



Williamson County School Board Meeting

January 19, 2021 6:30 PM

Electronically pursuant to Executive Orders #16 and #78 signed by Governor Bill Lee

1. Call to Order

a. As it is necessary to protect public health, safety, and welfare, Williamson County Schools is officially meeting electronically in light of the coronavirus pursuant to Executive Orders #16 and #71 signed by Governor Bill Lee and Waiver of Williamson County School Board Policy 1.400.

b. Record Attendance

c. Pledge of Allegiance and a Moment of Silence

2. Items of Particular Public Interest (Public Comment)

3. Approval of Agenda

4. Approval of Consent Agenda

a. Approval of December 17, 2020 Special Called School Board Meeting Minutes

b. Annual Review of Board Policies (Annual Agenda)

5. Communications to the Board

a. Superintendent's Report

b. District Update

I. Student Spotlight

c. Board Chairman's Report

6. New Business

a. 2020 - 2021 School Board Budget Amendments and Resolutions

I. General Purpose School Fund Amendment 01.21.CARES
Reimbursement \$2,633,866.62

II. Education Capital Projects Fund Amendment 01.21.Capital Interest
\$600,000.00

III. General Purpose School Fund Resolution 02.21 Special Education
Asst From Federal \$234,735.00

IV. General Purpose School Fund Resolution 02.21 Buses
\$2,806,800.00

V. General Purpose School Fund Resolution
02.21 Intercategory \$200,000.00

b. Approval of Open and/or Closed Zoned Schools for 2021-2022 (Annual
Agenda)

c. Approval of Charter School Review Committee 2021

d. Board Policies - First Reading

I. 1.901 Charter School Applications

II. 5.400 Personnel Health Exams

III. 5.401 Acquired Immune Deficiency Syndrome (AIDS)

IV. 5.402 Hepatitis B (HBV)

7. Adjournment



Williamson County Board Special Called
December 17, 2020 6:00 PM

Electronically pursuant to Executive Orders # 16 and #65 signed by Governor Bill Lee

Attendance Taken at 6:02 PM.

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

Present: 11, Absent: 1.

1. Call to Order

a. As it is necessary to protect public health, safety, and welfare, Williamson County Schools is officially meeting electronically in light of the coronavirus pursuant to Executive Orders # 16 and #65 signed by Governor Bill Lee and Waiver of Williamson County School Board Policy 1.400.

b. Record of Attendance

c. Pledge of Allegiance and a Moment of Silence

Chairman Garrett called on Board Member KC Haugh to led the pledge of Allegiance followed by a moment of silence.

2. Approval of Agenda

Chairman Garrett presented the agenda for approval.

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

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

Mr. Brad Fiscus: Yes
Mrs. Jennifer Aprea: Yes
Yes: 11, Nay: 0, Absent: 1

3. Approval of Consent Agenda

Chairman Garrett present the consent agenda for approval.

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

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

Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mrs. Jennifer Aprea: Yes
Mr. Jay Galbreath: Yes
Yes: 11, Nay: 0, Absent: 1

a. School Board Meeting Minutes

1. Approval of November 18, 2020 School Board Meeting Minutes

4. Superintendent's Report

Superintendent Golden gave an update on instruction for the first semester for all grades K-12 for in-person and online students. Golden also talked about the main focus points of improving how we serve our diverse student body.

5. Board Chairman's Report

Chairman Garrett thanked the entire Williamson County Schools community for their perseverance and contribution. Garrett also said that the work has not gone unnoticed or unappreciated.

6. New Business

- a. Approval of editorial change to Board Policy 5.3051 Families First Coronavirus Response Act
Chairman Garrett called on Superintendent Golden who recommended approval of the editorial changes to remove lines 2 and 3 from Board policy 5.3051 Families First Coronavirus Response Act.

Chairman Garrett called for a roll call vote.

Motion Passed: Motion by Mr. Rick Wimberly to approve. A second was made by Mr. Eliot Mitchell.

