooms.

Questions from the Community and Staff Responses

- **Question:** Can we create alternate schedules such as staggering lunch schedules or staggering school start and end times?
- **Answer:** No. This is not a feasible solution.

- **Question:** Has the district considered leasing buildings as a temporary solution to overcrowding?
- **Answer:** Staff does not recommend spending additional tax payer dollars when there is available capacity at a school within 2 miles of the proposed neighborhood to be rezoned.

Questions from the Community and Staff Responses

- **Question:** Have we considered reconfiguring the existing schools to resolve over-crowding at Mill Creek Elementary?
- **Answer:** Yes. Staff considered this option.

- **Question:** Can we have dual zones similar to the Franklin Special School District?
- **Answer:** No. Staff does not believe this is a feasible option. It is staff's understanding that Franklin Special School District is phasing out this program and going to the Williamson County School method for school zoning.

Questions from the Community and Staff Responses

- **Question:** Can we move the classroom addition planned for Sunset Elementary to Mill Creek?
- **Answer:** No. Sunset's property has additional acreage on campus, but Mill Creek does not. The Mill Creek campus is not structured for expansion. Geothermal energy serves the Mill Creek building with wells on all sides of the building, and any expansion would interfere with those fields.

Questions from the Community and Staff Responses

- **Question:** Can another zoning model/method be utilized?
- **Answer:** The district reviewed various zoning methods and models, hired consultants, etc. over the years. Staff has concluded that all zoning processes are unique to the local district and believes the current proposal is the most appropriate plan for the next 3-5 years.

