



Williamson County Board Work Session

June 17, 2021 6:00 PM

Support Services Building - Professional Development Room

1. Call to Order

2. Superintendent Contract Review and Extension (Annual Agenda Item)

3. Consent Agenda

a. Approval of the May 17, 2021, School Board Meeting Minutes

b. Board Policies - Second Reading

I. 3.604 Public Records Request

II. 5.100 Personnel Goals (New)

III. 5.202 Separation Practices for Classified Employees

IV. 6.405 Medicines

c. Policy for Deletion - Second Reading

I. 5.3051 Families First Coronavirus Response Act

d. Approval of 2021-2022 SACC Tuition Fees

e. Approval Holy Family Catholic Church Lease of Nolensville Elementary School

4. Superintendent's Report (60 Minutes)

5. Operations Report (5 Minutes)

6. Board Chair Report (10 Minutes)

7. New Business

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

I. Approval General Purpose Fund Amendment 06.21 Bridge Camps
Grant - \$1,121,768.91

II. Approval General Purpose Fund Amendment 06.21 Learning Camps
Grant - \$2,710,768.72

III. Approval General Purpose Amendment 06.21 STREAM Mini Camps Grant - \$774,505.35

IV. Approval General Purpose Amendment 06.21 Childcare COVID Relief Grant - \$56,000.

V. Approval General Purpose Fund 06.21 Final Year-End Intra-category Adjustments

VI. Approval Central Cafeteria Fund 06.21 Final Year-End Intra-category Adjustments

VII. Approval Extended School Program Fund 06.21 Final Year End Intra-category Adjustments

b. Approval of PECCA Memorandum of Understanding and Salary Charts (Annual Agenda Item)

c. Approval of Differentiated Pay Plan (Annual Agenda Item)

d. Approval of School Board Meeting Dates for 2021-2022 (Annual Agenda Item)

e. 2019 – 2020 Additional Tenure Recommendation D. Moore

f. Board Policies - First Reading (10 minutes)

I. 5.1082 Telework

8. Monthly Reports & Miscellaneous Information

a. Memo Resolution for the 2020-2021 Capital Request

b. May Monthly Financial Report

c. May Monthly Purchasing Report

d. Strategic Plan Update Commitment III, Goal 5, Action Step 7



Williamson County School Board Meeting
May 17, 2021 6:30 PM
Williamson County Administrative Complex - Auditorium

Attendance Taken at 6:32 PM.

Mrs. Jennifer Aprea:	Present
Mr. Dan Cash:	Present
Ms. Sheila Cleveland:	Present
Mrs. Angela Durham:	Present
Mrs. Candace Emerson:	Present
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: 12.

1. Call to Order

- a. Record Attendance
- b. Pledge of Allegiance

Madam Chair Garrett called on the two Williamson County Sheriff's Deputies, Jody Cooper and Phil Hunt to lead the Pledge of Allegiance, followed by a moment of silence.

2. Items of Particular Public Interest (Public Comment)

Phil Roberts spoke about COVID vaccine.

Robert Lewis spoke about Fostering Healthy Solutions.

Jeff Stewart spoke about Fostering Healthy Solutions.

Revida Rahman spoke about Fostering Healthy Solutions.

Tizel High spoke about Fostering healthy Solutions.

Martha Henley spoke about Fostering Healthy Solutions.

Inetta Gaines spoke about Franklin High School.

John Paul Basham spoke about Fostering Healthy Solutions.

Chelsea Gilbert spoke about vaccines at school.

Lee Cooke spoke about diversity and inclusion.

J. Hatterman spoke about COVID policies.

K Jackson spoke about COVID.

C Kelly spoke about Critical Race Theory.

Dustin Koctar spoke about Fostering Healthy Solutions.

K James spoke about Fostering Healthy Solutions.

Terry Sinclair spoke about masks.

Debbie Pace spoke about COVID Healthcare.

David Holliday spoke about Critical Race Theory and vaccine mandate.
Dawn Ann Ritter spoke about Critical Race Theory, vaccines at schools and masks.
Jim Bicknell spoke about masks and vaccines.
Marisa Diplock spoke about vaccines.
Randall Allen spoke about leadership on the board.
Ryan Parish spoke about diversity, equity, and inclusion.
E Miller spoke about diversity, equity and inclusion.
Stephanie Zerger spoke about diversity, equity and inclusion.
Shanna Lively spoke about masks and no COVID restrictions.
Erin Newman spoke about Critical Race Theory.
Jason Mikel spoke about racism.
Anne Rigdon spoke about Critical Race Theory.

3. Approval of Agenda

Madam Chair Garrett presented the Agenda for approval.

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

Mr. KC Haugh: Yes
Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes

Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mrs. Jennifer Aprea: Yes
Mr. Jay Galbreath: Yes
Ms. Sheila
Cleveland: Yes
Mrs. Candace
Emerson: Yes
Mr. Rick Wimberly: Yes
Mr. Eric Welch: Yes
Yes: 12, Nay: 0

4. Approval of Consent Agenda

Madam Chair Garrett presented the Consent Agenda for approval.

Motion Passed: Motion by Mr. Eliot Mitchell to approve. A second was made by Mr. KC Haugh.

Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes

Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mrs. Jennifer Aprea: Yes
Mr. Jay Galbreath: Yes
Ms. Sheila
Cleveland: Yes
Mrs. Candace
Emerson: Yes
Mr. Rick Wimberly: Yes
Mr. Eric Welch: Yes
Mr. KC Haugh: Yes
Yes: 12, Nay: 0

- a. Approval of April 19, 2021 School Board Meeting Minutes
- b. Board Policies - Second Reading
 - I. 1.403 Agendas

- c. Physician-Supported Request for Child to be Excused from Compulsory Attendance
- d. Approval of ePlan Applications and Budgets for FY2021-2022 142 School Federal Projects to include ESEA Grants, Title I-A, I Delinquent, I Neglected, Title IIA, Title IIIA, IV, IDEA, Part B, IDEA Pre-School Grants, IDEA Partnership for Systemic Change, K-12, and Carl Perkins Basic Grant, with Superintendent Authorizations (Annual Agenda Item)

5. Communications to the Board

a. Superintendent's Report

Superintendent Jason Golden thanked the community for speaking. He encouraged individuals to continue to give their opinion. Golden gave updates on these items that were communicated during the School Board work session.

Golden reminded everyone that he does not recommend that the School Board vote on extending the re-opening framework and that the mask requirement will not continue after school releases on Friday. He stated that we are not administering the vaccines to any of our students nor are we requiring anyone to get the vaccine.

Golden said that all curriculum continues to be reviewed and working on adjustments especially at the elementary grades levels. There will be a report at the June meeting about the first year of the state-adopted ELA curriculum.

Golden said he is very proud of the work done at WCS and what we do to help the students grow.

Mr. Golden spoke about Fostering Healthy Solutions, stating that we have heard from families about needs and fear. He reminded everyone that the Fosters are not writing curriculum or promoting CRT. Golden encouraged everyone to attend one of the three remaining Listen and Learn sessions in June. Golden reminded everyone that the high School graduation ceremonies are this week on Friday and Saturday.

Golden ended with a thank you to Kevin Fortney for his 20-year service as Facilities and Construction Director. Mr. Fortney will be retiring at the end of May.

b. District Update

1. Student, Staff and School Spotlights

In Student Spotlights, Brentwood High senior Nelson Rose was recognized for being named a 2021 U.S. Presidential Scholar. Brentwood Middle sixth grade students Caitlyn Arnold and Ashley Xu qualified for the World VEX Robotics Competition after winning at the State level. Their coach is Adam Petree.

Ravenwood High students Mark Bell, Judah Benjamin, Kade Henderson, Adwit Satyawadi and Connor Tasik will also be competing at the World VEX Robotics Competition. They are coached by Rus Hayes. Several students placed first in the Tennessee History Day competition, including Spring Station Middle students Aidan Russ, Austin Russ and Madeleine Russ. Summit High's Eli Martin, Alicia Dinwiddie, Jaqueline Dinwiddie and Sophia Hall also placed first in their categories.

Brentwood Middle students Jacob Dong and Katherine Perez earned first place in the Tennessee State Science Olympiad. From Woodland Middle, Aditya Pradeep and Vedant Misra also placed first in their competition, as did Ravenwood High's Eli Bullock-Papa, Sophia Wang, Ammar Farra, Ryan Jordan, Sophia McAtee and Aaron Wu.

Williamson County high school media students also brought home many titles at the National Academy of Television Arts and Sciences (NATAS) Midsouth Student Production Awards. Brentwood High's Noah True, Eliza Linney and Stuart Beaton created the Best Public Service Announcement. Their teacher is Ronnie Adcock. Franklin High's Sarah Scott won Best Editing, and her teacher is Keri Thompson. Page High's Matthew Spining won Best Director, and his classmate Joe Ekker won Best Photographer. They are taught by Terry Flowers. Ravenwood High student Will Stafford won both Best Writing and Best Fiction. Brooks Taylor, also from Ravenwood High, won in the Best Sports category. Their teacher is Megan Sanchez.

Brentwood High's Emily Kalinowski, MJ Brown and Nelson Rose placed first in their categories of the Tennessee State Career Development Conference. They are taught by Lisa Neese and Melissa Bashore. Page High students Madison Slater and Emelie McKenzie, taught by Tristan Brown, also placed first at the same conference. Ravenwood High's Meredith Sedberry, Harshitha Marepally, Sydnee Floyd, Parrish Rothman and Omkar Upadhye also won their categories. They are taught by Shanee McGhee. From Fairview High, Makayla Dobeck and Ella McClendon won first place, and their teacher is Rebecca Brashier.

More than a dozen middle school students placed first in the Technology Student Association (TSA) State competition. Fairview Middle's Xander McElroy, Sophia Meece and Hayden Damaschun earned a top spot, and they are coached by Sarah Reynolds. From Page Middle, Carson Woodring, Erica Bowman, Alan Foeder, Abi Jones, Gabriele Redding, Aditi Bindra, Connor Parton, Ronan Nolan, Yug Patel, Sathvik Gaddam, Micahel Eischen, Yui Tateuchi, Pooja Potharaju, Varenya Katta, Sloane Strickland, Shruthi Mogan, Janvi Vashishtha, Reeva Lalani, Abbygale Robledo and Shruthika Kakumani

won their respective categories. Their coach is Colleen Lowe.

Brentwood High's Shaye Eggleston is the Tennessee Gatorade Volleyball Player of the Year. Her coaches are Barbara Campbell, Angie Noble and Cathy Cram.

In Staff Spotlights, Page Middle's Colleen Lowe won TSA Middle School Adviser of the Year. Franklin High's Ray Scheetz received the Outstanding Teacher of American History award from the Tennessee Society Daughters of the American Revolution.

Three WCS educators were recognized by the Tennessee Association for the Gifted. Crockett Elementary teacher Stephanie Higgs earned the Horizon Award. Hillsboro/Walnut Grove teacher Anna Cassalia and Creekside/Grassland teacher Emily Hollett won the Curriculum Award.

c. Board Chair Report

Madam Chair Garrett thanked Board members Rick Wimberly and Sheila Cleveland for their report at the work session on the legislative session. She thanked all the employees for their work during this challenging year. She asked that we end this year with a renewed commitment for the next school year.

6. New Business

a. Superintendent's Evaluation (Annual Agenda Item)

Madam Chair presented Superintendent Golden's evaluation for approval.

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

Mrs. Angela
Durham: Yes

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

Mr. Brad Fiscus: Yes

Mrs. Jennifer
Aprea: Yes

Mr. Jay
Galbreath: Yes

Ms. Sheila
Cleveland: Yes

Mrs. Candace
Emerson: Yes

Mr. Rick
Wimberly: Yes

Mr. Eric Welch: Yes

Mr. KC Haugh: Yes

Mrs. Nancy
Garrett: Yes

Yes: 12, Nay: 0

b. 2020-2021 School Board Budget

I. Approval of General Purpose School Fund Amendment 05.21 SRO Grant- \$35,000.

Madam Chair Garrett called on Superintendent Golden who recommended approval of the General Purpose School Fund Amendment 05.21 SRO Grant in the amount of \$35,000.

Motion Passed: Motion by Mr. KC Haugh to approve. A second was made by Mr. Rick Wimberly.

Mr. Dan
Cash: Yes

Mr. Eliot
Mitchell: Yes

Mr. Brad
Fiscus: Yes

Mrs.
Jennifer: Yes

Aprea:
Mr. Jay: Yes

Galbreath:
Ms. Sheila: Yes

Cleveland: Yes

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

Yes: 12, Nay: 0

II. Approval General Purpose School Fund Amendment 05.21 Literacy Training Grant - \$471,800.
Madam Chair Garrett called on Superintendent Golden who recommended approval of the General Purpose School Fund Amendment 05.21 Literacy Training Grant in the amount of \$471,800.

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

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

Yes: 12, Nay: 0

III. Approval General Purpose School Fund Resolution 06.21 Additional Student Support Services Expenses - \$250,000.

Madam Chair Garrett called on Superintendent Golden, who recommended approval of the General Purpose School Fund Resolution 06.21 Additional Student Support Services Expenses in the amount of \$250,000.

Motion Passed: Motion by Mr. Brad Fiscus to approve. A second was made by Mr. Eliot Mitchell.

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

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

Yes: 12, Nay: 0

IV. Approval General Purpose School Fund Resolution 06.21 Trustee Commission - \$250,000.

Madam Chair Garrett called on Superintendent Golden, who recommended approval of the General Purpose School Fund Resolution 06.21 Trustee Commission in the amount of \$250,000.

Motion Passed: Motion by Ms. Sheila Cleveland to approve. A second was made by Mrs. Candace Emerson.

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

Yes: 12, Nay: 0

V. Approval General Purpose School Fund Resolution 06.21 ESCO Payment - \$1,082,578.26.

Madam Chair Garrett called on Superintendent Golden, who recommended approval of the General Purpose School Fund Resolution 06.21 ESCO Payment in the amount of \$1,082,578.26

Motion Passed: Motion by Mr. Rick Wimberly to approve. A second was made by Mrs. Candace Emerson.