Mrs. Candace Emerson: Absent
Mr. Rick Wimberly: Yes
Mr. KC Haugh: Yes
Mr. Eric Welch: Yes
Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes

Mr. Brad Fiscus: Yes
Mrs. Jennifer Aprea: Yes

Area:

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Yes: 11, Nay: 0, Absent: 1

b. Approval of a waiver of Williamson County School Board Policies 4.7001 and 4.7002 for the first semester of 2020-2021 School Year

Chairman Garrett called on Superintendent Golden who recommended not to waive Board policies 4.7001 and 4.7002 for the first semester of the 2020-2021 school year.

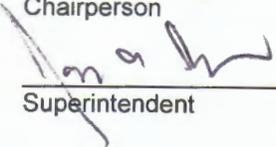
No motion was made.

7. Adjournment

There being no further business, Chairman Garrett adjourned the meeting at 9:17 pm.

Nancy Garrett

Chairperson


Superintendent

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



MEMORANDUM

TO: Williamson County Board of Education

FROM: Dana M. Ausbrooks, General Counsel

CC: Jason Golden, Superintendent of Schools

DATE: January 4, 2021

SUBJECT: Annual Review of Board Policies

Tenn. Code Ann. § 49-2-207 requires that the Board Policy Manual be updated every two (2) years. This required review is on our Annual Agenda to remind us of the statutory requirement. Over the past year the standing Policy Committee and staff have completed a comprehensive review of all our Board Policies. Therefore, we are in compliance with this legal requirement.

To: Board of Education
From: Rachel Farmer, Assistant Superintendent/CFO
RE: Budget Amendments and Resolutions for the 20.21 Budget
Date: January 6, 2021



The following amendments require your approval only.

Amendments

General Purpose School Fund

01.21.CARES Reimbursement

The Federal Government distributed funds to the states for COVID relief through the CARES Act. The district was allocated **\$2,633,866.62** for connectivity, remote learning, and unemployment. This amendment records this reimbursement for expenses incurred and will replenish fund balance.

Education Capital Projects Fund

01.21.Capital Interest

The comptroller has advised that there is a need to budget local funds placed in the capital project funds. The Education Capital Project Fund accrues interest on the cash balance held in the trustee's office. This amendment is to reflect the local revenue from interest anticipated to be received by this fund for the year. Any interest earned in this fund can only be allocated to capital projects. **\$600,000**

The following resolutions will require both board and commission approval.

Resolutions

General Purpose School Fund

02.21 Special Education Asst From Federal

Federal IDEA money is set by a specific formula that does not grow for Williamson County. Each year there is a need to shift special education assistants funded through this program to the General Purpose School Fund. Special Education assistants are needed based on IEPs. There is a need to shift 15 positions from School Federal Projects funding to the General Purpose School Fund. We received more high cost funding from the state than was budgeted. We will use these funds to fund this request. **\$234,735.**

02.21.Buses

Each year at this time of the year, we request funding for buses for the next year. This year we are requesting 28 replacement and growth buses for both general and special routes. We anticipate the cost of this will be **\$2,806,800.** Though funding this request through fund balance will take us below our 3%, we request using this as the funding mechanism.

02.21.Intercategory

The Special Education Department needs additional funds for legal fees. They have available funds within another major category to meet this need (**\$200,000**).

Staff recommends approval of the above noted amendments and resolutions.

Amendment

AMENDING THE 2020-2021 GENERAL PURPOSE SCHOOL BUDGET FOR CARES ACT REIMBURSEMENTS

WHEREAS, the Federal Government through the CARES ACT of 2020 distributed funds to each state to be given to school districts to reimburse expenses made due to the effects of COVID; and

WHEREAS, the district has received **\$2,633,866.62** to date for Covid related expenses incurred; and

WHEREAS, while this does not totally reimburse us for all unexpected expenses incurred due to the pandemic, this will help reimburse fund balance for these expenses;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of Education meeting in regular session on January 19, 2021 approve the following amendment the **2020-2021** General Purpose School Fund as follows:

Revenue

141.473040	Remote Learning Technology Grant	\$2,343,561.79
141.473010	Unemployment Reimbursement Grant	104,304.83
141.473050	Connectivity Grant	186,000.00

\$2,633,866.62

Action Taken:

School Board

Yes___

No___

Amendment

AMENDING THE 2020-2021 EDUCATION CAPITAL PROJECTS FUND TO RECOGNIZE LOCAL FUNDS

WHEREAS, the trustee distributes interest earnings on the cash balances of applicable funds within the district; and

WHEREAS, the board receives interest on each bond issue while funds are being drawn down; and

WHEREAS, this interest can be used for related capital projects and not operations and remains unencumbered until requested for use by the board;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of Education meeting in regular session on January 19, 2021 approve the following amendment for local revenue in the **2020-2021** Education Capital Project Fund as follows:

Revenue

177.441100	Investment Income	\$600,000
-------------------	--------------------------	------------------

Action Taken:
School Board

Yes___ No___

01.21.Capital Interest.docx

RESOLUTION NO. _____

Requested by: Board of Education

**RESOLUTION AMENDING THE 2020-21 GENERAL PURPOSE SCHOOL BUDGET \$234,735
AND TRANSFERRING 15 TEACHER ASSISTANT POSITIONS FROM FEDERAL TO
GENERAL PURPOSE DUE TO INADEQUATE FEDERAL FUNDS**

WHEREAS, there is a need to shift 15 Special Education assistants from School Federal Projects fund to the General Purpose School Fund due to insufficient funds within the federal funds to finance these positions for the rest of the year; and

WHEREAS, these positions are current positions and are needed due to approved IEP's for the students involved; and

WHEREAS, we have received an additional amount of money over the amount estimated from the state for high cost students and we will use this to fund this need;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on February 8, 2021 approve and amend the 2020-2021 General Purpose School Fund budget in the following manner:

Revenue			
141.471430	IDEA-High Cost		\$234,735
Expenditure			
141.71200.516300	Teachers Assistants (15)		138,000
141.71200.529900	All benefits		96,735
	Total		\$234,735

Commissioner Tom Tunncliffe

COMMITTEES REFERRED TO & ACTION TAKEN:

School Board:	For ___	Against ___	Pass ___	Out ___
Education Committee:	For ___	Against ___	Pass ___	Out ___
Budget Committee:	For ___	Against ___	Pass ___	Out ___
Commission Action Taken:	For ___	Against ___	Pass ___	Out ___

Elaine Anderson, County Clerk

Commission Chairman, Tommy Little

Rogers Anderson, County Mayor

Date

RESOLUTION NO. _____

Requested by: Board of Education

RESOLUTION REQUESTING THE WILLIAMSON COUNTY BOARD OF COUNTY COMMISSIONERS' APPROVAL OF \$2,806,800 FOR THE PURCHASE OF BUSES FOR THE 2021-2022 SCHOOL YEAR

WHEREAS, it has been determined there is a need to purchase 19 replacement and 4 growth General Education buses, and 4 replacement and 1 growth Special Education buses for a total estimated cost of **\$2,806,800**; and

WHEREAS, buses must be here by the time school starts in mid-August, and a 4-6-month turnaround is necessary to bid and receive buses after ordering; and

WHEREAS, fund balance can be used for this purchase;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on February 8, 2021 approves **\$2,806,800** for the above request and amends the General Purpose School Fund as follows:

Revenue			
141.39000	Fund Balance	\$2,806,800	
Expenditure			
141.72710.572900	Equipment- Transportation		\$2,806,800

Commissioner Tom Tunncliffe

Committees and Action Taken

School Board	For ___	Against ___	Abs ___
Education	For ___	Against ___	Abs ___
Budget	For ___	Against ___	Abs ___
Commission	For ___	Against ___	Pass ___ Abs ___

Elaine Anderson-County Clerk

Tommy Little- Commission Chairman

Date

Rogers Anderson-County Mayor

RESOLUTION NO. _____
Requested by: BOARD OF EDUCATION

**RESOLUTION REQUESTING AN INTERCATEGORY TRANSFER TO PROVIDE
ADDITIONAL FUNDING FOR LEGAL EXPENSES**

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

WHEREAS, there are sufficient funds within the Student Support Services Department in contracts with private agencies to meet this need.