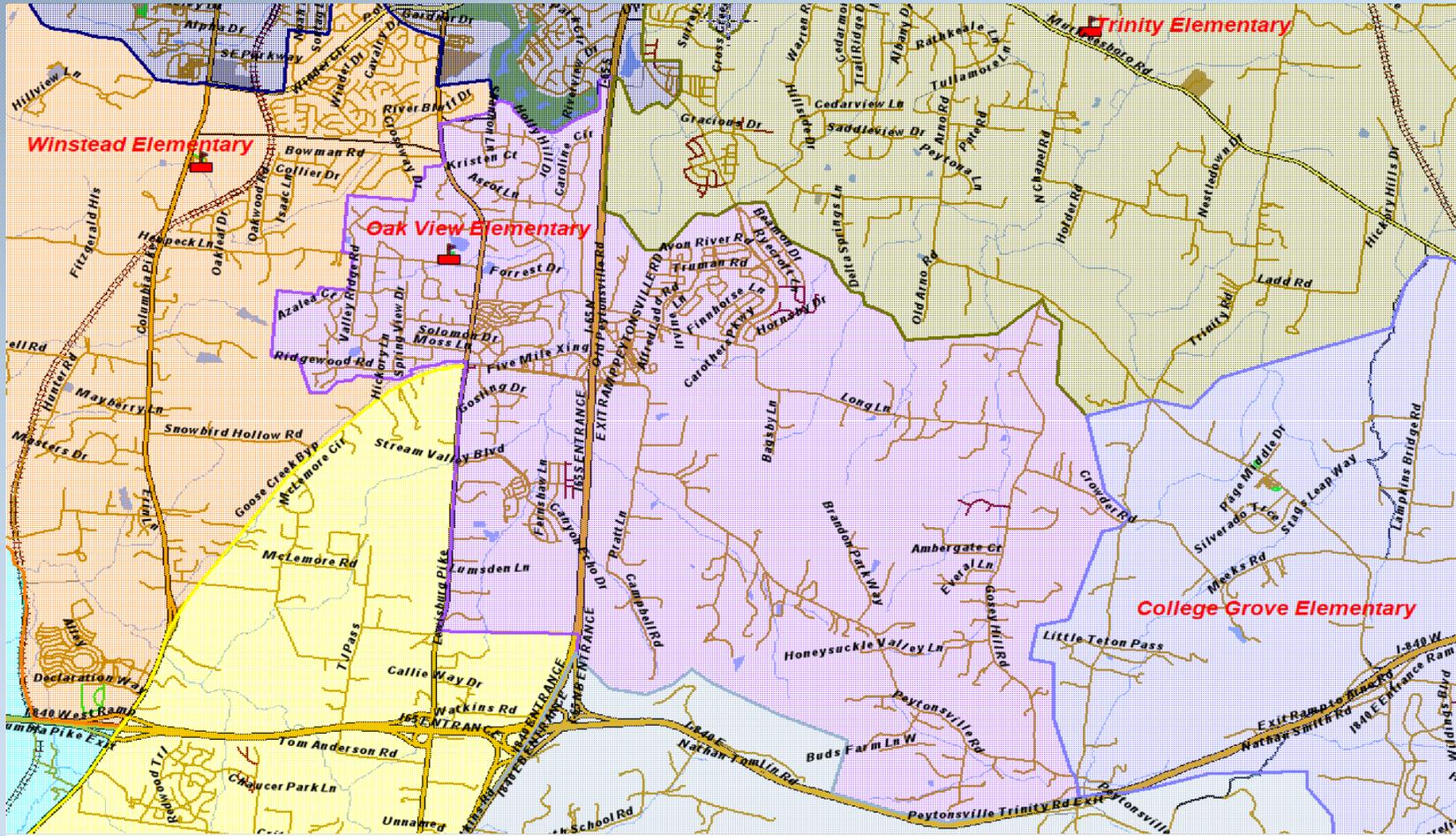


Williamson County Schools

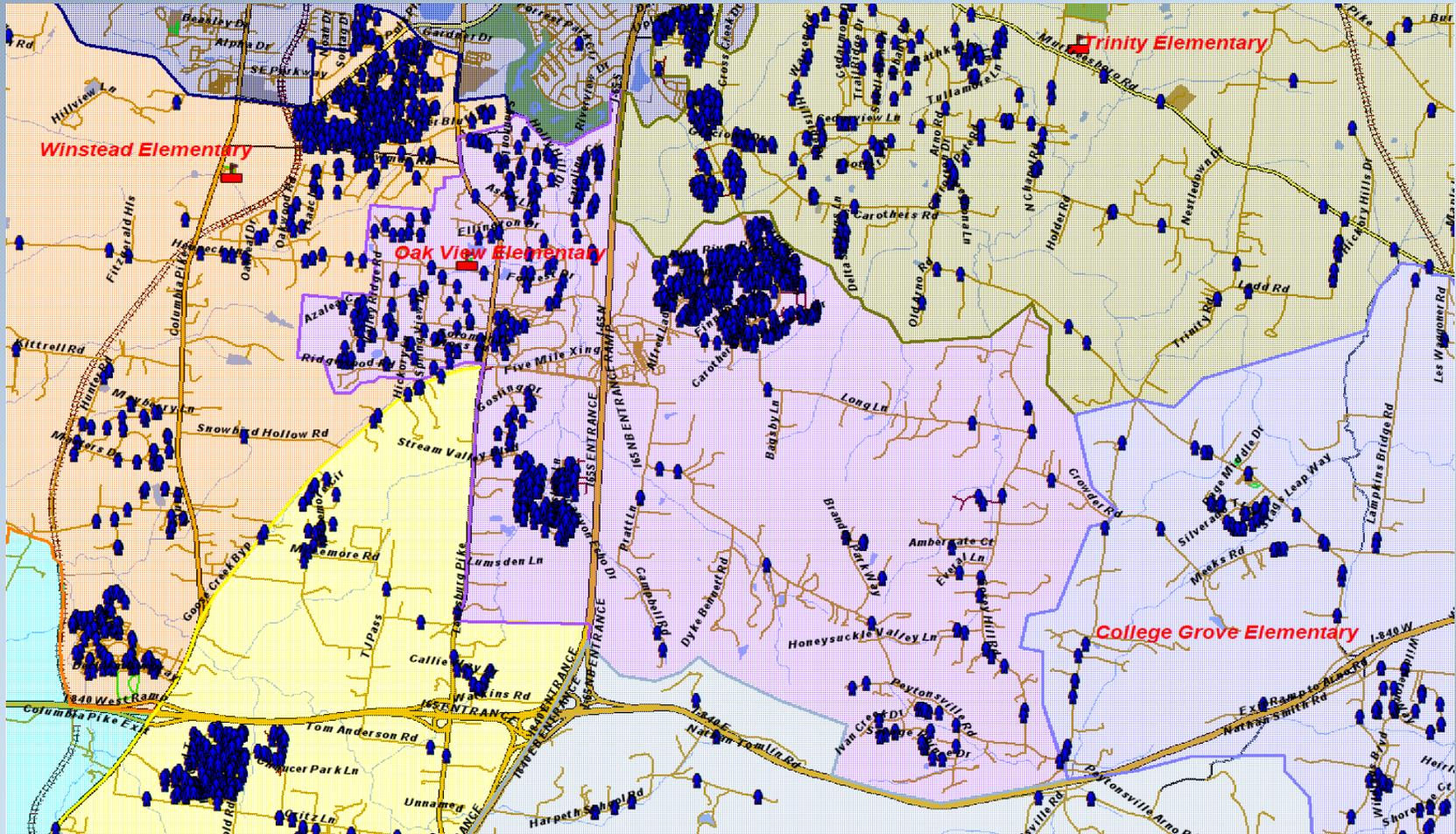
Rezoning Plan

School Board Work Session
January 17, 2019

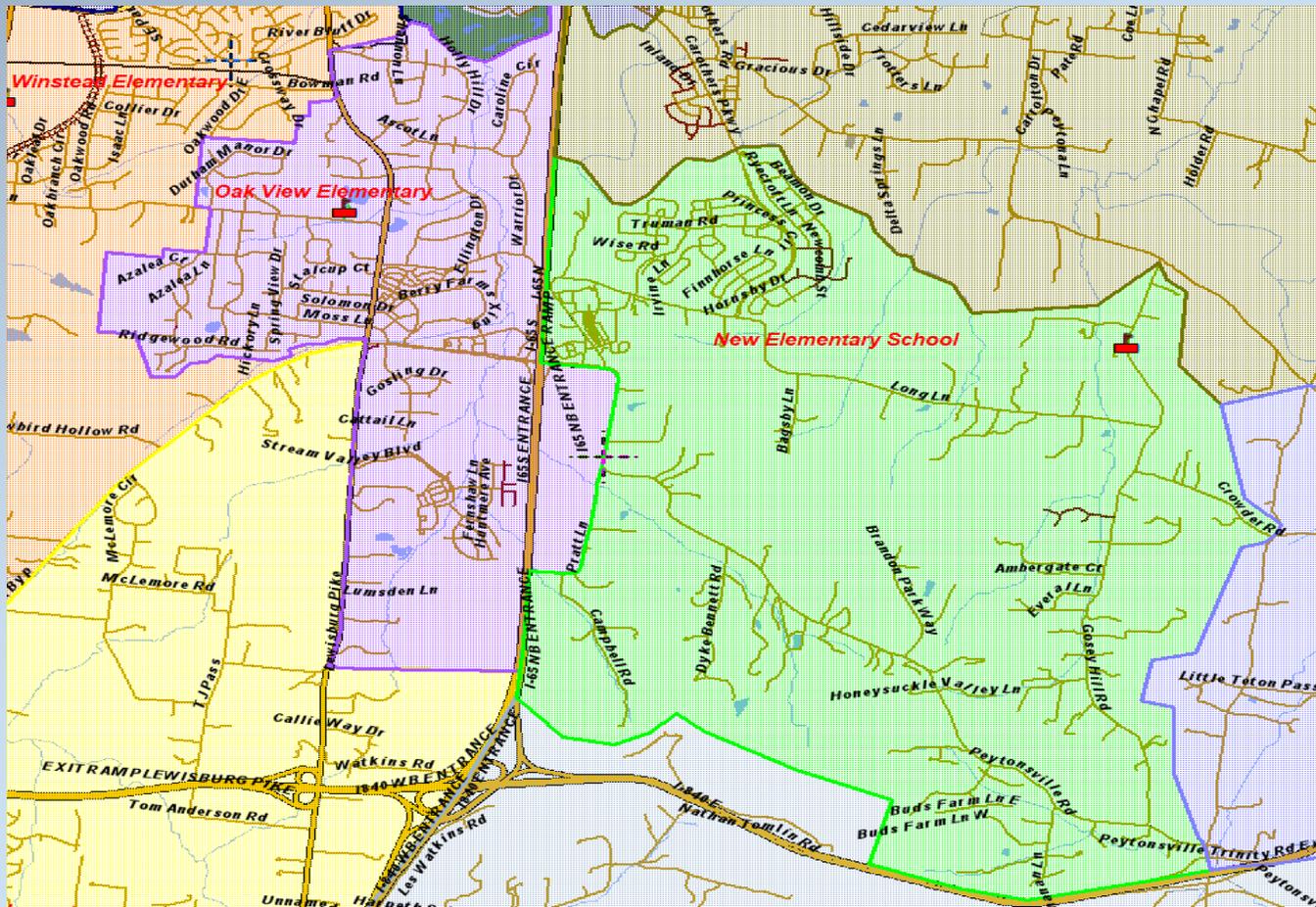
Current Elementary School Zones



Current Elementary School Zones with Student Population



Proposed Elementary School Zones Year 1: 2019-20



Proposed Gosey Hill Road School Zone Year 1: 2019-20

Subdivision Name From Oak View:	Total Lots Approved	Construction and Approval Process
Ambergate Estates	18	Complete
Brandon Park Downs	43	79% Complete
Foxglove Farms	30	Approved, not started
Highlands at Ladd Park	1060	86% Complete
Ivan Creek	58	Complete
Savage Pointe	23	Complete
Terrevista	115	Approved, not started

Proposed Elementary School Zones Year 1: 2019-20



Gosey Hill Road Elementary Property Rezoning Plan Year 1: 2019-2020 School Year

School	Current Students with EC and/or PK	Fill Rate	Total in New Zone	EC and/or PK	Out of Zone	Growth Projection First Year	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity
New Gosey Hill Rd Elementary	0	0%	456	0	10	44	510	890	-380
Oak View Elementary	839	121%	327	0	28	25	380	695	-315

EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Numbers do not reflect students eligible to grandfather and remain at Oak View.

Year 1 for the new school only includes students from Oak View Elementary.

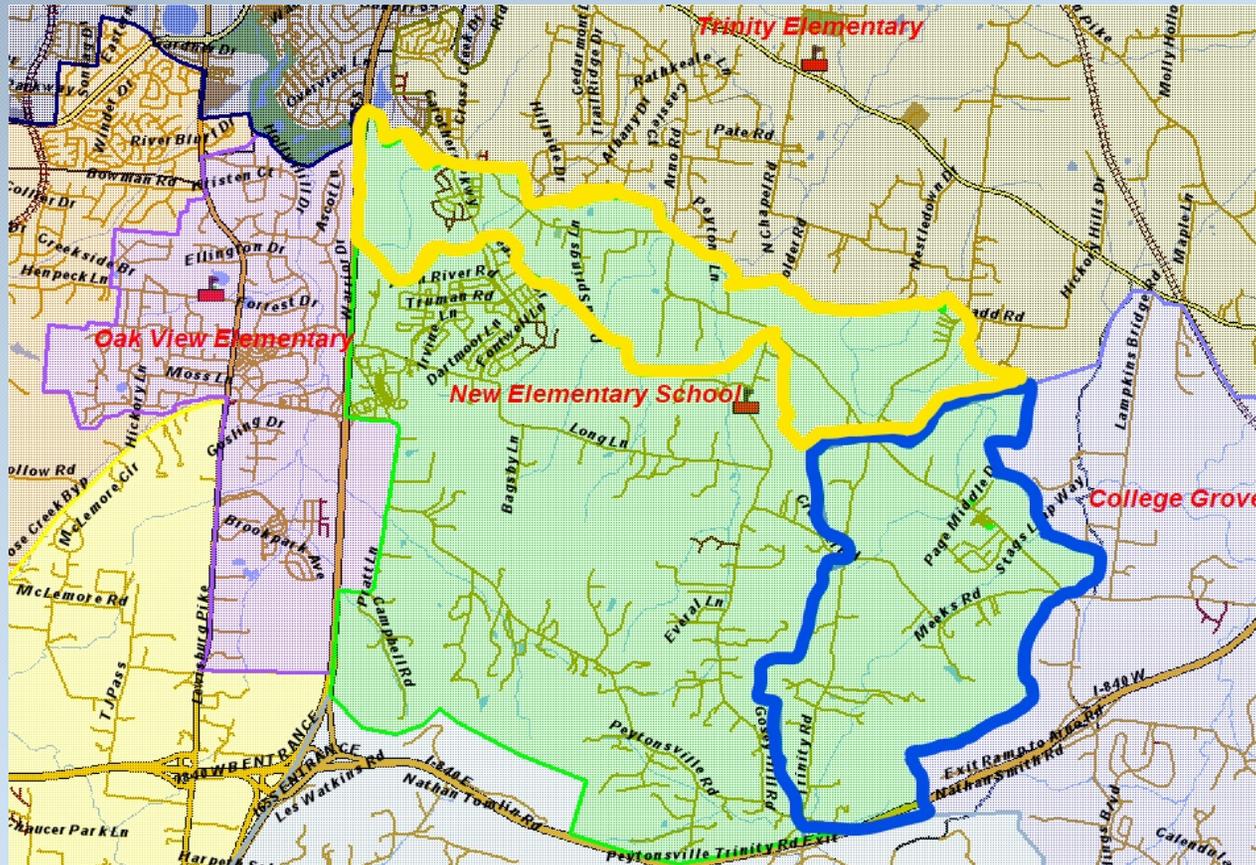
Current 4th grade students eligible to grandfather and remain at Oak View = 64 plus 39 siblings (103 total) We recommend allowing those students to ride the bus while the Gosey Hill students are stationed at OVES. Parents are required to provide transportation to the out of zone school when the new building opens.

New school is a full feeder to Page Middle.

Oak View Elementary becomes a full feeder to Thompson's Station Middle.

Proposed Elementary School Zones Year 2: 2020-21

From Trinity in Yellow; From College Grove in Blue



Proposed Gosey Hill Road School Zone Year 2: 2020-21

Subdivision Name	Total Lots Approved	Construction and Approval Process
From College Grove:		
Stags Leap	92	Complete
Arno, Meeks, and Trinity Roads		
From Trinity:		
Delta Springs	28	Complete
Echelon	169	56% Complete
Gallant Ridge	10	Complete
Water's Edge	395	34% Complete
Arno, South Carothers, and Trinity Roads		

Proposed Elementary School Zones Year 2: 2020-21



Gosey Hill Road Elementary Property Rezoning Plan Year 2: 2020-2021 School Year

School	Current Students with EC and/or PK	Projected Students 2019-20	Fill Rate	Total in New Zone 2020-21	EC and/or PK	Out of Zone	Growth Projection Year 2	Projected Students 2020-21	Stated Bldg Capacity	Over or Under Capacity	Fill Rate	Growth Projection 3-5 Years	Projected Students 3-5 Years	Over or Under Capacity	Fill Rate
New Gosey Hill Rd Elementary	0	510	57%	647	0	10	60	717	890	-173	81%	100	817	-73	92%
College Grove Elementary	605	662	91%	531	0	19	70	620	730	-110	85%	195	815	85	112%
Oak View Elementary	839	380	55%	380	132	28	25	565	695	-130	72%	120	685	-10	89%
Trinity Elementary	788	813	93%	659	20	42	40	761	870	-109	86%	100	861	-9	98%
Winstead Elementary	621	658	83%	551	25	67	25	668	790	-122	85%	75	743	-47	94%

EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Numbers do not reflect students eligible to grandfather and remain at College Grove, Oak View, and Trinity.

College Grove moves 61 current students to the new school in year two. Current 3rd graders eligible to grandfather and remain at College Grove = 12 plus 4 siblings (16 total).

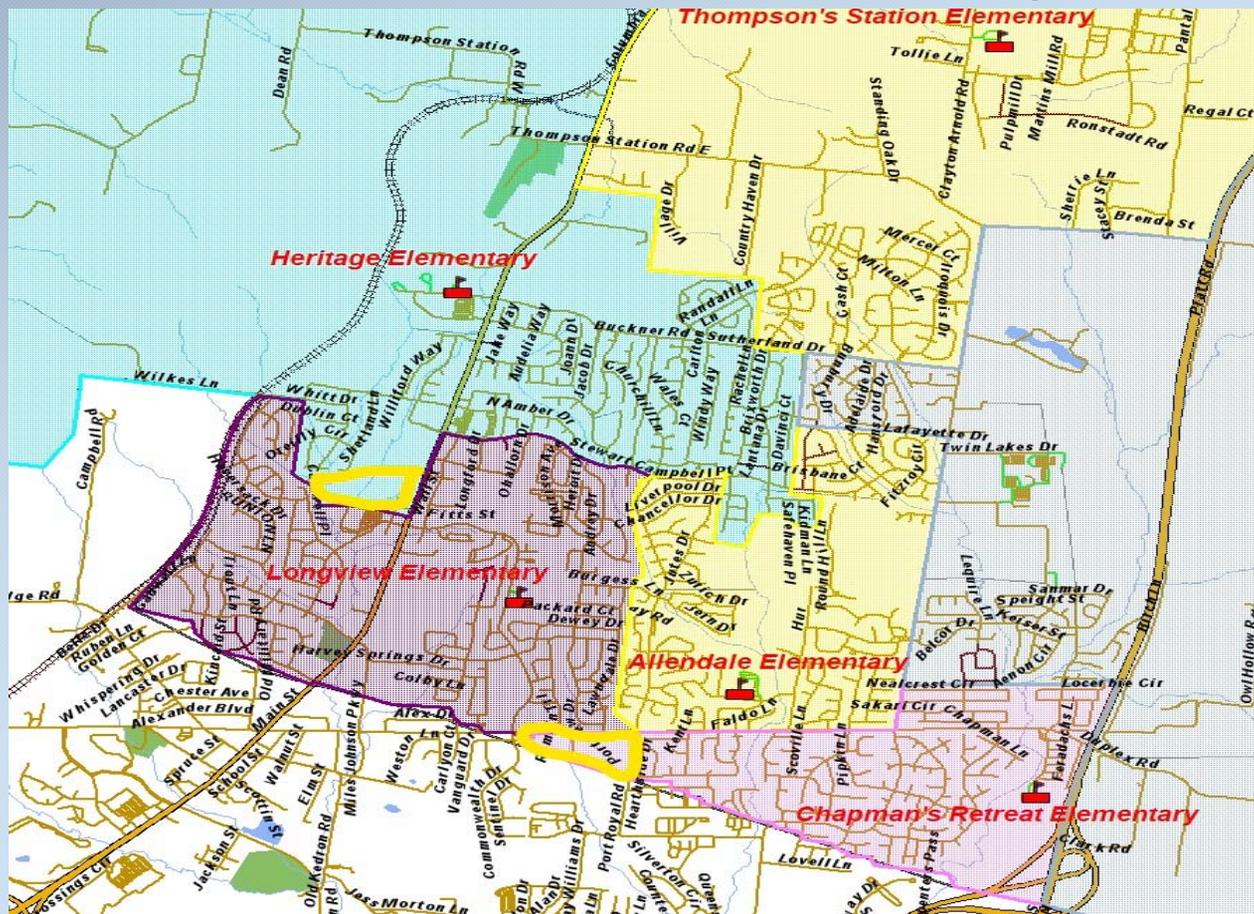
Trinity moves 76 current students to the new school in year two. Current 3rd graders eligible to grandfather and remain at Trinity = 11 plus 4 siblings (15 total).