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mrs. Candace Emerson: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes

Mr. KC Haugh: 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: 12, Nay: 0

VI. Approval General Purpose School Fund Resolution 06.21 COVID-19 Related Needs - Payroll - \$2,396,000.

Madam Chair Garrett called on Superintendent Golden, who recommended approval of the General Purpose School Fund Resolution 06.21 COVID 19 Related Needs Payroll in the amount of \$2,396,000.

Motion Passed: Motion by Mrs. Jennifer Aprea to approve. A second was made by Mrs. Candace Emerson.

Ms. Sheila Cleveland: Yes

Mrs. Candace Emerson: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes

Mr. KC Haugh: Yes

Mrs. Nancy Garrett: Yes

Mrs. Angela Durham: Yes

Mr. Dan Cash: Yes

Mr. Eliot: Yes

Mitchell:
Mr. Brad Fiscus: Yes
Mrs. Jennifer Aprea: Yes
Mr. Jay Galbreath: Yes

Yes: 12, Nay: 0

VII. Approval General Purpose School Fund Resolution 06.21 COVID-19 Related Needs - General Purpose - \$956,500.

Madam Chair Garrett called on Superintendent Golden, who recommended approval of the General Purpose School Fund Resolution 06.21 COVID 19 Related Needs General Purpose in the amount of \$956,500.

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

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

Yes: 12, Nay: 0

VIII. Approval of the 2021-2022 Revised General Purpose Budget - \$414,579,134.

Madam Chair Garrett called on Superintendent Golden, who recommended approval of the 2021 - 2022 Revised General Purpose Budget in the amount of \$414,579,134.

Motion Passed: Motion by Mr. Eric Welch to approve. A second was made by Mrs. Jennifer Aprea.

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

Durham:
Mr. Dan
Cash: Yes
Mr. Eliot
Mitchell: Yes
Mr. Brad
Fiscus: Yes
Mrs.
Jennifer
Aprea: Yes
Mr. Jay
Galbreath: Yes
Ms. Sheila
Cleveland: Yes
Mrs.
Candace
Emerson: Yes
Yes: 12, Nay: 0

c. Board Policies - First Reading

I. 3.604 Public Records Request

Madam Chair Garrett called on Superintendent Golden, who recommended approval on first reading of policy 3.604 Public Records Request.

Motion Passed: Motion by Mrs. Nancy Garrett to approve. A second was made by Ms. Sheila Cleveland.

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

Yes: 12, Nay: 0

II. 5.100 Personnel Goals (New)

Madam Chair Garrett called on Superintendent Golden, who recommended approval on first reading of the new policy 5.100 Personnel Goals.

Motion Passed: Motion by Mr. Eliot Mitchell to approve. A second was made by Mrs. Candace Emerson.

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

Yes: 12, Nay: 0

III. 5.202 Separation Practices for Classified Employees

Madam Chair Garrett called on Superintendent Golden, who recommended approval on first reading of policy 5.202 Separation Practices for Classified Employees.

Motion Passed: Motion by Mr. KC Haugh to approve. A second was made by Mrs. Candace Emerson.

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

Mr. KC Yes
Haugh:

Yes: 12, Nay: 0

IV. 6.405 Medicines

Madam Chair Garrett called on Superintendent Golden, who recommended approval on first reading of policy 6.405 Medicines.

Motion Passed: Motion by Mrs. Candace Emerson to approve. A second was made by Mr. KC Haugh.

Mrs. Angela Durham: Yes

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

Mr. Brad Fiscus: Yes

Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mrs. Candace Emerson: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes

Mr. KC Haugh: Yes

Mrs. Nancy Garrett: Yes

Yes: 12, Nay: 0

d. Policy for Deletion
I. 5.3051 Families First Coronavirus Response Act

Madam Chair Garrett called on Superintendent Golden, who recommended approval to delete on first reading of policy 5.3051 Families First Coronavirus Response Act.

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

Mr. Eliot Mitchell: Yes

Mr. Brad Fiscus: Yes

Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mrs. Candace Emerson: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes
Mr. KC Haugh: Yes
Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes
Mr. Dan Cash: Yes
Yes: 12, Nay: 0

e. 2021-2022 Late Start Days

Madam Chair Garrett called on Superintendent Golden, who recommended approval of 2021-2022 Late Start Days.

Motion Passed: Motion by Mrs. Jennifer Aprea to approve. A second was made by Mrs. Angela Durham.

Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes

Mr. Brad Fiscus: Yes

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

Yes: 12, Nay: 0

f. Approval of Williamson County Schools Representative for Growth Plan Coordinating Committee

Madam Chair Garrett called on Superintendent Golden, who recommended approval of the Williamson County Schools Representative for Growth Plan Coordinating Committee.

Motion Passed: Motion by Mrs. Candace Emerson to approve. A second was made by Mr. Eliot Mitchell.

Mr. Brad Fiscus: Yes

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

Garrett:
Mrs. Angela Yes
Durham:
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes

Yes: 12, Nay: 0

7. Adjournment

There being no further business, Madam Chair Garrett adjourned the meeting at 8:54 pm.

Nancy N Garrett

Chairperson

[Signature]

Superintendent

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Public Records Request	Descriptor Code: 3.604	Issued Date: 04/20/20
		Rescinds: 3.604	Issued: 08/21/17

1 The Tennessee Public Records Act (“TPRA”) provides that all state, county and municipal records
2 shall, at all times during business hours be open for personal inspection by any citizen of this state, and
3 those in charge of the records shall not refuse such right of inspection to any Tennessee citizen, unless
4 otherwise provided by state law.¹ Accordingly, the public records of Williamson County Schools
5 (“WCS”) are presumed to be open for inspection unless otherwise provided by law. Access to public
6 records shall be limited to Tennessee citizens.

7 Personnel of Williamson County Schools shall timely and efficiently provide access and assistance to
8 Tennessee citizens requesting to view or receive copies of public records to the degree required by
9 applicable law. No provisions of this Policy shall be used to hinder access to open public records.
10 However, the integrity and organization of public records, as well as the efficient and safe operation of
11 Williamson County, shall be protected as provided by current law. Concerns about this Policy should
12 be addressed to the Public Records Request Coordinator for Williamson County Schools or to the
13 Tennessee Office of Open Records Counsel (“OORC”).

14 This Policy is available for inspection and duplication at the Williamson County School’s central
15 office and at www.wcs.edu. This Policy shall be reviewed every two years to ensure continued
16 compliance with applicable law.

17 This Policy shall be applied consistently throughout the various offices, departments, and/or divisions
18 of Williamson County Schools.

19 **Definitions:**

- 20 1. Records Custodian: The office, official or employee lawfully responsible for the direct custody
21 and care of a public record. The records custodian is not necessarily the original preparer or
22 receiver of the record.
23
- 24 2. Public Records: All documents, papers, letters, maps, books, photographs, microfilms,
25 electronic data processing files and output, films, sound recordings, or other material,
26 regardless of physical form or characteristics, made or received pursuant to law or ordinance or
27 in connection with the transaction of official business by any governmental agency.
28
- 29 3. Public Records Request Coordinator: The individual, or individuals, designated in Section III,
30 A.3 of this Policy who has, or have, the responsibility to ensure public record requests are
31 routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. The
32 Public Records Request Coordinator (“PRRC”) may also be a records custodian.

- 1 4. Requestor: A Tennessee Citizen seeking access to a public record, whether it is for inspection
2 or duplication.

3 Requesting Access to Public Records

- 4 1. Public record requests shall be made to the Public Records Request Coordinator
5 ("Coordinator") or his/her designee in order to ensure public record requests are routed to the
6 appropriate records custodian and fulfilled in a timely manner.

7
8 ~~Requests for inspections may be made orally. WCS would, however, prefer but does not~~
9 ~~require a written or digital request. The Coordinator shall, however, request a U.S. mail address~~
10 ~~or email address from the Requestor in order to provide any written communication required~~
11 ~~under the TPRA.~~

- 12
13 2. Requests for inspection may be made orally, in writing or in person at the Williamson County
14 Schools Central Office located at 1320 Main Street, Suite 202, Franklin, Tennessee 37064; by
15 U.S. mail at the Williamson County Schools, 1320 Main Street, Suite 202, Franklin, Tennessee
16 37064 or by calling Williamson County Schools at 615-472-4000. *WCS would prefer but does*
17 *not require a written or digital request. The Coordinator shall, however, request a U.S. mail*
18 *address or email address from the Requestor in order to provide any written communication*
19 *required under the TPRA.*

- 20
21 3. Requests for copies of public records shall be made in writing delivered in one of the following
22 ways: in person at the Williamson County Schools Central Office located at 1320 Main Street,
23 Suite 202, Franklin, Tennessee 37064; by U.S. mail at the Williamson County Schools, 1320
24 Main Street, Suite 202, Franklin, Tennessee 37064 or by calling Williamson County Schools at
25 615-472-4000.

- 26
27 4. *Request made on social media will not be accepted. Requests for either inspection or copies*
28 *should be made in the manner described in the paragraphs above, directed to the PRRC as*
29 *provided herein, in order to receive prompt attention.*

- 30
31 5. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or
32 alternative acceptable form of ID is not required as a condition to inspect or receive copies of
33 public records, unless there is an indication that the Requestor is not a Tennessee citizen.

34 Responding to Public Records Requests

- 35 1. The Coordinator shall review public record requests and make an initial determination of the
36 following: a. If the requestor provided evidence of Tennessee citizenship; b. Whether the
37 records requested are described with sufficient specificity to identify them; and c. Whether the
38 records are Williamson County Schools records and, if so, what Williamson County School is
39 the custodian of the records
- 40
41 2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate
42 action(s):
43

- 1 a. Advise the requestor of this Policy and ask for proof of Tennessee citizenship;
- 2
- 3 b. If the requestor asks for copies explain the form that needs to be completed and any
- 4 fees, if not otherwise waived.
- 5
- 6 c. If permitted under this Policy, the Custodian shall inform the requestor in writing that
- 7 the request has been denied and an explanation of the reason why the request is denied,
- 8 including any one of the following reasons:
 - 9 i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - 10 ii. The requestor's description of the records is not specific enough to determine
 - 11 what records are being requested.
 - 12 iii. An exemption makes the record not subject to disclosure under the TPRA and
 - 13 provide the exemption in written detail.
 - 14 iv. Williamson County Schools are not the custodian of the requested records.
 - 15 v. The records do not exist.
- 16
- 17 d. If appropriate, contact the requestor to see if the public records request can be narrowed
- 18 and/or clarified.
- 19
- 20 e. If known, forward the records request to the appropriate records custodian in
- 21 Williamson County School.
- 22
- 23 f. If requested records are in the custody of a different governmental entity, and the
- 24 Coordinator knows the correct governmental entity, advise the requestor of the correct
- 25 governmental entity and Coordinator for that entity if known.
- 26
- 27 3. The designated Coordinators for Williamson County Schools are:
 - 28
 - 29 a. For Requests from citizens of the State of Tennessee to Williamson County Schools is
 - 30 the General Counsel for Williamson County Schools;
 - 31
 - 32 b. For Personnel Requests to Williamson County Schools is the Assistant Superintendent
 - 33 of Human Resources;
 - 34
 - 35 c. For Media Requests to Williamson County Schools is the Communications Director;
 - 36
 - 37 d. Contact Information: Williamson County Schools, 1320 West Main Street, Suite 202,
 - 38 Franklin, Tennessee 37064; public.records@wcs.edu.
 - 39
- 40 4. Distributing Public Records Request to the Appropriate Records Custodian:
 - 41
 - 42 a. Upon receiving a public records request, a records custodian shall promptly make
 - 43 requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If
 - 44 the records custodian is uncertain that an applicable exemption applies, the custodian
 - 45 may consult with the Coordinator, legal counsel, or the Office of Records Counsel.
 - 46

- 1 b. If not practicable to promptly provide requested records because additional time is
2 necessary to determine whether the requested records exist; to search for, retrieve, or
3 otherwise gain access to records; to determine whether the records are open; to redact
4 records; or for other similar reasons, then a records custodian shall, within seven (7)
5 business days from the records custodian's receipt of the request notify the requestor in
6 writing.
- 7
- 8 c. If a records custodian denies a public record request, he or she shall deny the request in
9 writing.
- 10
- 11 d. If a records custodian reasonably determines production of records should be segmented
12 because the records request is for a large volume of records, or additional time is
13 necessary to prepare the records for access, the records custodian shall notify the
14 requestor in writing that production of the records will be in segments and that a records
15 production schedule will be provided as expeditiously as practicable. If appropriate, the
16 records custodian should contact the requestor to see if the request can be narrowed.
- 17
- 18 e. If a records custodian discovers records responsive to a records request were omitted,
19 the records custodian should contact the requestor concerning the omission and produce
20 the records as quickly as practicable.
- 21
- 22 5. Redacting Confidential Information or Information not otherwise subject to the Public Records
23 Act.
- 24
- 25 a. If a record contains confidential information or information that is not open for public
26 inspection, the records custodian shall prepare a redacted copy prior to providing
27 access. If questions arise concerning redaction, the records custodian should coordinate
28 with counsel or other appropriate parties regarding review and redaction of records.
- 29
- 30 b. Whenever a redacted record is provided, a records custodian should provide the
31 requestor with the basis for redaction. The basis given for redaction shall be general in
32 nature and not disclose confidential information. A records custodian is otherwise not
33 required to provide any sort of privilege log.
- 34
- 35 6. Inspection of Records
- 36
- 37 a. There shall be no charge for inspection of open public records that are subject to
38 inspection under the TPRA.
- 39
- 40 b. Inspection of public records shall take place at Williamson County Schools located in
41 Williamson County, Tennessee. The location for inspection of public records within
42 Williamson County Schools shall be determined by the PRRC or the appropriate
43 records custodian. A member of WCS staff will assist the requestor while inspecting
44 public records.
- 45

- 1 c. Appointments for inspection of public records are required. The record Custodian will
2 cooperate with the requester and try to schedule a time during regular business hours
3 that is convenient for the requestor.