NOW THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on February 8, 2021 approve and amend the 2020-2021 General Purpose School Fund budget in the following manner:

Expenditure (Increase)		
141-72220-539999-389	Contracted Services - Legal	\$200,000
Expenditure (Decrease)		
141-71200-531200-389	Contracts with Private Agencies	\$200,000
		<hr/>
		\$200,000 \$200,000

Commissioner, Tom Tunnicliffe

COMMITTEES REFERRED TO & ACTION TAKEN:

School Board:	For ___	Against ___	Pass ___	Out ___
Education Committee:	For ___	Against ___	Pass ___	Out ___
Budget Committee:	For ___	Against ___	Pass ___	Out ___
Commission Action Taken:	For ___	Against ___	Pass ___	Out ___

Elaine Anderson, County Clerk

Commission Chairman, Tommy Little

Rogers Anderson, County Mayor

Date

OPEN-ZONED SCHOOLS FOR 2021-22 SCHOOL YEAR

Proposed for Board Approval January 19, 2021

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

Deadline to apply is May 15, 2021

HIGH SCHOOLS

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

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

Nolensville High 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 Brentwood Middle

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

Spring Station Middle up to 25 (total) students from Heritage Middle or Thompson's Station Middle in the geographic area previously rezoned from Spring Station Middle on November 18, 2019

Sunset Middle up to 50 (total) students from Mill Creek Middle or Woodland Middle

Thompson's Station Middle up to 25 (total) students from any WCS school

ELEMENTARY SCHOOLS

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 or Thompson's Station Elementary

Hillsboro Elementary (K-5) up to 25 (total) students from any WCS school

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

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

Oak View Elementary up to 50 (total) students from Creekside Elementary or Thompson's Station Elementary

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

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

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

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

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

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



MEMORANDUM

TO: Williamson County Board of Education

FROM: Dana M. Ausbrooks, General Counsel

CC: Jason Golden, Superintendent of Schools

DATE: January 8, 2021

SUBJECT: Charter School Application Review Team

Pursuant to School Board of Education Policy 6.111, the Superintendent of Schools shall recommend a charter school review team and the Board shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be comprised of members of the administrative staff for the district, community members, and a member of the Board with relevant educational, organizational, financial, and legal experience. The Board shall designate a Chair of the review team as the contact person for answering questions about the application process and receiving applications.

Staff recommends the following persons serve on the charter school review team and recommends Maria Griego serve as Chair for the team:

Maria Griego, Executive Director for Student Support Services
K.C. Haugh, Vice-Chair for the Williamson County School Board
Mark Samuels, Assistant Superintendent for Operations
Brent Oakley, Executive Director for Elementary

Vickie Robbins, Assistant Finance Director
Chad Walker, Principal
Bernadette Coates, Autism Consultant
Rachel Hope, BCBA/Behavior Specialist
Lydia Smith, Special Education Teacher
Kayla Fraley, Curriculum Specialist
Stacy Parish, Community Member
Jen Vogus, Community Member

Monitoring: Review: Annually, in January	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall be
5 in accordance with state law.¹

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send notice to the Superintendent of Schools of its intent
8 sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed
9 charter school plans to begin operation as a charter school.

10 A sponsor seeking board approval of an initial charter school application shall complete the forms
11 provided by the Department of Education. The application shall provide all the information required by
12 state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed
13 by state law for the formation of a charter school, and the proposed charter school will be able to
14 implement a viable program of quality education for its students.³

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
16 February 1st of the year preceding the year in which the proposed charter school plans to begin
17 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
18 the school district offices are closed, applications will be accepted on the next business day on or
19 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
20 application fee of \$2,500.00.²

21 **REVIEW TEAM¹**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
23 applications. The team shall be comprised of members of the administrative staff for the district,
24 community members, and a member of the Board with relevant educational, organizational, financial,
25 and legal experience. At a public meeting in December of each year, the Superintendent of Schools
26 shall make a recommendation to the Board on which members of his/her administrative staff should be
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each
28 year. The Board shall designate a Chair of the review team as the contact person for answering
29 questions about the application process and receiving applications. The Superintendent of Schools
30 and/or designee shall develop an orientation for the team to ensure consistent evaluation standards and
31 the elimination of real or perceived conflicts of interest.