New school is a full feeder to Page Middle.

Oak View Elementary becomes a full feeder to Thompson's Station Middle.

No change to the Winstead Elementary zone.

Proposed Elementary School Zones: Change in School Zones for Planned Subdivisions Prior to Development



Proposed Elementary School Zones: Change in School Zones for Planned Subdivisions Prior to Development



Longview Elementary Rezoning Plan Effective 2019-20 School Year

School	Current Students with EC and/or PK	Fill Rate	Total in New Zone	EC and/or PK	Out of Zone	Growth Projection Year 1	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity	Fill Rate	Growth Projection 2-5 Years	Projected Students 2-5 Years	Over or Under Capacity	Fill Rate
Chapman's Retreat Elementary	743	92%	693	20	30	0	743	805	-62	91%	20	763	-42	94%
Heritage Elementary	596	74%	541	0	24	25	590	805	-215	73%	80	670	-135	83%
Longview Elementary	978	99%	811	100	20	44	975	935	40	99%	160	1135	200	116%

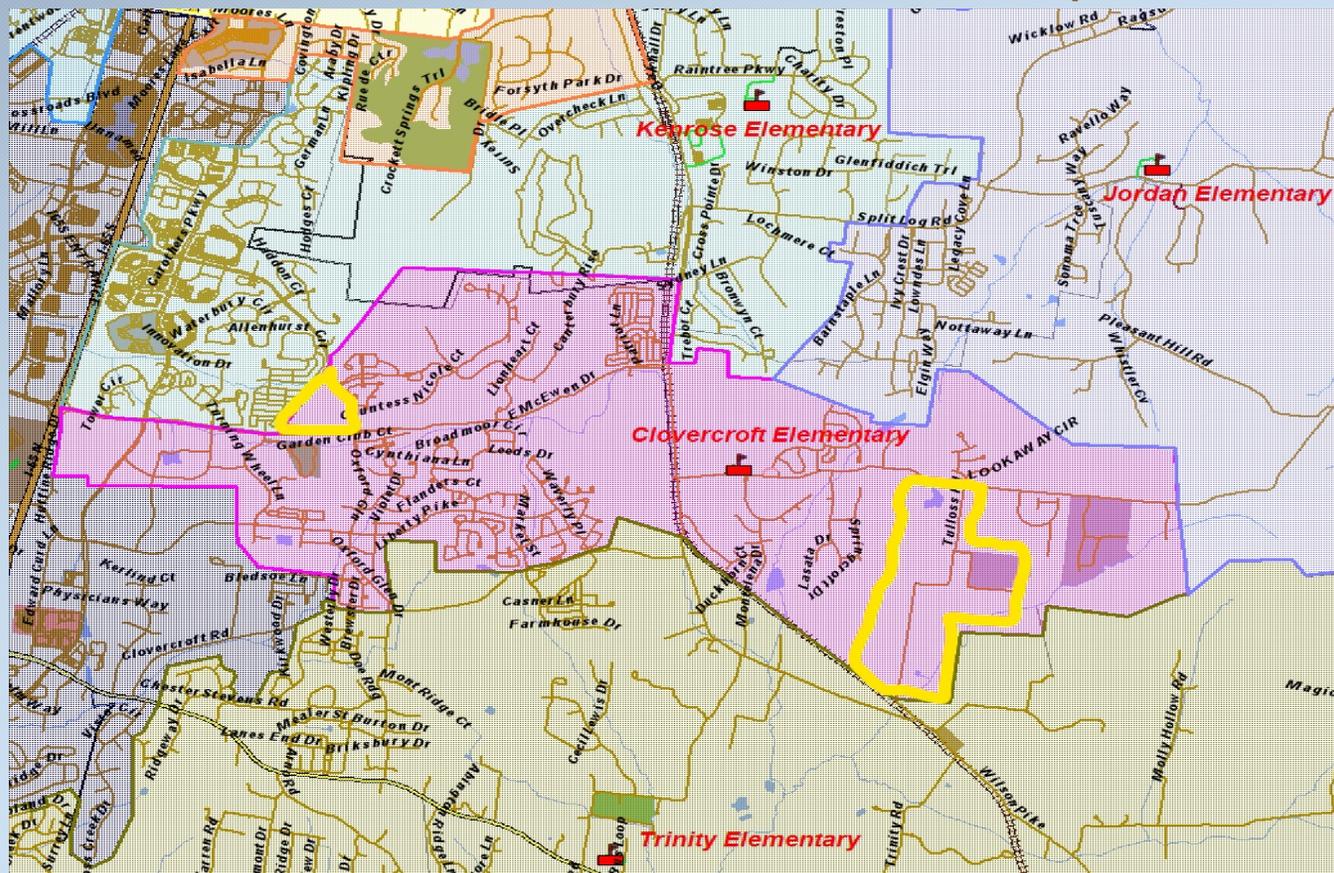
EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

From Longview to Heritage Elementary includes Belshire Village, 138 units. The development is proposed to connect with Amacher Drive in the Shannon Glen subdivision which is zoned to Heritage Elementary. Recommend changing the school zone prior to development. No change to the middle and high feeder pattern.

From Longview to Chapman's Retreat includes 3 lots in Dartford subdivision. The subdivision is split between Maury and Williamson Counties. Recommend changing the school zone prior to development. If approved, the middle and high feeder pattern changes to Spring Station MS & Summit HS.

From Longview to Chapman's Retreat includes 2 lots on Spring Hill Duplex Road. Recommend changing the school zone prior to development. If approved, the middle and high feeder pattern changes to Spring Station MS & Summit HS.

Proposed Elementary School Zones: Change in School Zones for Planned Subdivisions Prior to Development



Proposed Elementary School Zones: Change in School Zones for Planned Subdivisions Prior to Development



Clovercroft Elementary Rezoning Plan Effective 2019-20 School Year

School	Current Students with EC and/or PK	Fill Rate	Total in New Zone	EC and/or PK	Out of Zone	Growth Projection Year 1	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity	Fill Rate	Growth Projection 2-5 Years	Projected Students 2-5 Years	Over or Under Capacity	Fill Rate
Clovercroft Elementary	758	85%	670	0	35	30	735	890	-155	83%	110	845	-45	95%
Kenrose Elementary	765	84%	705	0	19	10	734	910	-176	81%	40	774	-136	85%
Trinity Elementary	788	91%	659	20	42	40	761	870	0	86%	100	861	-9	98%

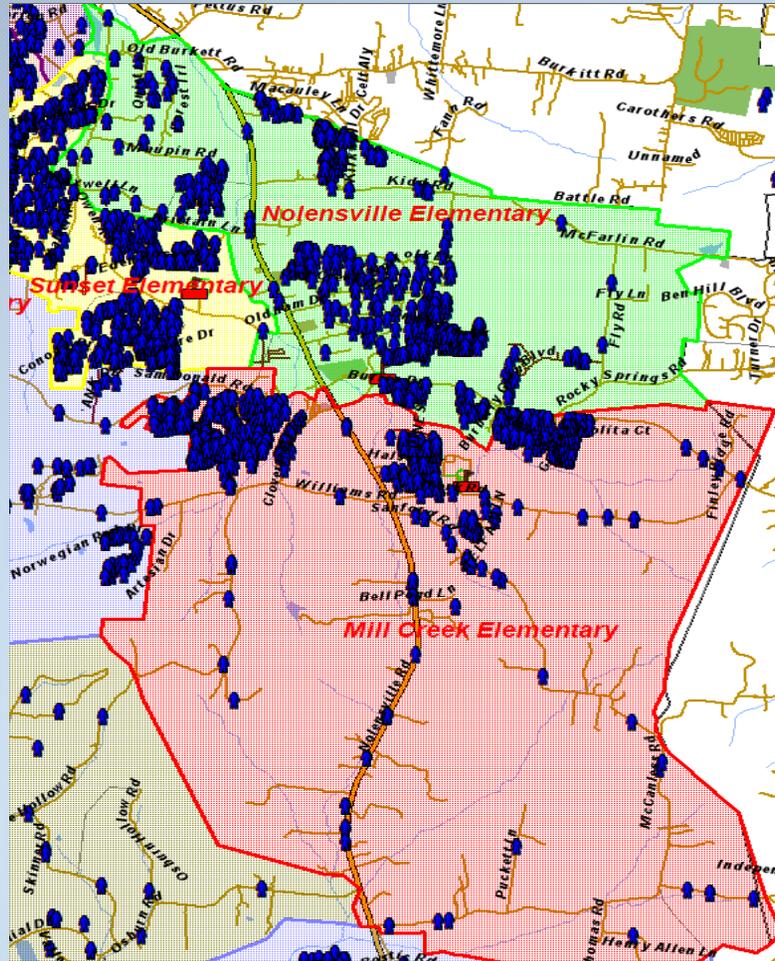
EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Avalon Square is a proposed mixed-use development on each corner of Cool Springs Blvd, Oxford Glen Dr, and E. McEwen Drives. 614 Townhomes and Multi-Family Units are included in the revised development plan.