4 7. Copies of Records

- 5
6 a. A records custodian shall promptly respond to a public record request for copies.
7
8 b. Copies will be available for pickup at a location specified by the records custodian.
9
10 c. Upon payment for postage, copies will be delivered to the requestor's home address by
11 the United States Postal Service.
12
13 d. A requestor is not permitted to make copies of records with any type of personal
14 equipment, including but not limited to cell phones, portable scanners, flash drives or
15 portable copy machines, and is prohibited from removing the records to have copied by
16 a third party.

17
18 8. Fees and Charges and Procedures for Billing and Payment

- 19
20 a. Records custodians shall provide requestors with an itemized estimate of the charges
21 prior to producing copies of records, to the extent possible, and may require pre-
22 payment of such charges before producing requested records.
23
24 b. When fees for copies and labor do not exceed five dollars (\$5.00), the fees may be
25 waived. Requests for waivers of any fees above must be presented to the Coordinator
26 who is authorized to determine if such waiver is in the best interest of Williamson
27 County and in the public good. Fees associated with aggregated records requests will
28 not be waived.
29
30 c. The Superintendent, or his or her designee, may waive or reduce any part of the fees
31 calculated under this policy upon a submission of a written request for waiver or
32 reduction. Any decision to waive or reduce the fees is in the sole discretion of the
33 Superintendent, is not subject to judicial review and does not establish any precedent.
34
35 d. Payment in advance is required for all requests for copies of public records. *Requestors*
36 *must pay by personal or cashier's check payable to Williamson County Schools*
37 *delivered as specified by the PRRC. If the requestor's check does not clear, Williamson*
38 *County Schools will not comply with any public records requests by that requestor until*
39 *payment, including any processing fees related to the check, is received in full.*
40
41 e. Fees and charges for copies are as follows:
42 i. \$0.15 per page for letter- and legal-size black and white copies.
43 ii. \$0.50 per page for letter- and legal-size color copies.
44 iii. Other fees: A Public Records Custodian may charge higher fees for copies of
45 documents that are on a medium other than 8½ x 11 inch paper or 8½ x 14 inch
46 paper.

- 1 iv. Cost of Labor to produce copies. When the total time to fulfill a public records
2 request exceeds 1 hour the records custodian may charge the Requester a labor
3 fee after the Requester is notified of the labor charge.
 - 4 1. In calculating the charge for labor, a Records Custodian shall determine
5 the number of hours each employee spent producing a request.
 - 6 2. The Records Custodian shall then subtract the 1 hour threshold from the
7 number of hours the highest paid employee spent producing the request.
 - 8 3. The Records Custodian will then multiply the total number of hours to be
9 charged for the labor of each employee by that employee's hourly wage.
 - 10 4. Finally, the Records Custodian will add together the totals for all the
11 employees involved in the request and that will be the total amount of
12 labor that can be charged.
- 13 v. In calculating the charge for labor, a Records Custodian shall determine the
14 number of hours each employee spent producing a request.
- 15 vi. The Records Custodian shall then subtract the 1 hour threshold from the number
16 of hours the highest paid employee spent producing the request.
- 17 vii. The Records Custodian will then multiply the total number of hours to be
18 charged for the labor of each employee by that employee's hourly wage.
- 19 viii. Finally, the Records Custodian will add together the totals for all the employees
20 involved in the request and that will be the total amount of labor that can be
21 charged.
- 22 ix. If an outside vendor is used, the actual costs assessed by the vendor.

23 9. Aggregation of Frequent and Multiple Requests.

- 24 a. Williamson County Schools may aggregate public record requests when more than (4)
25 requests are received within a calendar month either from a single individual or a group
26 of individuals deemed working in concert, and WCS adopts the "Frequent and Multiple
27 Request Policy" and any successor policy developed by the Office of Open Records
28 Counsel.
29
- 30 b. Such requests may be aggregated on any level whether by school, department, program,
31 office or otherwise.
32
- 33 c. The PRRC is responsible for making the determination that a group of individuals are
34 working in concert. The PRRC must inform the individuals that they are deemed to be
35 working in concert and that they have the right to appeal the decision to the Office of
36 Open Records Counsel.
37

38 10. Failure to Inspect or to Pay for Copies

- 39 a. *If a requestor make two (2) or more requests to view a public record within a six-month*
40 *period and, for each request, the requestor fails to view the public record within fifteen*
41 *(15) business days of receiving notification that the record is available to view,*
42 *Williamson County Schools will not comply with any records request from that*
43 *requestor for a period of six (6) months from the date of the second request to view the*
44 *record.*
45

- 1 *public records request unless the Superintendent or designee determines there was*
2 *good cause for the failure to view the public record.*
3 *b. If, after agreeing to pay an estimated cost prior to the production of copies, a requestor*
4 *fails to pay the cost to produce the requested copies, Williamson County Schools will*
5 *not comply with any public records request from the requestor until payment is*
6 *received.*

Legal References

1. TCA 10-7-503(a)(2)(A)

PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: Williamson County Schools

Requestor's Name: _____

Requestor's Address: _____

Requestor's Phone Number and Email: _____

Is the requestor a Tennessee citizen? ___Yes___No

Request: ___ Inspection (The TPRA does not permit fees or require a written request for inspection only).

___ Copy/Duplicate (The cost for copies is .15 per page for black and white copies).

Records Requested:

Provide a detailed description of the record(s) requested, including (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable Williamson County Schools to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted

Date Received by Williamson County Schools

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personnel Goals	Descriptor Code: 5.100	Issued Date:
		Rescinds:	Issued:

1 The Board's personnel goals are as follows:

- 2 1. To ensure that the Superintendent of Schools recruits and employs the best qualified individuals
3 to staff the school district;
- 4 2. To provide compensation, benefits, and working environments sufficient to attract and retain
5 qualified employees;
- 6 3. To set goals for educator diversity that take into consideration the diversity of the student
7 population;¹
- 8 4. To provide an in-service training program for all employees to improve their performance; and
- 9 5. To conduct an evaluation program that will contribute to the continuous improvement of staff
10 performance.

Legal References

1. State Board of Education Policy 5.700; TCA 49-1-302(g)

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Classified Employees	Descriptor Code: 5.202	Issued Date:
		Rescinds: 5.1064	Issued: 06/19/17

1 **SUSPENSION**

2 A Superintendent of Schools or his/her designee may suspend an employee at any time when deemed necessary.¹

3 **DISMISSAL**

4 All classified employees are employed at the will of the Superintendent. The Superintendent of Schools may
5 dismiss any non-certified employee during the year for any lawful reason.

6 **RESIGNATION**

7 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten
8 (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be
9 waived by the Superintendent of Schools for justifiable reason.

10 The immediate supervisor shall forward copies the day received to the Human Resources' office. The payroll
11 office will prepare final payment for the next appropriate scheduled pay day.

12 **RETIREMENT**

13 Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits
14 from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire
15 at any age according to the provisions of the retirement system.

16 Central office personnel shall assist employees in securing retirement benefits, however, it shall be the
17 responsibility of the retiring employee to obtain verification of eligibility in writing from TCRS to the central
18 office. It shall be the responsibility of the retiring employee to file for eligible benefits. Employees who retire
19 under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits.
20

Legal References

1. TCA 49-2-301(b)(1)(EE)—(FF)

Cross References

Recommendations and File Transfers 5.203

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Discipline Procedures for Classified Personnel	Descriptor Code: 5.1064	Issued Date: 06/19/17
		Rescinds: 5.1064	Issued: 06/18/14

1 It shall be the duty of each classified employee to maintain high standards of cooperation, efficiency
2 and economy in the employee's work for the Board of Education ("Board"). A supervisor or designee
3 shall organize and direct work to achieve these objectives. When work habits, attitudes, or personal
4 conduct fall below a desirable standard, the supervisor or designee should promptly point out the
5 deficiencies. Warning in sufficient time for improvement should precede formal disciplinary action,
6 but nothing in this policy shall prevent immediate formal action whenever safety or the interest of the
7 Board requires it.

8 All classified personnel are expressly deemed to be at-will employees and serve at the will of the
9 Superintendent.¹

10 **TYPES OF DISCIPLINE**

11 In the interest of good discipline, the Superintendent may suspend an employee without pay pending
12 further investigation of the causes of said suspension and/or ultimate disposition of the case. An
13 employee who is suspended shall be given notice of the suspension and a statement of the reason for
14 action.

15 An employee may be: reprimanded either orally or in writing; demoted; suspended with or without pay
16 for a specified number of days; or dismissed.

17 **PROCEDURES**

18 The Superintendent or designee shall provide written notice to an employee when disciplinary action
19 other than oral or written reprimand has been recommended to the Superintendent by the employee's
20 immediate supervisor. The notice shall be accomplished by personal delivery or certified mail. In
21 addition to service by personal delivery or certified mail, the notice may be delivered electronically.
22 The notice shall contain the following information:

- 23 1. The factual basis for the consideration of disciplinary action.
- 24
- 25 2. A statement to the employee that he/she has a right to respond in writing to the notice within
26 ten (10) working days from the date shown on the notice sent to the employee.
- 27
- 28 3. A statement to the employee of his/her right to request a meeting with the Superintendent to
29 appeal the decision.
- 30

1 4. A statement that the employee shall be notified within ten (10) working days following the
2 meeting of the results.

3 The employee shall have the right to respond to the Superintendent regarding the recommendation
4 within ten (10) working days from the date shown on the notice sent to the employee. An employee's
5 failure to respond or request a meeting with the Superintendent shall be conclusive evidence of the
6 employee's acceptance of the disciplinary decision.

7 The decision of the Superintendent shall be final.

Legal References

1. TCA 49-2-301

Cross Reference

Dismissal of Employees 5.201

Williamson County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 11/18/19
		Rescinds: 6.405	Issued: 06/23/14

1 If under exceptional circumstances a student is required to take non-prescription or prescription
2 medication during school hours and the parent/guardian cannot be at school to administer the medication,
3 only the principal/designee will assist in self-administration of the medication if the student is competent
4 to self-administer medicine with assistance in compliance with the following regulations.¹

5 Written instructions signed by the parent/guardian will be required and will include:

- 6 1. Child's name;
- 7 2. Name of medication;
- 8 3. Name of physician;
- 9 4. Time to be self-administered;
- 10 5. Dosage and directions for self-administration (non-prescription medicines must have label
11 direction);
- 12 6. Possible side effects, if known; and
- 13 7. Termination date for self-administration of the medication.

14
15 *Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever*
16 *inhalers if the additional information is provided by a parent/guardian:*

- 17
18 1. *Written statement from the prescribing health care practitioner that the student suffers from*
19 *asthma and has been instructed in self-administration; and*
- 20
21 2. *Purpose of the medication.*

22
23 The medication *shall* ~~must be~~ delivered in person to either the school nurse or designated school
24 personnel by the parent/guardian of the student unless the medication must be retained by the student for
25 immediate self-administration (~~i.e. students with asthma~~).

26
27 The administrator/designee will:

- 28 1. Inform appropriate school personnel of the medication to be self-administered;
- 29 2. Keep written instructions from parent/guardian in student's record;
- 30 3. Keep an accurate record of the self-administration of the medication;

- 1 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
2 order;
- 3 5. Return unused prescription to the parent/guardian only; and
- 4 6. Ensure that all guidelines developed by the Department of Health and the Department of
5 Education are followed.

6 The parent/guardian is responsible for informing the designated official of any change in the student's
7 health or change in medication.

8 A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term
9 administration of medication.

10 **BLOOD GLUCOSE SELF-CHECKS²**

11 Upon written request of a parent/guardian and if included in the student's medical management plan and
12 in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood
13 glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies,
14 including sharps. The student shall be permitted to perform the testing in any area of the school or school
15 grounds at any time necessary.

16 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
17 such sharps is appropriate.

18 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
19 Occupational Safety and Health Administration (TOSHA).³

20 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴**

21 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
22 their prescribed medication in a manner directed by a licensed healthcare provider without additional
23 assistance or direction. The Superintendent of Schools/designee shall develop procedures for the
24 development of an IHP for every student that wishes to self-administer.

25 **STUDENTS WITH ADRENAL INSUFFICIENCY⁵**

26 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
27 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 28 1. The district shall train school personnel who will be responsible for administering the
29 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
30 medication.
31
- 32 2. The district shall maintain a record of all school personnel who have completed this training.
33
- 34 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
35 professional may administer the prescribed medication to the student. If a school nurse or other

1 licensed health care professional is not immediately available, trained school personnel may
2 administer the prescribed medication.

3 The Superintendent of Schools/designee shall develop procedures on the administration of medications
4 that treat adrenal insufficiency, *including the treatment of an adrenal crisis while on school*
5 *transportation and during activities such as field trips, and recordkeeping per state law.* ~~and~~
6 ~~recordkeeping per rules set forth by the State Board of Education.~~

Legal References

1. TCA 49-50-1602; *TRR/MS 0520-01-13.03*
2. TCA 49-50-1602(d)(7)
3. ~~TCA 49-50-1601~~; State Board of Education Policy 4.205; *TRR/MS 0800-01-10*
4. ~~TCA 49-50-1601~~ *TRR/MS 0520-01-12*; State Board of Education Policy 4.205
5. *TRR/MS 0520-01-13*; State Board of Education Policy 4.205

Cross References

Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term FAMILIES FIRST CORONAVIRUS RESPONSE ACT	Descriptor Code: 5.3051	Issued Date: 12/17/20
		Rescinds: 5.3051	Issued: 06/15/20

1 *General*¹

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

6 **PAID SICK LEAVE**

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

- 9 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
10
11 2. has been advised by a health care provider to self-quarantine related to COVID-19;
12
13 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
14
15 4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The
16 individual must be someone with a personal relationship to the employee;
17
18 5. is caring for his/her son or daughter whose school or place of care is closed, or person who
19 regularly provides child care is unavailable, for reasons related to COVID-19 and no other
20 suitable person is available to care for the child during the requested period of leave. Son or
21 daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child
22 of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older
23 who is incapable of self-care because of a mental or physical disability; or
24
25 6. is experiencing any other substantially similar condition specified by the Secretary of Health
26 and Human Services, in consultation with the Secretaries of Labor and Treasury.