1 The Board shall require the Superintendent of Schools and/or designee to develop a procedure for
2 receiving, reviewing, and ruling on applications for the establishment of charter schools by the review
3 team. The procedure shall include a timeline for the application and review process. A copy of the
4 procedure, including the review criteria, shall be available to any interested party upon request.

5 The review team shall:

- 6 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
7
- 8 2. Recommend one of the following options to the Board for each application: approve, reject, or
9 reject with stipulations for reconsideration; and
10
- 11 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

12 **APPROVAL/DENIAL OF APPLICATION⁴**

13 The Board shall rule by resolution on the approval or denial of a charter school application within
14 ninety (90) calendar days of receipt of the completed application, or the application shall be deemed
15 approved by state law. The Superintendent of Schools shall report the action taken by the Board to the
16 Department of Education.

17 *Approval*

18 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
19 the Board which shall be binding on the charter school's governing body. The charter school agreement
20 shall be in writing and signed by the sponsor and the Board.

21 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
22 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

23 Charter schools approved by the Board are expected to implement the application as submitted and
24 approved. Material variations in operations from the approved application require amendment pursuant
25 to state law and the charter school agreement.⁶

26 The Board shall not provide services to charter schools that are not requested during the application
27 process except for those services that are required under state or federal law. Services agreed to be
28 provided to the charter school by the Board shall be provided at board actual cost. The Board and
29 charter school shall execute a service contract for any additional services.

30 New charter school agreements are approved for a ten (10) year period.⁷ The Board may revoke or
31 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁸

32 *Denial*

33 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within
34 which to submit an amended application to correct the deficiencies. The Board shall have sixty (60)
35 calendar days either to deny or to approve the amended application, or the application shall be deemed
36 approved by state law.⁴

- 1 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter
- 2 School Commission.⁹

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

Williamson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Personnel Health Examinations / Communicable Diseases</h2>	Descriptor Code: <h3 style="text-align: center;">5.400</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">5.4001</h3>	Issued: <h3 style="text-align: center;">06/18/14</h3>

- 1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.¹
- 2 Employees shall inform the Superintendent of Schools whenever they contract a contagious or
- 3 communicable disease.

- 4 No employee who has any communicable disease shall perform his/her duties in any location where such
- 5 might endanger the health of school children. The Board shall require any employee to submit to a
- 6 physical examination by a physician whenever there is reason to believe that the employee has any
- 7 communicable disease.²

- 8 The Superintendent of Schools shall reassign or suspend any employee who is suspected of having a
- 9 communicable disease which might endanger the health of children, pending investigation and final
- 10 disposition of the case before the Board.³

- 11 To assist the Board in making final disposition of the case, the Superintendent of Schools may refer the
- 12 case to the County Health Office or other medical experts.

- 13 The Board shall use the written report to determine the employment status of the employee.

Legal References

1. TRR/MS 0520-01-03-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511(a)(3)

Cross References

Section 504 and ADA Grievance Procedures 1.802

Williamson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Acquired Immune Deficiency Syndrome (AIDS)	Descriptor Code: 5.401	Issued Date:
		Rescinds:	Issued:

1 **LIABILITY AND NON-DISCRIMINATION**

2 No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing their
3 employment. No disciplinary action may be taken against an employee solely on the basis of HIV
4 infection or AIDS.

5 Action may be taken against an employee only if the employee is disabled and the disability interferes
6 with their ability to perform their employment duties.