Recommend changing the school zone prior to development from Kenrose to Clovercroft to align with the rest of the Avalon subdivision. No change to the middle and high school feeder pattern.

Recommend changing the school zones for Tulloss Road, including the new Daventry subdivision, from Trinity to Clovercroft. No students are currently affected by a change in school zones. If approved, the middle and high feeder pattern changes to Woodland MS and Ravenwood HS.

Current Elementary Schools Zones with Student Population



Mill Creek and Nolensville Elementary Schools

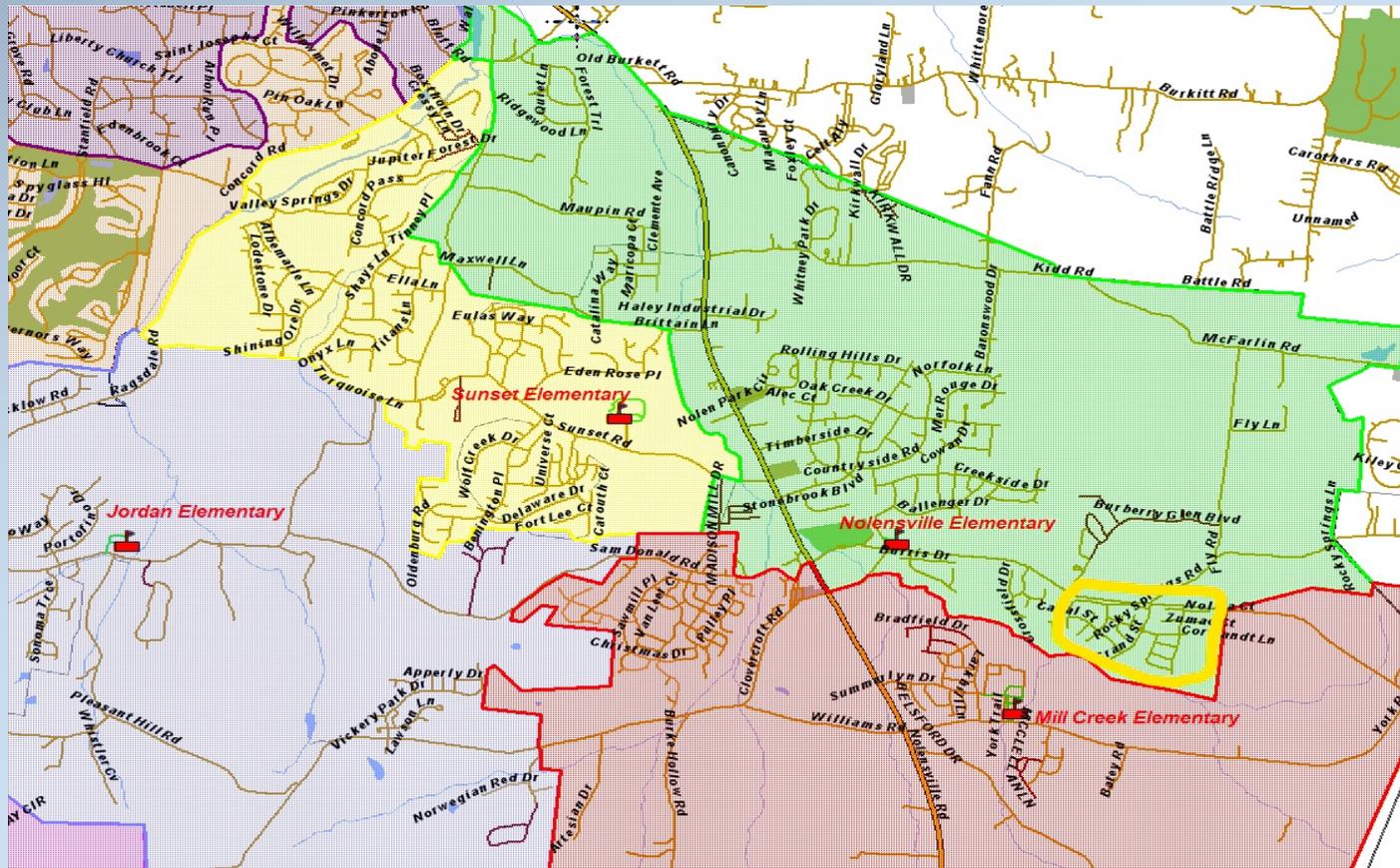


Mill Creek and Nolensville Elementary Schools Projections Without Rezoning 2019-20

School	Current Students with EC and/or PK	Fill Rate	Total in Zone	EC and/or PK	Out of Zone	Growth Projection	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity	Fill Rate
Mill Creek Elementary	860	108%	816	0	49	72	937	800	137	117%
Nolensville Elementary	566	64%	534	0	20	40	594	890	-296	67%

EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Proposed Elementary School Zones Effective 2019-20



Proposed Elementary School Zones Effective 2019-20



Mill Creek Elementary Rezoning Plan Effective 2019-20 School Year

School	Current Students with EC and/or PK	Fill Rate	Total in New Zone	EC and/or PK	Out of Zone	Growth Projection First Year	Projected Students 2019-20	Stated Bldg Capacity	Over or Under Capacity	Fill Rate	Growth Projection 2-5 Years	Projected Students 2-5 Years	Over or Under Capacity	Fill Rate
Mill Creek Elementary	860	108%	614	0	49	72	735	800	-65	92%	100	835	35	104%
Nolensville Elementary	566	64%	741	0	20	40	801	890	-89	90%	110	911	21	102%

EC=Early Childhood, PK=Pre-Kindergarten; Growth projections based on known developments as of December 2018

Numbers do not reflect students eligible to grandfather and remain at Mill Creek Elementary.

All of Silver Stream Farms subdivision moves from Mill Creek Elementary to Nolensville Elementary = 202 students; Current 4th grade students eligible to grandfather = 26 plus 16 siblings (42 total).

Growth slows in the Mill Creek Elem zone in 2021. Telfair and Summerlyn are scheduled to be completed. Projects currently approved are Darsey, 36 lots, and Enclave at Dove Lake, 130 lots.

No change to middle and high school feeder pattern.

Williamson County Schools School Board Policy 1.703

- Students re-zoned due to the opening of a new school or the rezoning of an existing school may request and be grandfathered to continue in the former zoned school as follows:
 - Elementary School: rising 5th grade students
 - Middle School: rising 8th grade students
 - High School: rising 11th and 12th grade students
- Siblings: When a student is attending an out of zone school, that student and his siblings may attend through the highest grade level of the school. A sibling must be enrolled in that school the upcoming school year for a younger sibling to be eligible to attend the out of zone school. An out of zone request must be submitted by May 15, 2019.
- Online Out of Zone Requests are available beginning February 19 on the School Zones page of the District website. Deadline to apply is May 15, 2019. Students approved to attend an out of zone school are not eligible for bus service.

Next Steps

- Rezoning Plan posted on the School Zones page of the District website, wcs.edu, Friday, January 18.
- Rezoning Plan presented during the January 23rd School Board Meeting broadcast on WC-TV. The Board will not vote on the plan at this meeting.
- Community Meeting Tuesday, January 29, Oak View Elementary Cafeteria, 6:30 pm. Comment sheets for feedback available.
- Community Meeting Thursday, January 31, Nolensville Elementary Cafeteria, 6:00 pm. Comment sheets for feedback available.
- School Board Work Session Thursday, February 14, 6:00 pm.
- School Board Meeting Monday, February 18, 6:30 pm. Plan scheduled to be voted on at this meeting.



MEMORANDUM

DATE: 2-7-19

TO: Williamson County Board of Education

FROM: Jason Golden, Deputy Superintendent & Gen. Counsel

CC: Mike Looney, Ed.D.
Allison Nunley

RE: Open Zoned School Recommendations

For many years, WCS has annually approved open zoned schools to mitigate the impact of growth in particular areas, in part to delay rezoning for as long as possible and in part to give families choice when facilities allow. Since 2014, the Tennessee legislature at TCA §49-2-128 has required that school boards have a policy allowing for this annual process. Much of this law reflects language from our longstanding Board Policy 1.703.

Attached is the proposal for open zoned schools for the 2019-2020 school year. The attached list is based on a consideration of current and projected available space in each school and in that school's feeder pattern.

Staff recommends approval.

PROPOSED OPEN-ZONED SCHOOLS FOR 2019-20 SCHOOL YEAR

February 2019

All Requests are submitted using the Online Out of Zone Request Portal found on the School Zones page of the District Website

Deadline to apply is May 15, 2019

ELEMENTARY SCHOOLS

Bethesda Elementary up to 25 (total) students from Thompson's Station Elementary

Fairview Elementary up to 25 (total) students from any WCS school

Grassland Elementary up to 25 (total) students from any WCS school

Heritage Elementary up to 25 (total) students from Longview Elementary

Hunters Bend Elementary up to 25 (total) students from any WCS school

Jordan Elementary up to 25 (total) students from any WCS school

New School on Gosey Hill Road (*pending zoning approval, 2nd semester only*) only to students in the geographic area from College Grove Elementary or Trinity Elementary Schools who are zoned to the school in 2020-21 school year and want to attend Spring 2020 when the new building opens.

Sunset Elementary up to 25 (total) students from Mill Creek Elementary

Walnut Grove Elementary up to 25 (total) students from any WCS school

Westwood Elementary up to 25 (total) students from any WCS school

MIDDLE SCHOOLS

Fairview Middle up to 25 (total) students from any WCS school

Grassland Middle up to 25 (total) students from any WCS school

Sunset Middle up to 25 (total) students from any WCS school

HIGH SCHOOLS

Centennial High up to 25 (total) students from Independence High

Fairview High up to 25 (total) students from any WCS school

Nolensville High up to 25 (total) students from any WCS school

Summit High up to 25 (total) students from Independence High

1320 West Main Street, Suite 202
Franklin, TN 37064
Tel. (615)-472-4000
Fax (615)-472-4190



MEMORANDUM

DATE: February 4, 2019

TO: Williamson County Board of Education

FROM: Denise Goodwin, Assistant Superintendent of Elementary Schools

RE: 2019-2020 Voluntary Student Supply Fee Request – Elementary Schools

Elementary schools request approval of a \$25.00 voluntary Student Supply Fee for instructional materials and supplies with an additional \$5.00 voluntary Student Supply Fee for the purchase of student recorders in schools where recorders are used as part of music instruction.

The instructional materials and supplies purchased with the fees are to be consumables used directly by students. These materials and supplies are used as supplemental materials to the district's provided curriculum. Each school will have a grade level listing of the materials and supplies that are being purchased on file.

The \$25.00 instructional materials and supplies fee, as well as the \$5.00 recorder fee, are the same fee requests as in previous years. The fees are strictly voluntary.

Staff recommends approval.

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: February 4, 2019

To: Williamson County Board of Education

From: Leigh Webb, Ed.D.
Assistant Superintendent of Secondary Schools

Cc: Mike Looney, Ed.D.
Superintendent of Schools

RE: Middle and High School Fees 2019-2020

We are recommending approval of the attached middle and high school fees for the 2019-2020 school year.