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

1 EXPANDED FMLA LEAVE

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

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

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

16 The first ten (10) days of EFMLEA leave shall be unpaid, however, an employee may choose to take
17 any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-thirds
18 (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued sick leave
19 or annual leave to cover those days or the amount is capped per federal law.⁷

Legal References

1. Families First Coronavirus Response Act, Pub. L. No. 116-127, §§ 3102, 5101, et seq. (2020)
2. 29 CFR § 826.20(a); 29 CFR § 826.21; 29 CFR § 826.30(a)
3. 29 CFR § 826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), § 3605 (2020)
4. 29 CFR § 826.20(b)
5. 29 CFR § 826.23
6. 29 CFR § 826.23(b); 29 CFR § 826.70
7. 29 CFR § 826.24

Cross References

- Sick Leave-Teacher 5.302
Sick Leave-Classified 5.3022



2021-2022 Tuition Fees

School Year Fees

	21/22	Billing Matrix
Registration Fee	\$40	Per Child
Full-Time Morning Care*	\$63	Per week/ per child
Full-Time Afternoon Care*	\$63	Per week/ per child
Full-Time Morning and Afternoon Care*	\$76	Per week/ per child
Morning Drop In	\$20	Per morning/ per child
Afternoon Drop In	\$20	Per afternoon/ per child
Half Day Care	\$25	Per child
Full Day Care/	\$40	Per day/ per child
Inclement Weather	\$40	Per day/ per child
School Closure Emergency Care	\$40	Per day/ per child
Full Day Care with Field Trip	\$45	Per day/ per child
No Show Fee Non-Field Trip	\$40	Per day/ per child
No Show Fee Field Trip	\$45	Per day/ per child

*4% multi child discount will be applied for those registered in weekly full-time care after the first child

Pre-K Care

Registration Fee	\$40	Per Child
Full-Time Morning Care	\$63	Per week/ per child
Full-Time Afternoon Care until 6:00 pm	\$68	Per week/ per child
Full-Time Afternoon Care until 4:00 pm	\$63	Per week/ per child
Full-Time Morning and Afternoon Care	\$80	Per week/ per child
Morning Drop In	\$20	Per morning/ per child
Afternoon Drop In	\$20	Per afternoon/ per child
Not eligible for multi child discount		

Summer Fees (Summer 2021)

Registration Fee	\$40	Per Child
Full-Time Care	\$175	Per week/ per child
Part-Time Care	\$40	Per day/ per child
Part-Time Care Field Trip	\$45	Per day/ per child
Part-Time Weekly No Show Fee	\$40	Per week/ per child
Summer Emergency Care	\$45	Per day/ per child

Fees

Late Payment Fee	\$5	Per family/ per week
Late Pick Up Fee	\$3	Per minute/ per child
NSF Fee	\$10	Per returned transaction
Credit Card Processing Fee	3%	Per transaction
E-Check Processing Fee	0.5	Per transaction
Drop-In SACctivity Fee	SACctivity Fee	Per SACctivity
	Plus Drop-In Cost	

Financial Assistance is available for students that qualify for free or reduced meals

30% discount for reduced meals, 40% discount for free meals

A limited number of scholarships are available for families needing assistance with paying tuition fees

SACC accepts DHS child care certificates



M E M O R A N D U M

DATE: May 27, 2021

TO: Williamson County School Board Members

CC: Mark Samuels, P.E., Assistant Superintendent of Operations

FROM: Kevin Fortney *KF*
Director of Facilities, Planning & Construction

RE: **Holy Family Catholic Church**
Lease of Nolensville Elementary School

Holy Family Catholic Church has submitted a request to lease space within Nolensville Elementary School located a 2338 Rocky Fork Road, Nolensville, Tennessee. The space requested to lease is limited to the gymnasium for weekly worship services.

- Use Period- Weekly on Sundays
- Terms of lease- July 4, 2021 through July 3, 2022, with renewal each year thereafter not to exceed five (5) annual renewals.
- Supervisor fees and custodial services will be scheduled and invoiced monthly.

Staff recommends approval.



LEASE

THIS LEASE made and entered into this 7th day of June, 2021, between Williamson County Board of Education, hereinafter called "Landlord" and Holy Family Catholic Church, hereinafter called "Tenant".

WITNESSETH:

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

Name: Nolensville Elementary
Address: 2338 Rocky Fork Rd
Nolensville, TN 37135
Description of Space: Gym

Said improved real estate is hereinafter referred to sometimes as the "leased premises." TO USE the leased premises, together with the improvements and appurtenances thereto belonging, unto Tenant, its successors and assigns for a term of 12 months, beginning July 4, 2021 and ending July 3rd, 2022, unless sooner terminated as hereinafter provided. Said lease may be extended for a term not to exceed five (5) annual renewals at the discretion of the Landlord upon application by the Tenant. The terms of this lease shall be subject to all Board of Education policies as amended from time to time.

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

1. Rent. Tenant agrees to pay to Landlord for the leased premises during the term hereof basic rent at the rate of fifteen thousand-eighty dollars and zero cents (\$15,080) per annum, payable in twelve (12) installments of approximately one thousand-two hundred and fifty-seven dollars and zero cents (\$1,257.00) per month. All rentals are payable in advance on the first day of each and every month and shall be payable without notice or demand and without deduction, set-off or abatement except as otherwise provided specifically in this Lease. The amount of rent designated herein is subject to change as the areas requested for use in the premises change. All areas used and charges therefore shall be designated in an exhibit to be attached to the lease. Changes in the rental amount resulting from changes in the space the Tenant wishes to lease shall be effectuated by amendment to the original exhibit and shall not constitute a new lease nor shall it extend any lease into which Landlord and Tenant have entered. Applicable fees will be charged for building supervision, custodial services, supplies, cafeteria use, WCS food service employees, and manager fees. Tenant agrees to pay the amounts billed for any said expenses. The Tenant and Landlord agree that the following areas of the premises are leased on the days of the week noted for the agreed to period of lease.

Name of School: Nolensville Elementary
Areas to be Used: Gym
Use period: Sunday Each Week Beginning July 4, 2021 through July 3, 2022
Estimated Supervision Cost: \$8,528.00 per annum
Estimated Custodial Cost: \$7,800 per annum

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

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

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

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

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

6. Assumption of Risk. Tenant shall, and does hereby, assume all risks of loss or injury to the property or person of all persons at any time coming upon the leased premises during the term hereof and Tenant shall, and does hereby agree to, indemnify and save harmless Landlord for and from any and all claims, demands, suits, judgment costs or expenses on account of any such loss or injury and any loss or injury which arise from any failure of Tenant, its officers, agents or employees to obey any applicable laws. Tenant shall be responsible for any attorney's fees and costs of Landlord incurred as a result of any such loss. To that end, Tenant shall, at its own cost and expense, maintain general public liability insurance for and on the leased premises, naming itself and Landlord as insured parties, with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury or death and one million dollars (\$1,000,000) per occurrence for property damage. Such insurance shall

be affected by a valid and enforceable policy or policies issued by an insurance company of recognized responsibility licensed to do business in the State of Tennessee and shall contain a provision that coverage cannot be cancelled without ten (10) days' written notice to Landlord. Tenant shall furnish to Landlord a copy of such policy or policies evidencing that the required insurance is in full force and effect.

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

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

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

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

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

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

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

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

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

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

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

Tenant: Holy Family Catholic Church
9100 Crockett Road
Brentwood, TN 37027
Attn: Fr. Anthony Stewart

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

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

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

LANDLORD: Williamson County Board of Education

By: _____

Jason Golden, Director of Schools

TENANT: Holy Family Catholic Church

By: _____

Fr. Anthony Stewart

**REQUEST FOR USE OF
WILLIAMSON COUNTY SCHOOLS & FACILITIES
BY COMMUNITY ORGANIZATIONS**

Central Office Use

ID NUMBER _____

School to be Used: Nolensville Elementary School

Purpose of Use: Church Service Expected Attendance 200

Organization Name: Holy Family Catholic Church

Request Made By: Rev. Joseph McMahon Title in Organization Pastor

Mailing Address: 9100 Crockett Road City Brentwood Zip 37027

Cell Number: 615-397-6471 E-Mail frjoe@holyfamiycc.com

BUILDING USAGE

****PLEASE FILL THIS FORM OUT IN ITS ENTIRETY****

Date & Days of Use _____ S M T W TH F ST

Reoccurring Use
Weekly on: S M T W TH F ST

Reoccurring Use
Monthly on: 1st 2nd 3rd 4th 5th S M T W TH F ST

Starting Date July 4, 2021 Ending Date July 31, 2022

Starting Time 7:00 AM PM Ending Time 3:00 AM PM

FEE SCHEDULE - If applicable

DO NOT LEAVE BLANK

<i>Area(s) Needed</i>			
<input type="checkbox"/>	Classroom(s) Room #s _____	\$15 per day per room	\$ _____
	Limited classroom use per board policy		
<input type="checkbox"/>	Auditorium	\$285 per day	\$ _____
	Stage Light <input type="checkbox"/> Y <input type="checkbox"/> N	One fee for either or both	\$100 plus personnel fee
	Sound System <input type="checkbox"/> Y <input type="checkbox"/> N		
<input checked="" type="checkbox"/>	Gymnasium	\$290 per day	\$ 290
<input type="checkbox"/>	Auxiliary Gym (High Schools Only)	\$290 per day	\$ _____
<input type="checkbox"/>	Gym for Jr. Sports Groups Only	\$18 per hour (Max \$290 per day)	\$ _____
<input type="checkbox"/>	Stadium/Track/or other Game Field		\$ _____
<input type="checkbox"/>	Tennis		\$ _____
<input type="checkbox"/>	Campus (Outside Building)		\$ _____
<input type="checkbox"/>	Cafeteria (This is for the seating area only)	\$18 per hour (Max \$130 per day)	\$ _____
	Kitchen (This is for the serving line area and main kitchen)		\$ _____
	(One WCS kitchen staff member must be present when the use of the kitchen is requested. They must be present for the entire time you request use of the kitchen. This cost will be determined by each school site.)		
<input type="checkbox"/>			\$ _____
<input type="checkbox"/>	Supervision - Required		
<input type="checkbox"/>	Building Supervision See Note 1	\$20.50 per hour (incl tax)	\$ _____
	Name of Supervisor <u>TBD</u>	<input type="checkbox"/> Check if supervisor is waiving fees.	
<input checked="" type="checkbox"/>	Custodial Services	Check here if needed	X
	<i>*Custodial service based on actual time for (for cleaning as needed and determined by contractor</i>		
			\$ _____
	TOTAL ESTIMATED FEE		\$ _____

Note 1:
When multiple rooms are used, supervision is calculated on one room. Supervision for outside as required

MAKE PAYMENT TO: WILLIAMSON COUNTY SCHOOLS, 1320 West Main Street, Suite 202, Franklin, TN 37064
No funds shall be paid individually to any employee or individual school for use of facilities.
Hold Harmless Clause on page 2 must be completed. See page 2 for policy and procedures.

REQUEST FOR USE OF WILLIAMSON COUNTY SCHOOLS & FACILITIES

All organizations requesting use of Williamson County School Facilities shall ATTACH a Certificate of Insurance with the Request for Facilities Use form. The Policy must name Williamson County Board of Education as additionally insured for no less than ONE MILLION DOLLARS (\$1,000,000.00) for the duration of the organization's use of the facility. PLEASE MARK "PUBLIC SCHOOL USE" ON THE CERTIFICATE along with "No Participant is Excluded".

AGREEMENT

I/We agree to be responsible for the conduct of the audience in and about the building and for any damage incurred. I/We have reviewed the policy rules and regulations of the WCS Board of Education, and further agree that the school property will be used in accordance with the rules and regulations of the Williamson County Board of Education. I/We understand that no contract shall extend beyond June 30th of the current fiscal year.

I/We agree to indemnify and hold harmless the WILLIAMSON COUNTY BOARD OF EDUCATION from:

- (A) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole from the organization's use of the facility described above; and,
- (B) Any claims, damages, penalties, costs and attorney fees arising from any failure of the organization, its officers, employees and/or agents, to observe applicable laws.

I/We further acknowledge that the Williamson County Government does not warrant that the facility requested is being currently maintained and will not be responsible for inspection and maintenance of the facility while it is being used by the requesting organization.

I/We acknowledge that all estimated fees for use of Williamson County School Facilities shall be paid in advance of use.

I/We understand that building supervision, custodial services, cafeteria worker and cafeteria manager fee will be charged as needed for building supervision, clean up, and use of kitchen facilities. I/We agree to pay the amount(s) billed after use of the facility. *Please do not alter the verbiage on this form in any way*

Authorized Signature <i>Rev. Joseph V. McMahon</i>	Date <i>2/24/21</i>
Name: (Please Print) <i>Rev. Joseph McMahon, Pastor</i>	

PAYMENTS SHALL ONLY BE MADE TO:
 Williamson County School System
 c/o Facilities and Construction Department
 1320 West Main Street, Suite 202
 Franklin, TN 37064

FORWARD COMPLETED REQUEST TO: SCHOOL PRINCIPAL

QUESTIONS? Facilities & Construction Department - Lenny Ramirez
 615-472-4043

Upon acceptance by the WCS Facilities & Construction Department,
 an approved copy of this Request will be returned to School Administration.

PRINCIPAL SIGNATURE - Facility is available during time and dates requested: <i>Amanda Fuller</i>	
This does not constitute final approval which resides with Facilities Dept/Central Office	
*Note to Principal: Do you feel there is a need for a law enforcement officer to be present for this event?	Yes No
If yes, please explain:	
Central Office - Event falls within policy guidelines and insurance sufficient for use	<input type="checkbox"/> <input type="checkbox"/>
Date	

Certificate of Coverage

Date: 3/11/2021

Certificate Holder
 Diocese of Nashville
 Catholic Center
 2800 McGavock Pike
 Nashville, TN 37214

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Covered Location
 Holy Family Catholic Church
 9100 Crockett Road
 Brentwood, TN 37027

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits
Property				Real & Personal Property
D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8534	7/1/2021	7/1/2022	Each Occurrence
				General Aggregate
				Products-Comp/OP Agg
				Personal & Adv Injury
				Fire Damage (Any one fire)
				Med Exp (Any one person)
Excess Liability				Each Occurrence
				Annual Aggregate
Other				Each Occurrence
				Claims Made
				Annual Aggregate
				Limit/Coverage

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage only extends for claims arising out of Holy Family Catholic Church's use of Nolensville Elementary School Gymnasium for Church Service beginning July 4, 2021 through July 31, 2022.