7 The Board shall make reasonable accommodation to enable the employee to perform employment duties
8 as may be required by state or federal law.¹

9 **HIV/AIDS TESTING**

10 No school official can require any employee to undergo an HIV antibody test or other HIV-related test.
11 This does not preclude school officials from requiring an employee to undergo an examination when
12 another communicable illness is suspected.²

13 **CONFIDENTIALITY**

14 If information is received regarding an employee's HIV status, the Superintendent of Schools may
15 consult with the school board attorney on the appropriate course of action to pursue, bearing in mind the
16 school system's potential liability for defamation, employment discrimination, and breach of
17 confidentiality requirements.³

18 Information about an employee's HIV status is not to be documented in the employee's personnel file
19 and shall not be faxed.^{1,3}

20 Information obtained is confidential and may not be released to anyone except:³

- 21 1. Persons named on an Authorization for Release of Confidential HIV-Related Information Form;
- 22 2. Persons listed on a court order, and
- 23 3. Persons authorized to receive such information without a release or court order according to state
24 law.

25 **Under no circumstances shall information identifying an employee with AIDS be released to the**
26 **public.**

1 INFECTION CONTROL

2 To prevent and manage exposure in the workplace, all school system employees will receive in-service
3 training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard.
4 The Board shall follow the most current Centers for Disease Control and Prevention (CDC) Universal
5 Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and
6 Other Blood-borne Pathogens in Health Care Settings.¹

7 EDUCATION AND TRAINING

8 Annually, the Superintendent of Schools shall ensure that all employees, including newly hired staff,
9 receive current HIV training. These programs can utilize the educational/training resources of agencies
10 or private institutions with personnel trained in the areas of HIV/AIDS prevention education.¹

11 The Superintendent of Schools shall be responsible for developing, revising, and implementing the
12 administrative guidelines and procedures for this policy.⁴ The Superintendent of Schools shall be
13 responsible for enforcing this policy by communicating it to all personnel and by providing necessary
14 instruction to all administrators.

15

Legal References

1. State Board of Education Policy 5.300
2. 29 CFR § 1630.13(b)
3. TCA 68-10-113
4. TRR/MS 0502-01-03-.08(2)(g)

Cross References

Section 504 and ADA Grievance Procedures 1.802

Williamson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Hepatitis B (HBV)	Descriptor Code: 5.402	Issued Date:
		Rescinds:	Issued:

1 All schools shall provide a sanitary environment and shall establish routines for handling body fluids
2 that are recommended by appropriate health professionals.¹

3 All school district personnel shall be advised of routine procedures to follow in handling body fluids.
4 These procedures shall provide simple and effective precautions against transmission of diseases to
5 persons potentially exposed to the blood or body fluids of another. These procedures shall be standard
6 health and safety practices. No distinction shall be made between body fluids from individuals with a
7 known disease and individuals without symptoms or with an undiagnosed disease.

8 The administration shall develop, in consultation with medical personnel, a regulation to be distributed
9 to all staff. Training and appropriate supplies shall be available to all personnel including those involved
10 in transportation and custodial services.

11 In addition to insuring that these health and safety practices are carried out on a district-wide basis,
12 special emphasis shall be placed in those areas of school district operation that potentially present a
13 greater need for these precautions.

14 **CONFIDENTIALITY AND NON-DISCRIMINATION²**

15 In all instances, district personnel shall respect the individual's right to privacy and treat any medical
16 diagnosis as confidential information. The Director of Schools shall initiate procedures to ensure that all
17 medical information will be held in strict confidence. Any school staff member who violates
18 confidentiality shall be subject to appropriate disciplinary measures.

19 Under no circumstances shall information identifying an employee with HBV be released to the public.

20 **SAFETY**

21 Employees who are at high risk of occupational exposure shall be identified and provided with personal
22 protective equipment, including HBV vaccinations. Employees considered to be at high risk shall include
23 custodians, school nurses, special education teachers and instructional assistants, playground
24 supervisors, coaches, and physical education teachers.

25 When any employee is known to have been exposed to HBV on the job site, the employee will be notified
26 immediately by a supervisor, and the Board shall provide vaccinations.

27 The principal will ensure that an accident report is filed for all accidents. The report will include the
28 employee's name, date of the accident, an explanation of the accident, and the care used in treating the
29 individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.

1 **EDUCATION AND UNIVERSAL PRECAUTIONS**

- 2 HBV education, including universal precautions on handling blood and other body fluids, will be
3 provided to all school personnel and volunteers and may include members of the Board.
4

Legal References

1. 29 CFR § 1910.1030
2. TCA 68-10-113