Thank you.

**WILLIAMSON COUNTY SCHOOLS
MIDDLE SCHOOL VOLUNTARY FEES FOR 2019-2020**

School Board and Administration Approval Date: _____

Fees may only be charged for the items listed and may not exceed the approved amount. Please check with individual school for their fee schedule.

BASIC FEES

Basic fees are requested from all students. The activities listed represent most of the areas for which fees have been charged in the past. Fees are not collected in every school for each activity.

Activity	Maximum
Art	\$100.00
Computer Labs	
Copy Expenses	
Drama	
World Language	
Counseling Department	
Instructional Materials	
Lab Supplies	
Music	
Physical Education	
School Paper	
Technology Lab	
Workbooks/Periodicals	

Annual calculator lease for all math courses offered (optional) - \$25.00

REQUIRED FEES		
Summer School	NEW	\$50.00 per course

PARTICIPATION FEES

Participation fees are collected from students who choose to participate in an optional activity.

Activity	Maximum
Chorus	\$35.00
Clubs such as: Art, Beta, Book, Chess, Debate Team, Fencing, Junior Honor Society, Math Team, Media, Model UN, Quiz Bowl, Robotics, Science Olympiad, Spanish, STARS, Student Council, Youth Legislature	\$75.00
Coding Club	\$100.00
Drama	\$150.00
Forensics	\$325.00
PSAT 8/9	NEW \$14.00
Science Club	\$150.00

WCS Middle School Annual Participation Fee Change Justification

Every middle school is at a different place based upon the revenue stream of the zone as well as current funds or the lack of funds. The request for changes in participation fees is not meant to be all inclusive of needs of all major/minor specific sports or activities. Several major/ minor sports have emerged exceptional based upon unique standards. Therefore, those fees have been separated from the major/minor list. Once fee payment is made, no other participation fee for that sport/activity will be assessed by the school. If more expenses are agreed upon through a team booster organization, it is understood fundraising/donations will occur to generate more revenue for each sport/activity to offset costs. The participation fee listed is the maximum paid.

Major Sport Fees \$100 per student per sport listed below:	Minor Sport Fees \$80 per student per sport listed below:
Baseball, Basketball, Football, Soccer, Softball, Volleyball, Wrestling	Cross County, Tennis, Track
Field/Court Maintenance and Upkeep	County Tournament Fees
Payment for Officials (approx. 10K+ yr.)	End of Year Awards/Celebrations
Equipment Safety Updates	Practice Equipment
County Tournament Fees	Game Balls
Offsetting the cost of personal items needed for playing (sport specific)	Offsetting the cost of personal items needed for playing (sport specific)
End of Year Awards/Celebrations	Payment for any Field/Facility Usage
Uniform Updates/Refurbishment	Uniform Updates/Refurbishment
Practice Equipment	Transportation
Game Balls	
Upkeep of Field Equipment	
Payment for any Field/Facility Usage	
Transportation	
Cheerleading \$220 per student each squad	
Awards/Celebration	Transportation
Summer Camp	Uniform Updates/Refurbishment
Dance \$220 per student	
Uniform	Choreography Consultant
Golf \$300 per student	
Rounds for Tryouts (min \$15 per student)	2 Tournament Days - Mayors Cup
Practice Rounds (min \$15 per student)	WMAA Tournament Green Fees
Minimum 6 Matches/Green Fees (min\$15/student)	Golf Balls - 2 Dozen
Strings/Band \$200 per student	
*School instruments are available for students who do not have personal instruments. Fundraising is used to fund many of the following items leaving little monies to purchase larger instruments such as: baritone (1000); tuba (2500); bassoon (4500); bass clarinet (1800); tenor sax (1300); bari sax (4000); French horn (2000); oboe (1600)	
Student Expenses	Supplies & Materials
Copyright Music	(Determined by Instrument)
Method Book(s)	Awards/Celebrations
Festivals (Regional, State)	Optional Festivals/Invitational
Transportation to Festivals	Solo
Performance Uniform	Mid-State
Band Shirt or Hoodie	End of Year Banquet

Williamson County Schools
2019-2020 High School Voluntary Fees

Fees may only be charged for the items listed and may not exceed the approved amount. Please check with individual school/class for their fee schedule.
Board Approval Date: _____

	FEE		FEE
ENGLISH DEPARTMENT			
		Calculus Honors	Increase \$12 for WebAssign
	15.00		15.00
Creative Writing	10.00	Pre-Calculus Honors	20.00
English Regular	20.00	Geometry Honors	12.00
English Honors	30.00	Mathematics IB	75.00
English AP/IB	50.00	Statistics	15.00
Journalism	20.00	Statistics AP	75.00
Special Courses	30.00	Annual calculator lease for all math courses offered	25.00
Speech	3.00	SCIENCE DEPARTMENT	
FINE ARTS DEPARTMENT			
		Anatomy & Physiology Honors	40.00
Art History AP Reduced \$20-Will still cover workbook & supplies	30.00	Biology I Honors	25.00
Band	85.00	Biology II AP	65.00
Chorus, Concert Choir	25.00	Biology IB	40.00
Commercial Art	60.00	Chemistry I Honors	30.00
Dance	15.00	Chemistry II Honors, AP/IB	50.00
Film IB	50.00	Ecology	30.00
General Music	20.00	Environmental Science AP	25.00
Guitar	40.00	Physical Science Honors	15.00
Media Arts NEW	20.00	Physics Honors, AP/IB	40.00
Music History	5.00	Scientific Research	50.00
Music Theory NEW	20.00	Special Courses	30.00
Orchestra	50.00	SOCIAL STUDIES DEPARTMENT	
Photography/Visual Arts	70.00	Standard	20.00
Play Production - Moved to Participation Fee Section	200.00	Honors	25.00
Studio Art AP	135.00	AP/IB	45.00
Theatre Arts I, II, III, IV & Production Design	20.00	Personal Finance	30.00
Theory AP	20.00	Special Courses	30.00
Visual Art IB	50.00	WORLD LANGUAGE DEPARTMENT	
Visual Art I & II	50.00	World Languages - Regular	20.00
Visual Art III & IV	70.00	World Languages - Honors	30.00
MATH DEPARTMENT (TI-83 or TI-84 Required)			
Algebra I, II Advanced & Honors	5.00	AP/IB	60.00
Applied Math	15.00	National Foreign Language Exam	6.00
Bridge Math	5.00	STUDENT SUPPORT SERVICES	
Calculus AP	75.00	Transition I & II NEW	15.00

**Williamson County Schools
2019-2020 High School Voluntary Fees**

Fees may only be charged for the items listed and may not exceed the approved amount. Please check with individual school/class for their fee schedule.
Board Approved: _____

	FEE		FEE
CAREER & TECHNICAL (Includes computer/business)		Fashion Design	30.00
Accounting I, II	30.00	Foundations of Fashion Design	30.00
Advanced Fashion Design	30.00	Health Science Courses (per course unless listed)	30.00
Agricultural Education Courses (per course unless listed)	25.00	Honors Biomedical Applications	30.00
AP Computer Science Principles	25.00	Honors Civil Engineering & Architecture (PLTW)	50.00
Architecture & Engineering (per course)	25.00	Honors Coding Practicum (Optional \$100 for Certification)	25.00
Audio Technology Courses	20.00	Honors Digital Electronics (PLTW)	50.00
Banking & Finance	25.00	Honors Emergency Medical Services (Optional First Responders Certification \$110)	30.00
Business Management	25.00	Honors Engineering Your World (UT Austin)	25.00
Coding (per course unless listed)	25.00	Honors Human Body Systems (PLTW)	30.00
Coding Practicum / Autonomous Vehicles	25.00	Honors Introduction of Engineering (PLTW)	25.00
Collision Repair: Non-Structural (Optional \$100 I-Car Certification & Option \$235 I-Car Steel Mig-Welding Certification)	50.00	Honors Nursing Education (Optional CAN test/lic \$96)	50.00
Collision Repair: Painting & Refinishing (Optional \$100 I-Car Certification & Optional \$235 I-Car Steel Mig-Welding Certification)	50.00	Honors Principles of Biomedical Science (PLTW)	30.00
Collision Repair: Damage, Analysis, Estimating & Customer Serv. (Optional \$100 I-Car Certification & Optional \$235 I-Car Steel Mig-Welding Certification)	50.00	Honors Principles of Engineering (PLTW)	25.00
Computer Applications	30.00	Honors STEM Research	50.00
Computer Technology Courses	15.00	Human Services Practicum	25.00
Cosmetology I	25.00	Introduction to Collision Repair	50.00
Cosmetology II, III & IV	45.00	Marketing Courses (per course)	25.00
Criminal Justice Courses (per course)	10.00	Mechatronics I & II (per course)	25.00
Culinary Arts I	50.00	Nutrition Across the Lifespan	25.00
Culinary Arts II	100.00	Nutrition Science & Diet Therapy	25.00
Culinary Arts III	70.00	Principles of Engineering & Technology	50.00
Digital Arts & Design I	35.00	Principles of Manufacturing	50.00
Digital Arts & Design II	60.00	Physical Education Courses	20.00
Digital Arts & Design III	60.00	Residential Interior Design	30.00
Digital Electronics	50.00	STEM-Technology Design-Engineering by Design (per course)	20.00
Early Childhood Education (per course)	30.00	Structural Systems (per course)	25.00
Emergency Preparedness	30.00	Teaching as a Profession (per course)	30.00

**Williamson County Schools
2019-2020 High School Voluntary Fees**

Fees may only be charged for the items listed and may not exceed the approved amount. Please check with individual school/class for their fee schedule.
Board Approved: _____

	FEE		FEE
Teen Parent Support Program Fee (CTE Childcare)	540.00	Unmanned Aerial Systems (per course)	75.00
TV & Film (per course)	35.00	Web Development	30.00

**Williamson County Schools
2019-2020 Required Fees For Participation**

Board Approved: _____

	FEE		FEE
ACT Prep Class Books	25.00	Student Council	20.00
AP Research	100.00	Summer School for Algebra I	25.00
AP Seminar	70.00	Thespians	200.00
AP Test (each)	100.00	Transition I & II	15.00
Credit Recovery	\$50/.5 Credit	Winter Drum Line	200.00
IB Test (each)	104.00	Winter Guard	200.00
IB Test Registration	151.00	Youth in Government Increase \$25	375.00
PSAT (each)	19.00	Athletic fee is per person per sport: Uniforms, equipment, officials, transportation, security, entry fees, awards, field maintenance	100.00
Chorus	125.00	Cheerleading: Uniforms, practice gear, transportation, entry fees, awards, summer camp	200.00
Counseling Department	2.00	Dance: Uniforms, practice gear, transportation, entry fees, awards, summer camp	200.00
Driver's Education	300.00	Golf: 20 rounds of golf per player	300.00
Forensics	300.00	Marching Band: Uniforms, equipment, transportation, supplies, materials, festivals, music, awards, summer camp	250.00
Graduation	100.00	CAREER & TECHNICAL STUDENT ORGANIZATION	
JROTC	20.00	DECA	30.00
Mock Trial	50.00	FBLA	9.00
Model UN	350.00	FCCLA	35.00
Orchestra NEW	125.00	FFA	12.00
Parking	15.00	HOSA	40.00
Play Production (Covers major productions not to exceed \$200.00 for the school year) NEW	100.00	Skills USA	25.00
Student Assignment Books	6.00	TSA	35.00

Proposed Superintendent Goals for 2019

Goal 1:

To provide the Board with evidence of progress in reaching district goals as outlined in the strategic plan.