Holder of Certificate

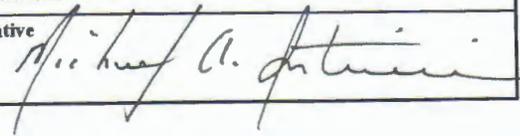
Cancellation

Additional Protected Person(s)

Williamson County Board of Education
 1320 West Main Street, Suite 202
 Franklin, TN 37064

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative



0125002836

May 6, 2021

Lenny Ramirez
Facilities Use Supervisor
Williamson County Schools
320 West Main Street, Suite 202
Franklin, TN 37064

VIA ELECTRONIC MAIL

RE: Holy Family Catholic Church – Nolensville Elementary School

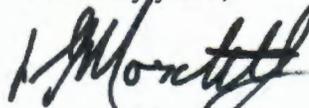
Dear Lenny,

Thanks for your time by phone this morning. I understand you need proof that Holy Family Catholic Church in Brentwood is a 501(c)(3) organization.

All of our parishes receive their 501(c)(3) status by virtue of a Group Ruling each year issued by the IRS. I have attached a copy of the current Group Ruling along with a copy of the Official Catholic Directory for the Diocese of Nashville wherein Holy Family Catholic Church is listed. Any entity listed in the Official Catholic Directory is granted 501(c)(3) status.

If you need anything further, do not hesitate to give us a call. Thanks for all your help.

Sincerely yours,



L. Gino Marchetti, Jr.

Enclosures

**Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201**

Department of the Treasury

Date: November 2, 2020

Person to Contact:

R. Meyer ID# 0110429

Toll Free Telephone Number:

877-829-5500

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Group Exemption Number:

0928

Dear Sir/Madam:

This responds to your July 23, 2020, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2020*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2020* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master

File extract, or EO BMF. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

CALIFORNIA • MICHIGAN • MINNESOTA • MISSISSIPPI • MISSOURI • WEST VIRGINIA • NEW YORK • NEVADA
 NORTH DAKOTA • PENNSYLVANIA • SOUTH CAROLINA • SOUTH DAKOTA • MARYLAND • ARKANSAS
 ALABAMA • COLORADO • ARIZONA • MAINE • TEXAS • UTAH • ALASKA
 IOWA • LOUISIANA • WISCONSIN • TENNESSEE • IDAHO
 GEORGIA • DELAWARE • ILLINOIS • KANSAS • NORTH CAROLINA • OREGON • NEBRASKA • KENTUCKY
 NEW HAMPSHIRE • NEW JERSEY • NEW MEXICO • CONNECTICUT • FLORIDA • MASSACHUSETTS
 INDIANA • OKLAHOMA • RHODE ISLAND • MONTANA
 HAWAII • WASHINGTON • VIRGINIA • VERMONT • WYOMING • OHIO

1817  2019

The Official Catholic Directory

Anno
Domini
2019

Published Annually by
P. J. Kennedy & Sons

Diocese of Nashville

(*Diocesis Nashvillensis*)



Most Reverend

JOSEPH M. SPALDING

Bishop of Nashville; ordained August 3, 1991; appointed Bishop of Nashville November 21, 2017; installed February 2, 2018. *Chancery Office, 2800 McGavock Pike, Nashville, TN 37214.*

Chancery Office: 2800 McGavock Pike, Nashville, TN 37214. Tel: 615-783-0765

Web: www.dioceseofnashville.com

ESTABLISHED JULY 28, 1837.

Square Miles 16,302.

Established Diocese of Nashville, comprising entire State of Tennessee, July 28, 1837; comprising Middle and East Tennessee, January 6, 1871, after the establishment of the Diocese of Memphis; comprising the following thirty eight Counties of Middle Tennessee, September 8, 1988, after the establishment of the Diocese of Knoxville: Bedford, Cannon, Cheatham, Clay, Coffee, Davidson, DeKalb, Dickson, Franklin, Giles, Grundy, Hickman, Houston, Humphreys, Jackson, Lawrence, Lewis, Lincoln, Macon, Marshall, Maury, Montgomery, Moore, Overton, Perry, Putnam, Robertson, Rutherford, Smith, Stewart, Sumner, Trousdale, VanBuren, Warren, Wayne, White, Williamson and Wilson.

Primary Patron: St. Joseph, Spouse of the Blessed Virgin Mary.

Secondary Patroness: Our Lady of Guadalupe.

For legal titles of parishes and diocesan institutions, consult the Chancery Office.

STATISTICAL OVERVIEW

Personnel		Welfare		High School Students	922
Bishop	1	Catholic Hospitals	5	Elementary Students	6,366
Priests: Diocesan Active in Diocese	50	Total Assisted	554,600	Total Students under Catholic Instruction	13,222
Priests: Retired, Sick or Absent	13	Health Care Centers	60,000	Teachers in the Diocese:	
Number of Diocesan Priests	63	Homes for the Aged	2	Priests	2
Religious Priests in Diocese	19	Total Assisted	230	Sisters	22
Total Priests in Diocese	82	Day Care Centers	2	Lay Teachers	487
Extern Priests in Diocese	12	Total Assisted	300	Vital Statistics	
Ordinations:		Special Centers for Social Services	6	Receptions into the Church:	
Diocesan Priests	3	Total Assisted	200,000	Infant Baptism Totals	1,754
Transitional Deacons	5	Educational		Minor Baptism Totals	240
Permanent Deacons in Diocese	93	Diocesan Students in Other Seminaries	28	Adult Baptism Totals	213
Total Sisters	12	Total Seminarians	28	Received into Full Communion	303
Parishes		Colleges and Universities	1	First Communions	1,928
Parishes	52	Total Students	200	Confirmations	1,825
With Resident Pastor:		High Schools, Diocesan and Parish	1,493	Marrriages	
Resident Diocesan Priests	34	Total Students	1	Catholic	277
Resident Religious Priests	10	High Schools, Private	254	Interfaith	139
Without Resident Pastor:		Elementary Schools, Diocesan and Parish	14	Total Marrriages	416
Administered by Priests	6	Total Students	3,802	Deaths	522
Missions	3	Elementary Schools, Private	2	Total Catholic Population	76,140
Pastoral Centers	3	Total Students	657	Total Population	2,069,976
Professional Ministry Personnel:		Catechesis/Religious Education:			
Sisters	2				
Lay Ministers	64				

*Former Bishops—*Rt. Revs. RICHARD PIUS MILES, O.P., D.D., cons. Sept. 16, 1838; died Feb. 21, 1850; JAMES WHALEN, O.P., D.D., cons. May 8, 1859; resigned May, 1863; died Feb. 18, 1878; P. A. FEHMAN, cons. Nov. 1, 1865; created first Archbishop of Chicago, Sept. 10, 1880; died July 12, 1902; JOSEPH RADEMACHEK, D.D., cons. June 24, 1883; transferred to Ft. Wayne, July 13, 1893; died Jan. 12, 1900; THOMAS S. BYRNE, D.D., cons. July 25, 1894; died Sept. 4, 1923; Most Rev. ALPHONSE J. SMITH, D.D., cons. March 25, 1924; died Dec. 16, 1935; WILLIAM L. AIRMAN, D.D., cons. April 16, 1938; died Feb. 13, 1972; JOSEPH A. DURICK, D.D., cons. March 24, 1955; retired April 8, 1975; died June 26, 1994; JAMES D. NIEDEGENS, D.D., cons. May 20, 1975; retired Oct. 13, 1992; died Nov. 16, 2007; EDWARD U. KIMM, D.D., S.T.L., ord. Dec. 20, 1961; appt. Titular Bishop of Simidicea and Auxiliary Bishop of Trenton Aug. 26, 1982; cons. Nov. 3, 1982; appt. Bishop of Nashville Oct. 13, 1992; installed Dec. 3, 1992; appt. Bishop of Buffalo Aug. 12, 2004; DAVID R. CHERRY, ord. Sept. 6, 1974; appt. Bishop of Nashville Dec. 20, 2005; ord. Feb. 27, 2006; died June 3, 2017.

*Vicars General—*Very Revs. JOHN J.H. HAMMOND, J.C.L., V.G.; DEXTER S. BREWER, J.C.L., V.G., 2800 McGavock Pike, Nashville, 37214.

*Deans—*Rev. JOSEPH V. McMAHON, Central Deanery; STEVE WOLF, Northwest Deanery; DAVIS CHACKALECKEL, M.S.F.S., South Deanery; DAN REICHL, City Deanery; ERIC L. FOWLDES, Northeast Deanery.

*Chancery Office—*2800 McGavock Pike, Nashville, 37214. Tel: 615-783-0765. Office Hours: Mon.-Fri. 8-4:30 All official business should be directed to this office.

*Chancellor—*Deacon HANS M. TOECKER.

*Vice Chancellor—*MR. BRIAN COOPER.

*Executive Assistant to the Bishop—*MRS. JENNY SCAOCS.

*Accounting Systems—*MR. WILLIAM J. WHALEN, CFO, Diocesan Tribunal—2800 McGavock Pike, Nashville, 37214. Tel: 615-783-0765.

*Judicial Vicar—*Very Rev. JOHN J.H. HAMMOND, J.C.L., V.G.

*Adjutant Judicial Vicar—*Very Rev. DEXTER S. BREWER, J.C.L., V.G.

*Director of Tribunal—*MS. JANETTE BUCHANAN, J.C.L.

*Defender of the Bond—*MRS. CHERRY HEAD CLARK, J.C.L.

*Advocates—*MRS. ERIN STRACENER; Deacon PHILIP JOHNSON.

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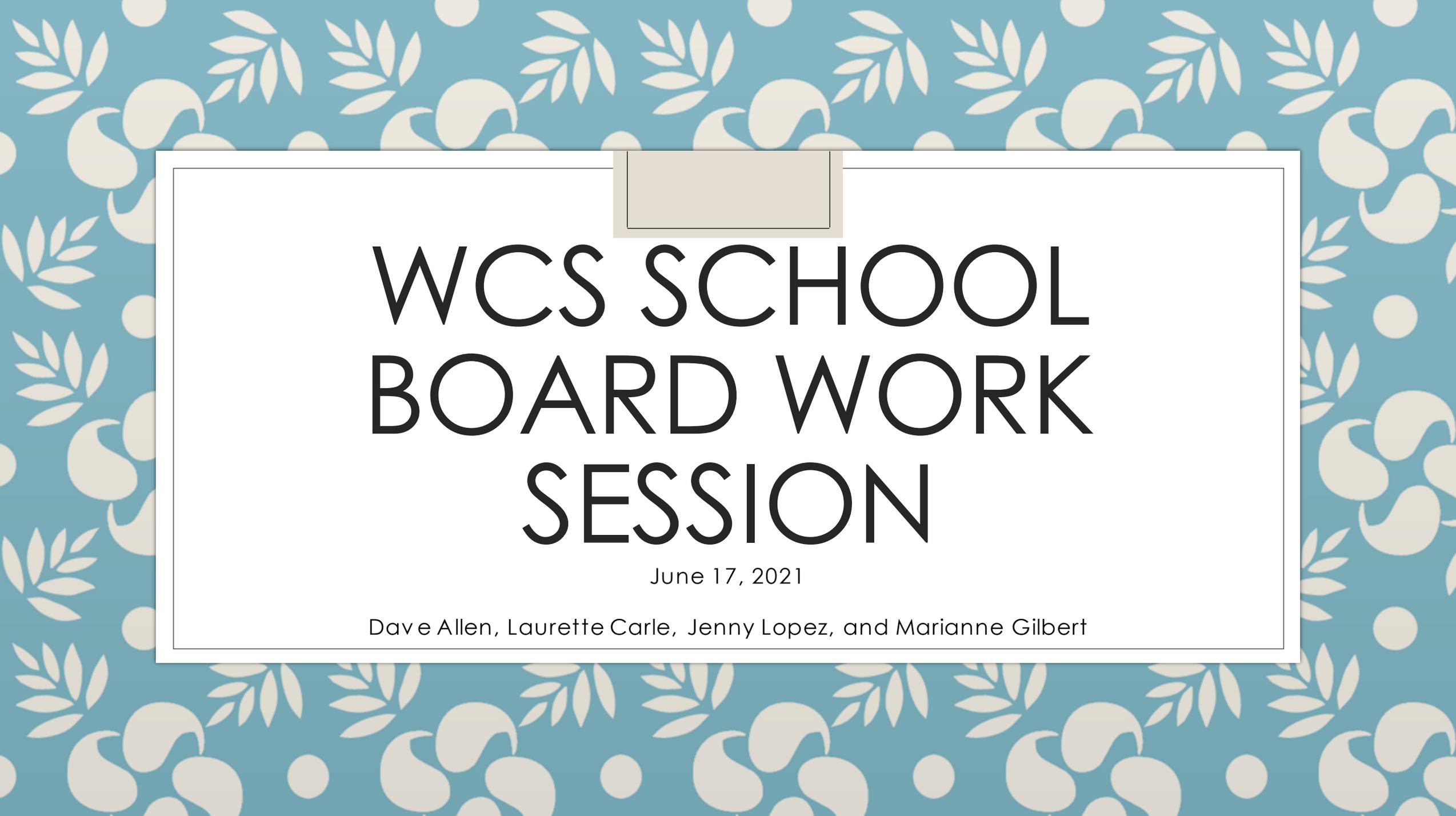
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8--HOLY ROSARY (1954)
192 Graylynn Dr., 37214. Tel: 615-889-4065; Email: cynthia@holrosary.edu. Rev. Daniel J. Steiner; Dea-

cons Gilbert P. Hubbin; Wayne Gregory; Mark White; Mike Wilkins.
School--Holy Rosary School, (Grades PreK-8), Tel: 615-883-1106; Fax: 615-885-6100; Email: Rodgersp@holrosary.edu. Peter Rodgers, Prin. Lay Teachers 24; Students 304.
Catechesis Religious Program--Students 54.
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Mailing Address: P.O. Box 190606, 37219 Tel: 615-256-1704; Email: office@stmarysdowntown.org. Rev. Jayd Neely.
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Catechesis Religious Program--Cynthia Catignani, D.R.E., R.C.I.A.
13--ST. VINCENT DE PAUL (1932)
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2--OUR LADY OF GUADALUPE (2007)
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Catechesis Religious Program--Tel: 615-373-4351. Catharina Birdwell, D.R.E. Students 1,100.
CENTERTVILLE, HERKIMAN CO., CHRIST THE REDEEMER