Goal 2:

To manage the board's budget in a manner that maximizes student outcomes while supporting the hard work of our employees.

Goal 3:

To establish a robust process for engaging parents in district decision making.

Goal 4:

To continue to refine my communication skills so that stakeholders feel empowered and heard.

At the end of the 2017-2018 school year, the following educators completed the statutory probationary period of five (5) school years or not less than forty-five (45) months within the last seven-year (7) period, the last two (2) years being employed in a regular teaching position and have received evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education pursuant to TCA 49-1-302, during the last two (2) years of the probationary period(*).

ALLENDALE ELEM

Suzanne Barber

BETHESDA ELEM

Jill Bramble

Chelsey Richards

Suzanne Rolan*

BRENTWOOD HIGH

Gabriel Evans

Angela Noble

Karla Sulcer*

Patrick White

BRENTWOOD MIDDLE

Caitlin Bradley

Stephanie Brownfield

Jane Crewse

CENTENNIAL HIGH

Allison Cowan

Robert Majors

Megan Moore

Michael Pate*

Sarah Shapiro

CHAPMANS RETREAT ELEM

Vyron Elzie

Hope Saylor

Shannon Schaefer

Jennifer Quarantello

Kristen Woosley

CLOVERCROFT ELEM

Brandy Bernick

James Clark

COLLEGE GROVE ELEM

Kimberly O’Neal

CROCKETT ELEM

Lauren Bacon

Crystal Jahnig

Holly Vaughn

EDMONDSON ELEM

Emily Click

Susan Kelly

Lisa Morris

Claire Parks

Stephanie Schoer

ELL PROGRAM

Mary Buford-Gestas

FAIRVIEW ELEM

Kelsey Flanagan

FAIRVIEW HIGH

Sunnie Dickson

Robert Jackson

Monica Laird

Stephanie McGaha

Brenda Randles

Christopher Turk

Harold Woosley

FAIRVIEW MIDDLE

Jeffrey Boyet

Tina Raulerson

FRANKLIN HIGH

Sherry Norton

Janna Tinker

Michael Watson

James Wilson

GRASSLAND MIDDLE

Maribel Gadams

Amanda Mazzoni

HERITAGE ELEM

Heather Cunningham
Jaclyn Dimitt
Michelle Magee

HERITAGE MIDDLE

Jennifer Brewer
Denise Nichols

HILLSBORO ELEM/MIDDLE

Ryan Miles

HUNTERS BEND ELEM

Jill Smith

INDEPENDENCE HIGH

Angela Burrell
Deborah Caldwell
Sarah Defatta
Megan Hardin
Joseph Locke
Michael McClary
Zamyra Molesworth*
Lisa Richter
Lance White
Mary White

KENROSE ELEM

Katherine O'Connor

LIPSCOMB ELEM

Haley Bailey
Tara Butler
Stephanie Sutherland

LONGVIEW ELEM

Stephen Longnecker
Kristen McGilvra
Evangeline Tubb

MILL CREEK ELEM

Wendy Boehm
Candace Bowen
Joann Chase
Kesha Luker

MILL CREEK MIDDLE

Susan Chambers
Andrew Hedges
Karen Stange*

NOLENSVILLE ELEM

Denise Conti
Stephanie Dunn

NOLENSVILLE HIGH

Brad Blakeley
Paul Derrick
Perry Holland

OAK VIEW ELEM

Lauren Courchesne
Mary Marken
Heather Smith

PAGE HIGH

Tamara Coleman
Kevin Dockery
Pamela Farrell
Megan Stitt
Ben White

PAGE MIDDLE

Matthew Ellington
Michelle Whittum

PEARRE CREEK ELEM

Charlene Frank
Karen Mcelroy
Tanya Riley
Carrie Wiltse

RAVENWOOD HIGH

Allison Brown
Timothy Gillean
Andrew James
Anne Marcy
Zachary Oswanski
Lauren Ramey
James Screeton
Chelsey Shearer

RENAISSANCE HIGH

Timothy Claytor
Joylyn Patton
Sarah Shrewsbury

SCALES ELEM

Jennifer Griffin

SPECIAL EDUCATION

Deanna Arnoldt
Anna Cassalia
Holly Dickerson
Lindsey Fannin
Whitney Haley
Ada Hickman
Emily Hollett
Kaitlin Hux
Jessica Keezer
Sandra Petrie
Meredith Melrose
Brandi Smith
Jessica Thompson
Leann White

SPRING STATION MIDDLE

Matthew Grosenbach
Sara Mendoza
Charles Olander
Phillip Roe

SUMMIT HIGH

Johanna Bourdon*
Jenna Elsberry
Joshua Goodwin
Pamela Groom
Elizabeth Matuszewski

SUNSET ELEM

Kelsey Halford
Whitney Willis

SUNSET MIDDLE

Amber Garrett

THOMPSON'S STATION ELEM

Kelsey Antoskow
Whitney Crawford

THOMPSON'S STATION MIDDLE

Mark Montgomery*
Ashley Schmidt

TRINITY ELEM

Lisa King
Medea Peach
Jennifer Tanner

WALNUT GROVE ELEM

Stephanie Fortney

WESTWOOD ELEM

Rachel Lampley
Holland Roswell*

WINSTEAD ELEM

Autumn Hampton
Laurel Humes

WOODLAND MIDDLE

Destiny Erwin

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Acceptable Use and Internet Safety Agreement	Descriptor Code: 4.4061	Issued Date: Click here to enter a date.
		Rescinds: 4.406p	Issued: 01/18/18

1 PURPOSE

2 In compliance with Board Policy 4.406 and federal law, the purpose of this agreement is to inform
3 students and families of the district's procedures related to student Internet and electronic media use.

4 The district has taken measures to protect students from obscene information and restrict access to
5 materials that are harmful to minors. Failure to follow all or part of these guidelines or any action taken
6 that may expose WCS to risks of unauthorized access to data, disclosure of information, legal liability,
7 potential system failure, or compromised user safety is prohibited and may result in disciplinary action
8 up to and including criminal prosecution.

9 WCS has implemented methods to limit approved online service providers to access only student
10 records in which they have a legitimate educational interest. The service providers are under the direct
11 control of the district with regard to the use and maintenance of the records, and the provider must use
12 FERPA-protected information only for the purposes for which the disclosure was made. Disclosure to
13 other parties without authorization is prohibited.

14 1. Media Release

15 Parents who wish to have their student names, images, or work posted to the WCS website or any other
16 district or external publications, social media, or other media must first consent to the Acceptable Use
17 and Internet Safety Agreement and WCS media release. Both documents must be signed and filed
18 annually.

19 2. Email

20 Students shall be issued a WCS e-mail account for completing school work. These accounts may be
21 used for participation in WCS internal chat and message boards. The WCS-provided e-mail account is
22 the only e-mail students may use for instructional purposes. The use of profanity, obscenity or
23 offensive language in any communication through WCS e-mail is prohibited and will result in
24 disciplinary action.

1 The e-mail system is intended only for legitimate WCS-related communication, and any employee e-
2 mail communications to a student shall originate from the WCS employee's WCS e-mail address and
3 shall be directed to the student's WCS e-mail address.

4 **3. Social Media and Other Electronic Communication**

5 The district provides internal, password-protected social media tools and allows use of district
6 approved resources for eLearning. All video content created by students and staff shall be hosted on
7 the district YouTube channel or [must seek approval from the Communications and Instructional](#)
8 [Technology Departments.](#)

9 All external social media tools and other electronic communication to be used for instruction must be
10 vetted by the district prior to teacher or student use. The following are the acceptable forms of
11 electronic communication between employees and students: email, employee to student texting, and
12 the use of Twitter for educational purposes. Additional parent/guardian permission may be required
13 prior to student use of such tools.

14 Students should recognize that by using social media, they are creating a digital footprint that will
15 remain with them beyond their K-12 school experience.

- 16 • Students shall only use the WCS e-mail address for school-sanctioned social media activities.
- 17 • Students shall always protect their own privacy during online activities, taking care to not give
18 out personally identifiable information in any online forum.
- 19 • Students shall not post photographs, video, or audio of fellow students or WCS employees
20 taken at school or on district transportation without permission from a teacher or administrator.
- 21 • Students shall not use personal social media accounts or unapproved social media sites during
22 school hours or on district transportation.
- 23 • Students may be subject to consequences for inappropriate use of internal, school sanctioned
24 social media that disrupts the work and discipline of the classroom.
- 25 • Personal social media use has the potential to result in disruption in the classroom and on
26 district transportation and can violate district policy and/or local, state, or federal law. In this
27 event, administration may have an obligation to take appropriate investigative and/or
28 disciplinary action.

29 **4. Student Use of Personal Devices**

30 Students in grades 3-12 may bring personal portable devices to school for instructional use. The use of
31 personal technology to enhance learning is not a necessity, but rather a privilege. When abused, this
32 privilege may be taken away.

33 Any personal device used for instructional purposes must be able to access the Internet through the
34 "WCS-Guest" network. All personal device internet access while at school must occur through the
35 "WCS-Guest" network. Students are not permitted to use a cellular network adapter or other Wi-Fi
36 networks to access the internet while at school.

1 Security and Damages

2 WCS, its employees and agents are not liable for personal devices stolen or damaged while at school,
3 during school-sponsored activities, or on district transportation. Such instances will be handled through
4 the school administrative office in a manner befitting any other stolen or damaged personal property.

5 Guidelines for Use

- 6 • Students may not use personal devices to record, transmit or post photographic images, audio
7 or video of any person during school activities or on district transportation unless permission is
8 obtained from an authorized WCS employee.
- 9 • Students may only use personal devices to access files or internet sites relevant to the
10 classroom curriculum. Students must comply with a teacher's directions regarding use of
11 personal devices.
- 12 • The district's network filters are applied to the "WCS-Guest" network and shall not be
13 circumvented. The district Internet filters are designed to protect students from obscene,
14 pornographic and other material harmful or inappropriate to minors while at school. However,
15 these protections do not extend to the personal device when it is used outside the school setting.
16 Parents are encouraged to monitor student devices outside the school setting.
- 17 • Personal devices must run successfully on their own battery power without the aid of plugs
18 while at school.
- 19 • With reasonable suspicion of a violation of a school rule, law or these acceptable use
20 procedures, the school district may collect and examine any device at any time for the purpose
21 of investigating the suspected violation.

22 5. Copyright Policy

23 Students shall comply with applicable copyright laws in the use of media and materials.

24 6. Internet Safety

- 25 • All K-12 students shall participate in Internet safety and citizenship instruction integrated into
26 the district's instructional program.
- 27 • Family and community digital citizenship outreach programs shall be conducted annually in the
28 first semester of the school year. Schools shall use existing avenues of communication to
29 further inform parents about Internet safety and policy throughout the school year.

30 7. Network Security

31 The WCS network and computer equipment may only be accessed by users with valid WCS network
32 accounts. Students shall only use their assigned network accounts when accessing the district network
33 or when using machines or devices owned by WCS. Students shall not provide their network password
34 or account information to any group or individual other than authorized district personnel. Students
35 shall never allow another user access to a device while logged into their own network account.

36 Alternative network shall be created or used by students unless approved by the IT Department.
37 "Alternative network" is defined as any wired or wireless network or sub-network located on or

1 accessible from any WCS property that is not part of the primary network managed by the IT
2 Department. *Virtual Private Network (VPN) mobile applications or Virtual Private Network (VPN)*
3 *software is not permitted unless approved or provided by the IT Department.* All network equipment
4 must be approved and installed by IT Department staff.

5 For the protection and security of WCS data, all devices accessing the WCS secured network, with the
6 exception of the “WCS-Guest” network, must be the property of WCS.

7 Use of software designed to gain passwords or digital access beyond the rights assigned to a user or
8 device is prohibited. Use of such programs risks the security of the network and is a violation of
9 Tennessee and federal law. If students discover passwords or any other measure used to obtain
10 unauthorized access to the WCS network, data, or applications, they shall report the discovery to their
11 teacher or school administrator.
12

13 No student shall hide or attempt to hide files or folders stored on a network server or local workstation
14 unless such action is approved by the IT Department administrative staff.

15 All WCS accounts may be monitored and searched at any time by authorized district personnel to
16 protect the rights and property of WCS and ensure quality of service. Accounts shall be searched upon
17 the reasonable suspicion of a violation of law, Board or school policy, or breach of this agreement.

18 **8. Workstation/Computer Use**

19 Students are prohibited from installing any software on district-owned devices without district
20 authorization.

21 Student use of any WCS device for illegal, obscene, pornographic, commercial, political or religious
22 activity or for personal profit is prohibited.

23 Changing or tampering with any WCS-owned device’s system configuration is prohibited.

24 Any attempt to bypass the internet content filtering by use of a proxy or other means is prohibited
25 unless such action is expressly authorized by the IT Department. Content is filtered for all users
26 accessing the Internet through the WCS network.

27 **9. Viruses and Virus Protection**

28 WCS will install and maintain all virus protection and related software for district-owned equipment.

29 The intentional spreading of messages or files containing damaging or destructive programs or data is
30 against federal law. Violators will be prosecuted. Contact the IT Department immediately to report a
31 device that may contain a virus or malware.

- 1 If you are under the age of 18, a parent or guardian must also read and sign this contract.

My signature indicates my understanding and acceptance of the guidelines described in the Student Acceptable Use and Internet Safety Agreement. I understand that failure to comply with these guidelines may result in disciplinary action.

Student Name (Please Print)

Student Signature

Date

By signing below, I give permission for my son or daughter to access the Internet and other WCS technology resources under the conditions set forth above.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Date

Cross References

Use of Electronic Mail (e-mail) 1.805
 Student Access to Electronic Media 4.406
 School and System Websites 4.407
 Controversial Materials 4.801
 Student Publications 6.704

Williamson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Employee Acceptable Use and Internet Safety Agreement	Descriptor Code: 5.6121	Issued Date:
		Rescinds: 5.404p	Issued: 01/18/18

1 **PURPOSE**

2 In compliance with Board Policy 5.404 and federal law, the purpose of this agreement is to inform
3 employees of the district's procedures related to student Internet and electronic media use.

4 The district has taken measures to protect students from obscene information and restrict access to
5 materials that are harmful to minors. Failure to follow all or part of these guidelines or any action taken
6 that may expose WCS to risks of unauthorized access to data, disclosure of information, legal liability,
7 potential system failure, or compromised user safety is prohibited and may result in disciplinary action
8 up to and including termination of employment and/or criminal prosecution.

9 WCS has implemented methods to ensure approved online service providers can access only student
10 records in which they have a legitimate educational interest. The service providers are under the direct
11 control of the district with regard to the use and maintenance of the records, and the provider must use
12 FERPA-protected information only for the purposes for which the disclosure was made. Disclosure to
13 other parties without authorization is prohibited.

14 **1. Email.**

15 The WCS e-mail system has been provided to facilitate internal and external communication for Board
16 members and employees. The e-mail system may not be used for personal gain, political or religious
17 activities or be used in any illegal, offensive or unethical manner. The e-mail system is intended only
18 for legitimate WCS-related communication, and any e-mail communications to a student shall always
19 originate from the employee's WCS e-mail address and be directed to the student's WCS e-mail
20 address.

21 Pursuant to the Tennessee Public Records Act, T.C.A. § 10-7-501 et seq., all e-mail communications
22 originating in or received by the WCS e-mail system in the transaction of official WCS business are
23 open to public inspection by any citizen of Tennessee. All confidential information contained in such
24 e-mail communications shall be redacted prior to public inspection. Examples of confidential
25 information that shall not be shared with the public include student education and health-related
26 information made confidential by the Family Educational Rights and Privacy Act ("FERPA"),
27 employee health information made confidential by the Health Insurance Portability and Accountability

1 Act (“HIPAA”), and information designated as confidential by the Tennessee Public Records Act or
2 any other state or federal rule, regulation, or law.

3 WCS reserves the right to access employee e-mail for any business purpose or for investigations
4 related to potential disciplinary or legal action.

5 **2. Social Media and Other Electronic Communication**

6 Professional social media should be designed to support reasonable instructional, educational or extra-
7 curricular programs under the direct supervision of building and district administration. WCS
8 employees who choose to engage in social media shall maintain a clear distinction between personal
9 and professional social media accounts. No school business shall be conducted over any social media
10 account not approved by the district.

11 The district provides internal, password-protected social media tools and allows use of district
12 approved resources for the conducting of school business. There is only one district-approved
13 Facebook account which is maintained by the district communications office, and all video content
14 created by students and staff shall be hosted on the district YouTube channel or [must seek approval
15 from the Communications and Instructional Technology Departments.](#)

16 All external professional social media tools and other electronic communication must be vetted by the
17 district prior to employee use. The following are the acceptable forms of electronic communication
18 between employees and students: email, employee to student texting, and the use of Twitter for
19 educational purposes. Additional parent/guardian permission and/or employee training may be
20 required prior to employee use of such tools.

21 Professional Use of Social Media

22 WCS Employees shall treat social media as a professional workplace. The same standards expected in
23 WCS professional settings are expected in social media engagement.

- 24 • Employees shall only use the WCS e-mail address for professional social media activities.
- 25 • All professional social media accounts shall be associated with district provided and/or
26 managed login credentials and shall conform to district-dictated privacy settings.
- 27 • Users who establish login credentials for any WCS-approved external social media for use in a
28 school or classroom shall provide their username and password to their immediate supervisor.
- 29 • The district may log in to any employee’s professional social media at any time.
- 30 • Employees shall not disclose any personally identifiable student information through social
31 media outlets, including but not limited to student photographs, if the student does not have a
32 current media release on file.
- 33 • Employees shall not disclose confidential information about staff through social media outlets.
- 34 • Employees are responsible for reporting inappropriate social media use to building
35 administration

1 Personal Use of Social Media

- 2 • Personal social media must be maintained separately from professional social media.
3 Employees shall not use the WCS e-mail address for any personal social media activity.
- 4 • WCS employees shall not communicate with any current WCS student through personal social
5 media if that student is not a relative. If an employee receives a request from a current WCS
6 student to connect or communicate through personal social media, he or she shall refuse the
7 request.
- 8 • Employees shall not disclose any personally identifiable student information through personal
9 social media outlets.
- 10 • Employees shall not access personal social media accounts during the workday.

11 Personal social media use has the potential to result in disruption in the workplace and can violate
12 district policy and/or local, state, or federal law. In this event, administration may have an obligation to
13 take appropriate investigative and/or disciplinary action.

14 3. Employee Use of Personal Devices

15 Employees shall not maintain student records, including but not limited to photographs or recordings
16 of students, on personal devices.

17 4. Copyright Policy

18 Employees shall model legal and ethical practice related to technology use as established in
19 Williamson County Board of Education Policy 4.404.

20 5. Internet Safety Training

21 All teachers and administrators shall participate in annual Internet safety professional development.

22 6. Network Security

23 The WCS network and computer equipment may only be accessed by users with valid WCS network
24 accounts. Employees shall only use their assigned network accounts when accessing the district
25 network or when using machines or devices owned by WCS. Employees shall not provide their
26 network password or account information to any group or individual other than authorized district
27 personnel. Employees shall never allow another user access to a device while logged into their own
28 network account.

29 No alternative network shall be created or used by staff unless approved by the IT Department.

30 “Alternative network” is defined as any wired or wireless network or sub-network located on or
31 accessible from any WCS property that is not part of the primary network managed by the IT

32 Department. [Virtual Private Network \(VPN\) mobile applications or Virtual Private Network \(VPN\)](#)

33 [software is not permitted unless approved or provided by the IT Department.](#) All network equipment
34 must be approved and installed by IT Department staff.

1 For the protection and security of WCS data, all devices accessing the WCS secured network, with the
2 exception of the “WCS-Guest” network, must be the property of WCS.

3 Use of software designed to gain passwords or digital access beyond the rights assigned to a user or
4 device is prohibited. Use of such programs risks the security of the network is a violation of Tennessee
5 and federal law. If employees discover passwords or any other measure used to obtain unauthorized
6 access to the WCS network, data, or applications, they shall report the discovery to their supervisor.

7 No employee shall hide or attempt to hide files or folders stored on a network server or local
8 workstation unless such action is approved by the IT Department administrative staff.

9 All WCS accounts may be monitored and searched at any time by authorized district personnel to
10 protect the rights and property of WCS and ensure quality of service. Accounts shall be searched upon
11 the reasonable suspicion of a violation of law, board policy, standard operating procedure, or breach of
12 this agreement.

13 **7. Workstation/Device Use**

14 Employees are prohibited from installing any software on district-owned devices without district
15 authorization.

16 Employee use of any WCS device for illegal, obscene, pornographic, commercial, political or religious
17 activity or for personal profit is prohibited. District-owned devices or devices are intended only for
18 legitimate WCS work-related activities.

19 Changing or tampering with any WCS-owned device’s system configuration is prohibited. Any
20 attempt to bypass the internet content filtering by use of a proxy or other means is prohibited unless
21 such action is authorized by the IT Department. Content is filtered for all users accessing the Internet
22 through the WCS network.