(1983)
Attended by Holy Trinity, Stephanswald. Mailing Address: P.O. Box 329, Centerville, 37033. Tel: 931-706-3738; Email: mmsambert@bellsouth.net. Rev. Tien Tran.
Church: 1515 Woodland Dr., Centerville, 37033. Tel: 931-729-4669
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709 Franklin St., Clarksville, 37040. Tel: 931-645-6275; Email: ICACCOUNT@IMMACONCEPTION.ORG. Revs. Stephen J. Wolf; Richard Childers; Rodolfo Rivera; Deacons Dominick Azzaro; Robert Berberich; Timothy Winters; Juan Garza, D.R.E.; Manuel Martinez.
School--Immaculate Conception School, (Grades K-8), 1901 Madison St., Clarksville, 37043. Tel: 931-645-1865; Fax: 931-645-1160; Email: icaccounts@immacconception.org. Stephen Stafford, Prin.; Rebecca Dean, Librarian. Lay Teachers 14; Students 155.
Catechesis Religious Program--Students 589.
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Catechesis Religious Program--Tel: 931-526-4411. Valerie Richardson, D.R.E. Students 254.
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Catechesis Religious Program--Students 30.
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Catechesis Religious Program--Tel: 931-232-1924. Linda Allen, D.R.E. Students 40.
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1900 Huntsville Hwy., Fayetteville, 37334. Tel: 931-433-8525; Fax: 931-433-6283; Email: stanthony@fpunet.com. Web: www.stanthonyfayetteville.org. Rev. George Panthalianickal, C.M.I.
Catechesis Religious Program--Students 90.
FRANKLIN, WILLIAMSON CO.
1--ST. MATTHEW (1979)
535 Sneed Rd. W., Franklin, 37069



WCS SCHOOL BOARD WORK SESSION

June 17, 2021

Dave Allen, Laurette Carle, Jenny Lopez, and Marianne Gilbert

Tonight's Presentation

- The Science of Reading
- Textbook Adoption Process
- Feedback & Adjustments for the 2021-22 School Year

What Changed with this Adoption?

The materials we are using this year are very different from the materials we have used in the past.

Let's take a quick look at how these materials are different, and why it was important that we shift and begin to use these newer materials to teach reading in K-5.

The Newer Version of the TN State Standards

Tennessee overhauled state ELA standards beginning in 2010 and finalized the current version in 2016.

These standards required three major shifts in instruction.

Let's take a look at these shifts...

Key Shifts in ELA

B

Regular practice with complex texts and their academic language



Reading, writing, and speaking grounded in evidence from texts, both literary and informational



Building knowledge through content-rich nonfiction

What had to change?



The texts we use

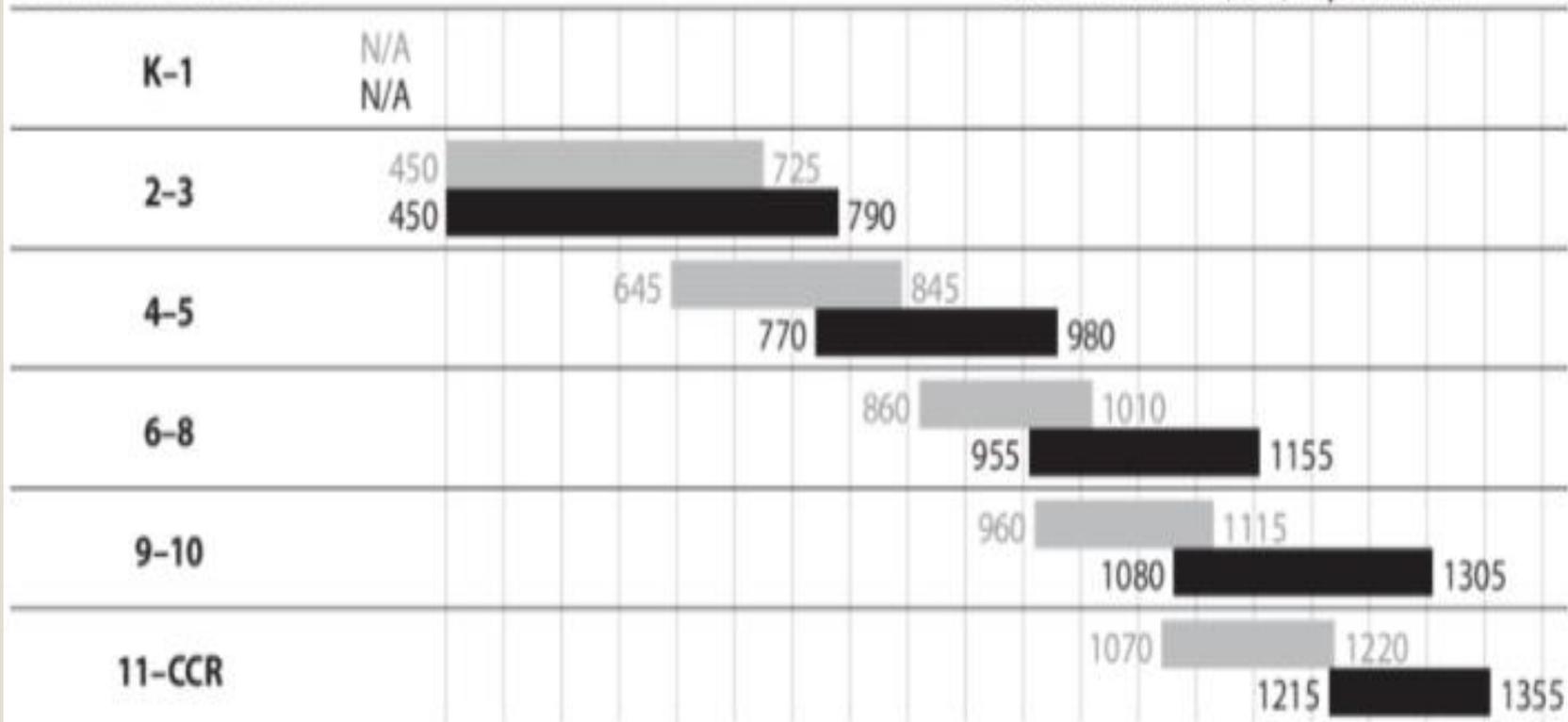
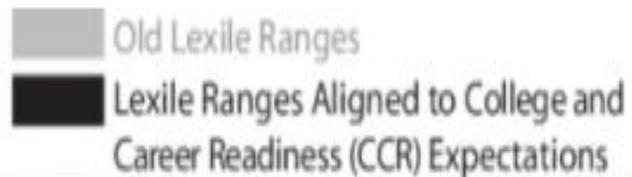


Teaching of the writing
process



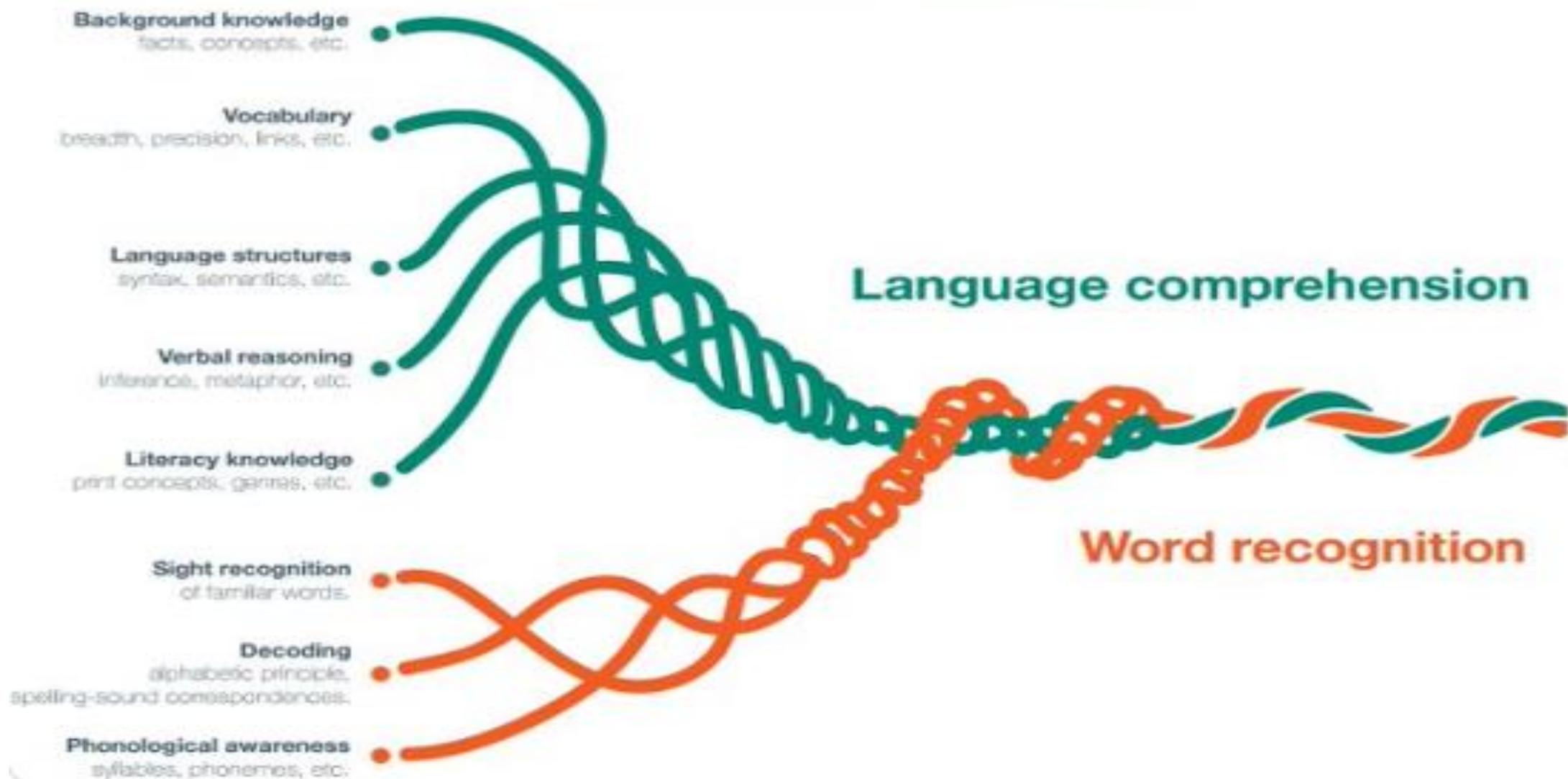
Building content knowledge

Text Complexity Grade Band in the Standards



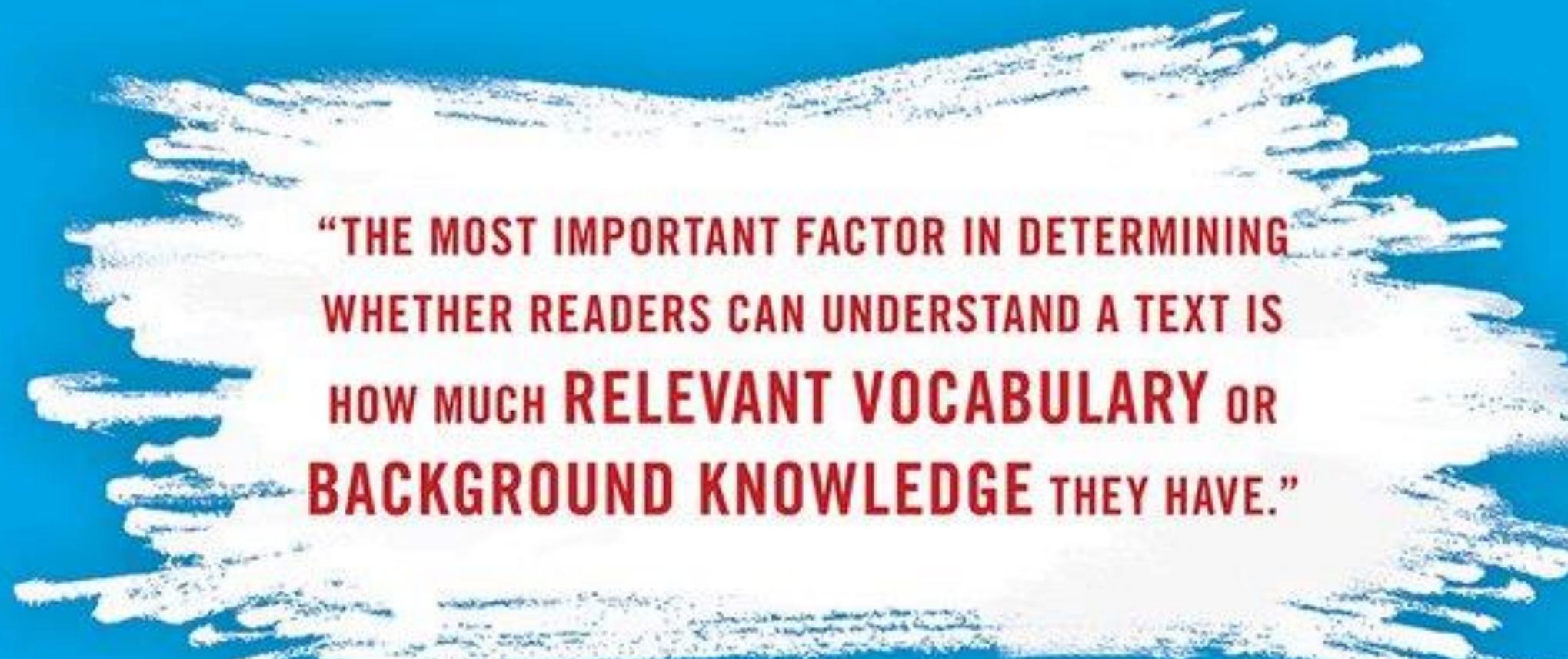
Research indicates that the materials students will first encounter in college and careers are around 1300L.