23 **8. Viruses and Virus Protection**

24 WCS will install and maintain all virus protection and related software for district-owned equipment.
25 The intentional spreading of messages or files containing damaging or destructive programs or data is
26 against federal law. Violators will be prosecuted. Contact the IT Department immediately to report a
27 device that may contain a virus or malware.

My signature indicates my understanding and acceptance of the guidelines described in the Employee Acceptable Use and Internet Safety Agreement. I understand that failure to comply with these guidelines may result in disciplinary action up to and including termination and/or criminal prosecution.

Employee Name (Please Print)

Employee Signature

Date

Cross References

Employee Access to Electronic Media 5.612

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Student Access to Electronic Media	Descriptor Code: 4.406	Issued Date: Click here to enter a date.
		Rescinds: 4.406	Issued: 06/17/13

1 The Board supports the right of students to have reasonable access to various information formats and
2 believes it incumbent upon students to use this privilege in an appropriate and responsible manner.

3 The Superintendent shall develop and implement appropriate procedures to provide guidance for student
4 access to electronic media. Guidelines shall address ethical use of electronic media (such as internet)
5 and issues of privacy versus administrative review of the electronic files and communications and shall
6 prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded
7 messages or the use of other programs with the potential of damaging or destroying programs or data.

8 Parental permission shall be required prior to the student being granted independent access to electronic
9 telecommunications, including the internet, involving district technological resources. The required
10 permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access
11 privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of
12 minor students (those under 18 years of age) and also by the student as part of the electronic registration
13 process. This digital record of agreement shall be kept on file as a legal, binding document. In order to
14 modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years
15 old) must provide the Superintendent with a written request.

16 The Board will comply with the rules established by the Children's Internet Protection Act (CIPA) and
17 the Federal Communications Commission (FCC) by completing the following tasks or showing ongoing
18 efforts to be in compliance with the following:

- 19 1. Create and distribute an internet safety policy;
- 20
- 21 2. Disseminate and discuss the school system's internet safety policy at a public meeting; and
- 22
- 23 3. Implement technology-blocking measures to prevent students from accessing inappropriate
- 24 material from all school computers.

25 School officials shall apply the same criterion of educational suitability used to review other educational
26 resources when questions arise concerning access to specific databases or other electronic media.

27 The Board shall review and approve an Acceptable Use Guidelines for internet usage each year.

Legal References

1. TCA 49-1-221

Cross References

Use of Electronic Mail (e-mail) 1.805
School and System Websites 4.407
Controversial Materials 4.801
Student Publications 6.704

Williamson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Employee Access to Electronic Media	Descriptor Code: 5.612	Issued Date:
		Rescinds: 5.404	Issued: 06/06/14

1 The Board supports the right of employees to have reasonable access to various information formats
2 and believes it incumbent upon employees to use this privilege in an appropriate and responsible
3 manner.¹

4 The Superintendent of Schools shall develop and implement appropriate procedures to provide
5 guidance for employee access to electronic media.

6 Guidelines:

- 7 • Shall address ethical use of electronic media (such as the Internet) and issues of privacy versus
8 administrative review of electronic files and communications.
9
- 10 • Shall prohibit utilization of networks for prohibited or illegal activities, the intentional
11 spreading of embedded messages, or the use of other programs with the potential of damaging
12 or destroying programs or data.

13 School officials shall apply the same criterion of educational suitability used to review other
14 educational resources when questions arise concerning access to specific databases or other electronic
15 media.

16 The Board shall review and approve an Acceptable Use Policy for internet usage each year.

Legal References

1. TCA 49-1-221

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Naming of Schools	Descriptor Code: 3.210	Issued Date:
		Rescinds: 3.210	Issued: 09/16/02

1

2

3

The process for selecting a name for a new school and for renaming a school, ~~and for dedicating ancillary facilities~~ shall be as follows:

4

5

6

7

8

9

10

11

12

13

1. The Superintendent shall appoint a naming committee composed of Board members, county commissioners, and WCS staff members.
2. Schools shall not be named after ~~individuals~~, commercial developments, or residential developments. Schools may be named for the area or community in which the school is located even if the area or community is named after a family.
3. If a school is named for an individual, then a school will be named according to the following naming criteria:
 - a. *The individual played a critical role or contributed to society in ways that supported the success and well-being of the individuals who lived in Williamson County, Tennessee, the State of Tennessee or the United States, now and in the future.*
 - b. *The individual's principle legacy (i.e. the key activity, advocacy or accomplishment for which the individual is most known) aligns with or reflects the WCS mission, vision, core values and beliefs.*
 - c. *The individual has been deceased for ten (10) or more years.*
 - d. *No building may bear the name of an individual convicted of a felony.*

14

15

16

17

18

19

20

21

22

23

24

25

26

~~4. Ancillary facilities may be dedicated in memoriam.~~

27

28

5. Community input shall be solicited through a variety of appropriate methods.
6. The naming committee shall review and consider all proposed names submitted by the community.
7. The naming committee shall submit a one page summary, which includes a list of three names ~~without noting preference~~ and the justifications of the recommendation for each of the three names to the Superintendent, who will present the summary to the Board for consideration. The Superintendent shall provide the Board with the summary prior to the work session in which the Board will be discussing the three names presented by the naming committee.

29

30

31

32

33

34

35

8. The Board shall make the final selection of the name.

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date:
		Rescinds: 5.310	Issued: 02/17/14

1 VACATIONS

2 Regular, 12 month, employees earn and accrue vacation as follows:

3 Full-Time Classified and management team as defined by the Professional Educators Collaborative
4 Conferencing Act (“PECCA”)*:

- 5 1. 1 day per month worked for the first 5 years of service
- 6 2. 1.25 days per month worked during the 6th year through the 10th year of service
- 7 3. 1.5 days per month worked during the 11th through the 15th year of service
- 8 4. 1.75 days per month worked during the 16th through the 20th year of service
- 9 5. 2 days per month worked with more than 20 years of service

10 Other Full-time Professional:

11 (In accordance with the WCEA MOU)

12 A maximum of 24 days may be carried forward from one fiscal year to the next. Annual leave accrued
13 in excess of the applicable maximum shall be transferred to sick leave on June 30 each year. All leave
14 requests must be approved by the employee’s immediate supervisor.

15 Upon termination of employment, any accrued vacation in excess of the appropriate carry forward
16 amount shall be credited to the sick leave balance of the terminating employee. Payment for accrued
17 vacation shall be paid at employee’s current rate of pay.

18 The increased accrual rates are based on the length of service and become effective on the anniversary
19 of the employee’s date of hire, provided they have been in continuous service.

20 Retirees and those that resign with accrued vacation may request lump sum payments of vacation.
21 However, the amount of payment cannot be reported or used as part of the average final compensation.
22 Should a retiree elect not to receive the lump sum payment for vacation, the retiree will be extended on
23 the payroll until all vacation has been used. Future benefits will not accrue after the last working day
24 (physically at work), such as vacation, sick, holiday pay, and insurance benefits. In such a case, the
25 school system will make retirement contributions on behalf of the employee and creditable service for
26 retirement will be granted.

27 Temporary and part-time employees are not entitled to vacation.

28 Vacation for employees is calculated on a daily basis and maintained on a fiscal year basis. Vacation

1 may be taken in hourly increments for non-exempt employees.

2 An employee must work a minimum of twenty (20) days per month in order to accrue one (1) vacation
3 day.

4 Principals / immediate supervisors must consider school / district business needs prior to approving an
5 employee's vacation request. Normally, vacation requests should be made at least two weeks in advance.

6 All vacation time shall be paid at the employee's current rate of pay. Vacation may not be taken until
7 earned without approval from the Superintendent.

8 **HOLIDAYS**

9 Paid holidays for full-time twelve (12) month personnel covered in this section shall be ~~New Year's Day,~~
10 ~~Martin Luther King, Jr. Day, Thursday and Friday of Spring Break,~~ Memorial Day, Independence Day,
11 Labor Day, ~~one day during the fall semester which has been designated by the Board as closed system-~~
12 ~~wide,~~ Fall Break (as designated by the calendar approved by the School Board), Thanksgiving Break
13 (as designated by the calendar approved by the School Board), Winter Break (the last teacher day to
14 the first system-wide day), ~~New Year's Season~~ and Spring Break (as designated by the calendar
15 approved by the School Board).

16 Paid holidays for full-time school year secretaries, teacher assistants, and food service employees shall
17 be, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, and either Friday
18 during Spring Break or Memorial Day as determined by the Superintendent from time to time.

19 When a recognized holiday falls on Saturday, it shall be observed on the preceding Friday. When a
20 recognized holiday falls on Sunday, it shall be observed on the following Monday.

21 To qualify for each above paid holiday, each employee must be in a paid work status or paid leave status
22 on the day immediately preceding and the day immediately following that holiday. If an employee is
23 resigning and/or retiring, that employee must be in an active work status (physically at work) on the day
24 following the holiday to receive pay for the holiday.

25 * "Management team" includes professional employees whose principal responsibilities are
26 administration rather than teaching, including but not limited to supervisors and principals.

Cross References

Short Term Leaves of Absence 5.300

Williamson County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date:
		Rescinds: 6.4021	Issued: 02/19/01

1 **PHYSICAL EXAMINATIONS¹**

2 Each student shall have a complete physical examination prior to:

- 3 1. Entering public school for the first time² and
- 4
- 5 2. Participation as a member of any interscholastic athletic team on an annual basis.³

6 Cost of the examination shall be borne by the parent/guardian of the student. These records shall be on
7 file in the student's record.

8 Screening tests as required by the Tennessee Departments of Education and Health will be conducted.
9 Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that
10 might interfere or tend to interfere with their student's progress.

11 In general, the school district will not conduct physical examinations of a student without parental
12 consent or by court order, unless the health or safety of the student or others is in question.⁴

13 **IMMUNIZATIONS**

14 No students entering school, including those entering kindergarten or first grade, those from out-of-state,
15 and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization,
16 as determined by the Tennessee Commissioner of Health.^{2,5} It is the responsibility of the
17 parent(s)/guardian(s) to have their children immunized and to provide such proof to the school for which
18 the student is to attend.⁵

19 Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any student
20 whose parent/guardian files with school authorities the following:

- 21 1. A signed, written statement that such immunization and other preventative measures conflict
22 with the parent's or guardian's religious tenets and practices, affirmed under the penalties of
23 perjury;⁶
- 24 2. A written statement from the student's doctor excusing the student from immunization due
25 to medical reasons;⁷
- 26 3. Any student determined to be homeless, pursuant to federal law, may not be denied admission
27 because of the student's lack of immunization records due to being homeless.⁸

28 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

- 1 A list of transfer students shall be kept at each school in order that their records may be monitored by
- 2 the Tennessee Department of Health.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-1-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
5. TCA 49-6-5001(a), (c)
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)
8. TCA 49-6-5001 (c)(3); 42 USCA § 11431 et seq.