FIGURE 1: THE MANY STRANDS THAT ARE WOVEN INTO SKILLED READING⁷





England's openers labored 34 balls before scoring their first boundary as Strauss cracked two fours through the leg side. Cook made a patient start before motoring past his skipper.



“THE MOST IMPORTANT FACTOR IN DETERMINING WHETHER READERS CAN UNDERSTAND A TEXT IS HOW MUCH **RELEVANT VOCABULARY** OR **BACKGROUND KNOWLEDGE** THEY HAVE.”

THE KNOWLEDGE GAP | Natalie Wexler

#KnowledgeGap



Textbook Adoption Process – TN Code

- **Tennessee Code Ann. 49-6-2207 (Adoption of textbooks and instructional materials by local board)**
 - (a1) "authorized and required to adopt textbooks and instructional materials"
 - (a1) "**from the list of textbooks and instructional materials listed** for adoption by the commission"
 - (c1) LEA "**shall appoint review committees to review** the textbooks and instructional materials proposed for adoption and shall make their adoption upon recommendations of such committees. Committee is composed of teachers, or supervisors and teachers, and parents with children enrolled in the LEA at the time of appointment to the committee."
 - (c2) "Teachers and supervisors who serve on a committee shall be teaching and supervising the respective grade or subject at the time of appointment."
 - (c2) "the teachers and supervisors appointed to the committees shall be licensed to teach in the state with endorsements in the subject matter or grade level for which textbooks or instructional materials are being reviewed. Teachers and supervisors shall have 3 or more years of experience as teachers or supervisors in the public schools."

Textbook Adoption Process -

WCS Board Policy 4.401

- October 2019 – Principals submit teacher nominees to serve on committee; eligibility criteria is confirmed by HR.
- October 2019 – Principals nominate a parent from their schools to serve on committee.
- November 2019 – TN Textbook Commission published final textbook adoption list. WCS examines the list to select resources to be reviewed by teachers and committee.
- December 2, 2019 - Meeting of all committee members to discuss review process, timeline and guidelines involved in the work.
- December 9, 2019- "Review" school sites submit a plan for review (location of books, times and dates). These sites can be accessed by teachers across the district.
- December 2019 & January 2020 - Book samples delivered to WCS (6 copies of each resource per district); 5 copies were delivered to "review sites" and 1 kept at PD warehouse for community reviews.

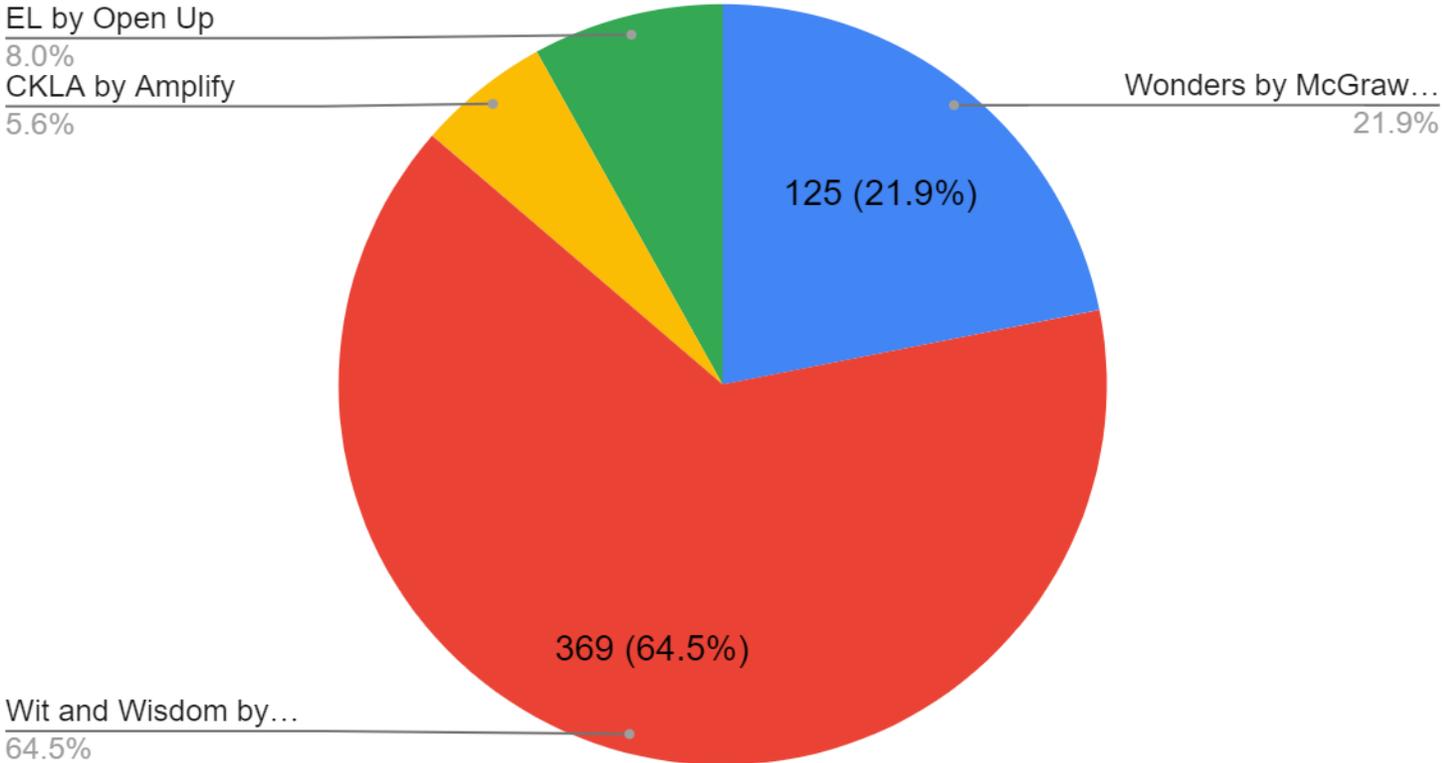
Textbook Adoption Process

WCS Board Policy 4.401

- January 15- February 6, 2020 – Five review opportunities provided to community for public review.
- February 8, 2020 – Received notice that TDOE would offer districts a supplemental foundational literacy program.
- February 11, 2020 - TDOE confirmed they would approve W&W for K-2 if a foundational skills program is added to the curriculum in K-2, through a waiver.
- February 17, 2020: Job-embedded PD day- K-12 ELA teachers review the resources up for adoption.
 - Included Wit & Wisdom in this review process
- February 26, 2020: Additional sixth community review opportunity
- February 18-28, 2020 - Teachers cast their vote, recommending their preferred resource. Votes were cast electronically via a Google Form.
- March 2, 2020 – Members of the adoption committee meet to cast their votes. Results of the teacher recommendations are shared with committee member (school specific data and district data).
- April 2020 - Recommendation for ELA adoption of resources is brought to the WCS School Board for final approval.
- May 2020 – begin preparations for PD and purchases of adopted resources.

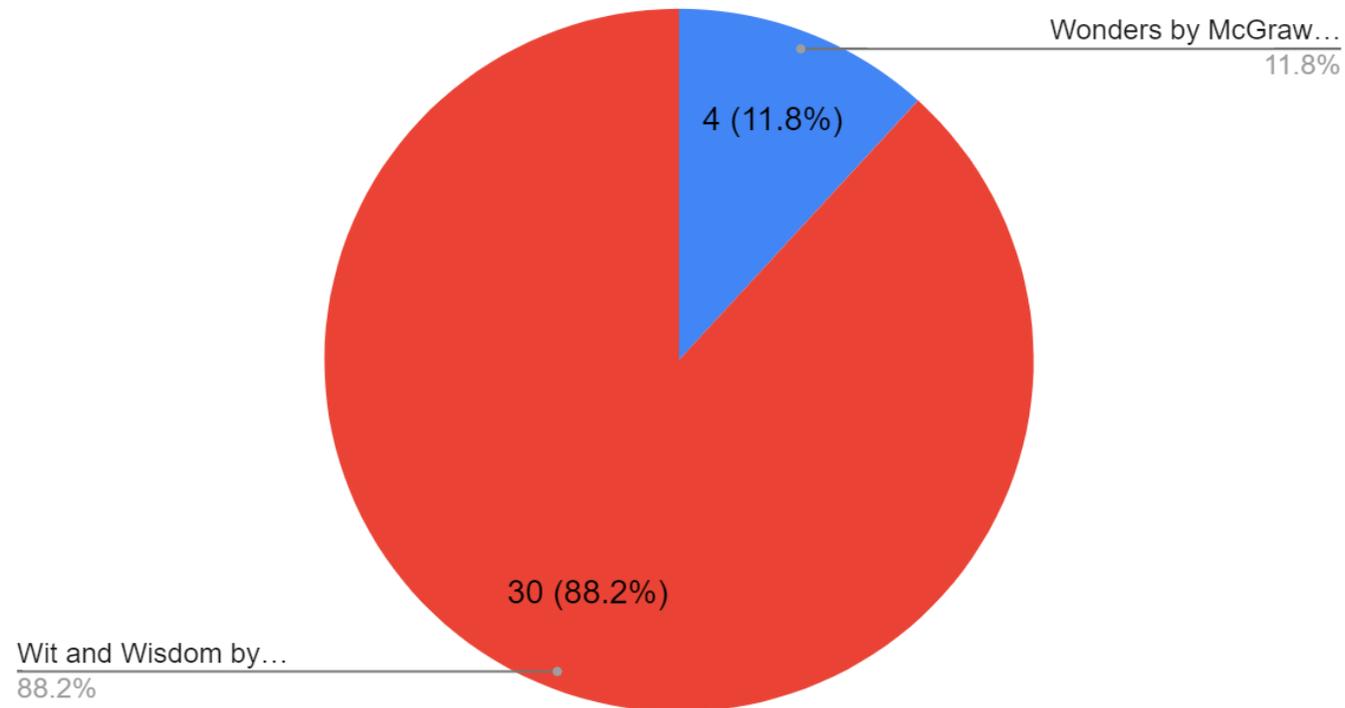
WCS ELA Teacher Recommendations for Textbook Adoption

Williamson County Schools



Textbook Adoption Committee Votes

Williamson County Schools



Teachers: 23 Wit & Wisdom; 1 Wonders
Parents: 7 Wit & Wisdom; 3 Wonders

General Advice for Teachers

How advice was communicated with teachers

- Shared via coaches and district-wide grade level meetings.
- Reinforced at principal meetings in the fall.

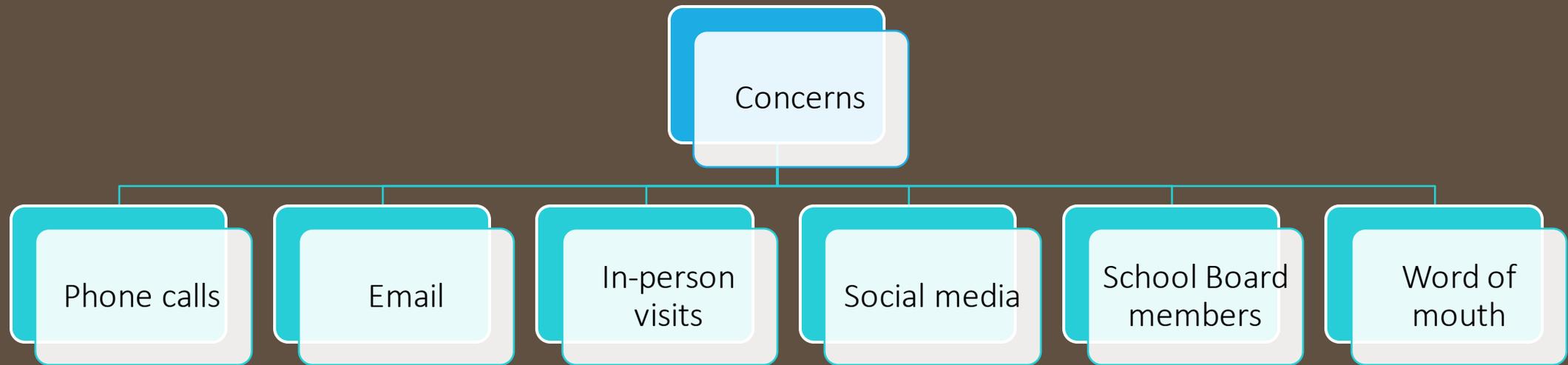
Guidelines

- Read all texts prior to instruction.
- Stick to the teacher edition questions to guide the discussions.
 - Redirect students back to the question that was asked, not a wondering.
- If there is a concern, outcomes may still be met by modifying *how* the lesson is presented:
 - If the teacher edition states read independently, consider partner or read aloud.
 - Consult with literacy coach to discuss other options specific to a lesson.

Wit & Wisdom Quarterly Modules

Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade
The Five Senses	A World of Books	A Season of Change	The Sea	A Great Heart	Cultures in Conflict
Once Upon a Farm	Creature Features	The American West	Outer Space	Extreme Settings	Word Play
America, Then and Now	Powerful Forces	Civil Rights Heroes	A New Home	The Redcoats are Coming!	A War Between Us
The Continents	Cinderella Stories	Good Eating	Artists Make Art	Myth Making	Breaking Barriers

FEEDBACK AND ADJUSTMENTS: How We Heard Concerns and Challenges in Year One



Text Specific Advice for Adjustments

Fifth Grade, Module 3 – A War Between Us

The Boys' War

- Options to share the book included read aloud, putting photographs into a slide deck with option to use only certain photos while reading aloud the text.

The River Between Us

- With timing of concerns, a decision was made to pause the instruction and do a deeper study on this book. We provided alternate lessons.
- We moved up Module 4 to begin as soon as we closed out module 3, beginning on Feb. 16.

Text Specific Advice for Adjustments, *continued*

Fifth Grade, Module 4 – Breaking Barriers

- In lieu of researching using *Wit & Wisdom* recommended websites, an alternate Google Site was created after concerns were raised by a teacher.
- This kept guardrails on sites where students researched to keep them safe.

Text Specific Advice for Adjustments, *continued*

Fourth Grade, Module 2 – Extreme Settings

Hatchet

- Reminded teachers of best practices of reading the text prior to instruction.
- Created an extended Family Tip Sheet to notify parents of concerns raised from some within the community.
- Modified the lessons from W&W for chapters 1 – 7.
 - Instead of students reading independently, teacher would read aloud. That allowed guidance and support through the plane crash and death of the pilot. No other lessons modified for this text.

SAS Guide

- Streamlined the book into only the PDF pages that were utilized in the lesson, eliminating topics that were too mature for fourth graders.

Text Specific Advice for Adjustments, *continued*

Fourth Grade, Module 4 – Myth Making

Walk Two Moons

- Created an extended Family Tip Sheet with additional information.
- During coaches meeting, they broke into teams and participated in a module study.
 - They brainstormed a list of concerns that may arise, along with suggestions on how they would advise teachers.
- Created three choices so schools could decide which would work best for them

Year End Teacher Feedback...

Questionnaire sent to K-5 ELA Teachers (approximately 70% responded)

- **Second Grade** – Some module 3 concerns expressed about time spent on specific people and repetitiveness
- **Fourth Grade** - Concerns expressed over the heaviness of the texts as a whole
- **Fifth Grade** - Some concerns expressed over a text and the theme of Breaking Barriers

Planned Adjustments for the 2021–22 School Year

- **Continuing:**

- Cycles of feedback, observation and input.
- Text specific modifications will still apply.

- **New:**

- **K-2**

- Grammar will be taught utilizing the Best For All materials taught during the foundational skills block. Foundational skills block was lengthened and the knowledge block shortened for these grades.

- **Second Grade**

- Provide additional text to broaden the lens for module 3, Civil Rights Heroes; will adjust to include the women's suffrage movement.

- **Fourth Grade**

- Replacing *Woods Runner* with an alternate text
 - *Wit & Wisdom* has agreed to re-write 11 lessons to correlate with this new title.

- **Fifth Grade**

- *The River Between Us* - Based on upcoming recommendations, appropriate next steps will be taken

Additional Next Step 1: Request for Reconsideration

- Board Policy 4.403, Reconsideration of Instructional Materials and Textbooks
 - Committee to be set by Tuesday, June 22.
 - Reviews challenged materials.
 - Hears from Complainant.
 - Makes decision appealable to the Board.
 - Additional changes may result from reconsideration process.

Additional Next Step 2: New Legislation

- Commissioner of Education is the decision maker.
- Key pieces of new legislation:
 - (b) Notwithstanding subsection (a) this section does not prohibit an LEA or Public charter school from including, as part of a course of instruction or in a curriculum or instructional program, or from allowing teachers or other employees of the LEA or public charter school to use supplemental instructional materials that include:
 - (1) The history of an ethnic group, as described in textbooks and instructional materials adopted in accordance with part 22 of this chapter;
 - (2) The impartial discussion of controversial aspects of history;
 - (3) The impartial instruction on the historical oppression of a particular group of people based on race, ethnicity, class, nationality, religion, or geographic region;

New Legislation, continued

- Key pieces of new legislation:
 - An LEA or public charter shall not include or promote the following concepts as part of a course of instruction or in a curriculum or instructional program, or allow teachers or other employees of the LEA or public charter schools to use supplemental instructional materials that include or promote the following concepts:
 - (2) An individual, by virtue of the individual's race or sex is inherently privileged, racist, sexist, or oppressive, whether consciously or subconsciously;
 - (5) An individual, by virtue of the individual's race or sex, bears responsibility for actions committed in the past by other members of the same race or sex;
 - (6) An individual should feel discomfort, guilt, anguish, or another form of psychological distress solely because of the individual's race or sex;

New Legislation, Continued

- Key pieces of new legislation:
 - (c) If the commissioner of education finds that an LEA or public charter school knowingly violated this section, then the commissioner shall withhold state funds, in an amount determined by the commissioner, from the LEA or public charter school until the LEA or public charter school provides evidence to the commissioner that the LEA or public charter school is no longer in violation of this section.
 - We currently have approval from TDOE to use our adopted ELA curriculum materials.



THANK YOU.

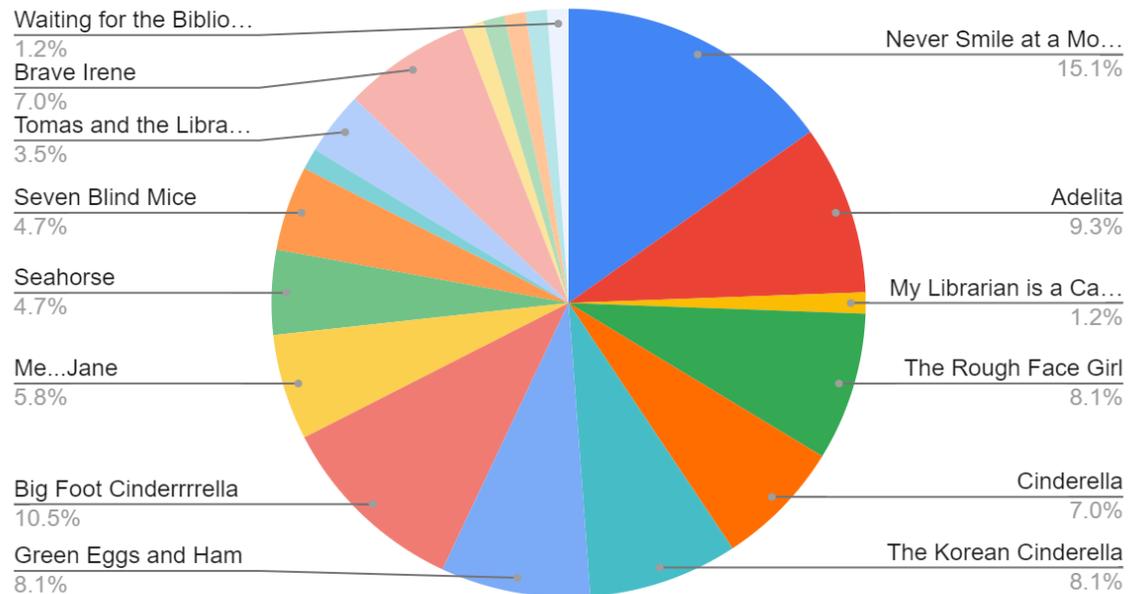
Feedback Examples Glows & Grows to Follow

Feedback Examples – "Glow & Grow"

- Glows from parents
 - 'My children have truly thrived this year with the wit and wisdom curriculum...'
 - 'I was encouraged to see texts that celebrated the history and literature of people with different cultures than my kids.'
 - 'The content areas are very appropriate, and I whole heartedly trust the teachers of WCS to teach the content with the grace, empathy, and knowledge.'
 - 'I firmly believe that we learn empathy through reading and listening to the stories of others.'
 - 'I love that some of the content areas overlap with teaching history, because it is how it will taught and learned in a truthful manner.'

Just a Few Favorite Titles from our Schools

First Grade Wit & Wisdom Best Story of the Year



Favorite Wit & Wisdom books

- Kinder - *Three Billy Goats Gruff, Chicka Chicka Boom Boom*
- First – *Owl at Home, Never Smile at a Monkey*
- Second – *Journey of a Pioneer*
- Third – *Giant Squid, Starry Messenger, Zathura*
- Fourth - *Hatchet*

Feedback – *Glows & Grows,* *continued*

- Glows – Straight from students' writings.
 - 'The best book of the year is Hatchet. I love how he was so brave, and even when he was scared he kept on going. This book was so adventures and it made you want to keep on reading....Like when the pilot died you wanted to know if Brian survived or not...This is why I picked Hatchet...It is a really good book and I think people should make more books like it.'
 - 'Brian is brave and smart. I think this because he figures out how to make fire, spearfish, and shoot birds. He manages to make a house and as soon as that he learns to manage his new life successfully...In closing, I think that Hatchet is the Best book. It has exiting parts and even gross parts, but it is a amazing book.'
 - The best book of the year for me would probly be Hatchet ...I relate to this book for lots of reasons, but the most relateible, human like thing to feel is lonleyness, or when you feel like there is no were else to go and you are traped in bad memeries. This is what Brian was feeling throughout the book. Wow, just wow. Gary Paulsen has outdone himself. This is why I loved to read this book so much, I've even already started reading it for the second time.

Feedback – Glows & Grows, cont.

- Glows – Straight from students' writings.
 - 'Let me just say that I loved each and every book we have read this year! My favorite book that we have read is Walk Two Moons.... For instance, when we read Walk Two Moons there would always be some sort of cliffhanger that would make me extremely curious as to what happens next!...While reading this book I have realized that different families handle things differently. For example, Phoebe's family think there is some crazy lunatic messing around but I am pretty sure that Sal just thinks Phoebe is crazy and that the so called 'lunatic' is just a regular boy!'
 - 'Any book should make you feel joyous. My favorite book this year was 'Walk Two Moons' because it told many stories in one. I was so curious about what would happen next, I didn't want to stop!...Made me realize how different everyone's lives are! Every situation can be handled so many ways and everyone handles it so differently! There are moments in life where you feel like it's not worth living or you feel like it's the best day ever! That is what 'Walk Two Moons' has taught me!'

Feedback – *Grows from Parents*

- Grows
 - Three themes of concerns in parents:
 - 1. Violence
 - 'In addition, from a trauma-informed stance, we have many students that have experienced trauma (physical abuse, loss of parents, domestic violence, etc.) and being exposed to this level of violence at a young age is exacerbating trauma-centric responses and behaviors.'
 - 'My potential issues are sensationalized violence, rape and possibly dehumanizing Native Americans. P. 48 is a prime example of this.'
 - 'People today seem to be hyper-sensitive regarding the topic of guns and violence and our students get in trouble if they say "gun" or draw a gun at school and yet we have them reading material such as this? '
 - 'And more importantly, some say that the books are "dark, sad, terribly depressing, violent, includes someone committing suicide, etc."

Feedback – Grows from Parents

- Grows
 - Three themes of concerns in parents:
 - 2. Age– appropriateness
 - '*Walk Two Moons* by Sharon Creech is an award winning book geared towards *middle school* readers. *In Walk Two Moons*, themes of death, abandonment and violence abound.'
 - 'At a time when so many children are struggling with depression, it is critical that we are vigilant of what goes into their young minds.'
 - 'I understand teachers may be skipping/glossing over the "difficult parts" of these books. That in itself tells me these books are not age-appropriate for our students and that teachers understand that these topics are not suitable for 9/10yo children.'
 - 'And a separate book where the child draws the people she is mad at (on more than one occasion) with a rope around their neck hanging from a tree. Our elementary students SHOULD NOT be reading books that teach them how to do these things nor should they be reading books which speak of it so nonchalantly.'

Feedback – Grows *from Parents*

- Grows
 - Three themes of concerns in parents:
 - 3. Race
 - 'When will my daughter stop bringing home work that is about race?'
 - 'When the teacher spoke with her previously, the parent expressed she felt that race is being discussed too much through the curriculum and also asked about the writing piece through our W&W.'
 - 'The outcome of all of this race talk is only going to cause more division.'
 - 'Right now, these young students are forming real bonds of friendship with their peers of every background and race.'

To: Board of Education

From: Rachel Farmer, Assistant Superintendent/CFO



RE: 2020-21 Amendments, Intra-category Amendments and 2021-2022 Resolution

Date: June 17, 2021

The following amendments will require your approval only.

2020-2021 Budget Adjustments

06.21.Bridge Camps Grant

We have been allocated funds from the State Summer Learning Loss Bridge Camps Grant to fund Bridge Camps for students entering grades six to eighth grades in the summer of 2021 to address learning loss related to Covid-19. We will receive the funds on a reimbursement basis and the remaining amount of the allocation will be appropriated next year for use in the summer of 2022 for Bridge Camps. **\$1,121,746.91**

06.21.Summer Learning Camps Grant

We have been allocated funds from the State Summer Learning Camps Grant to fund Summer Learning Camps for students entering grades one through fifth grades in the summer of 2021 to address learning loss related to COVID-19. We will receive the funds on a reimbursement basis and the remaining amount of the allocation will be appropriated next year for use in the summer of 2022 for Summer Learning Camps. **\$2,710,768.72**

06.21.STREAM Mini Camps Grant

We have been allocated funds from the State for STREAM Mini Camps to fund STREAM Mini Camps for students entering grades one to five in the summer of 2021 to address learning loss specifically for STREAM topics as a result of COVID-19. We will receive the funds on a reimbursement basis and the remaining amount of the allocation will be appropriated next year for use in the summer of 2022 for STREAM Mini Camps. **\$774,505.35**

06.21 Childcare Covid Relief Grant

The Tennessee Department of Human Services and The Community Foundation of Middle Tennessee partnered to provide \$14,000 grants per qualifying locations of licensed Tennessee Department of Education Child Care Agencies for the purpose of cleaning and sanitation as well as maintaining the operation of the programs. We had four locations to qualify resulting in total grants awarded of **\$56,000.**

The following intra-category amendments will require your approval only.

2020-2021 Budget Adjustments

Final Year Intra-category Adjustments

Each year we bring you the annual intra-category budget adjustments that were made throughout the year. Anything out of the ordinary to cover an unexpected expense or an out of scope type nature was brought separately to you for your approval during the year and will not be included in this list.

The transfers to be presented at the work session result from a department moving funds from one account to another to meet the needs of that department or to meet the needs of a grant. For the major account 71400 in the General Purpose School fund, these transfers represent the distribution of the site based budgets for the individual schools that is made at the beginning and throughout the year, based on the schools individual needs. All three operational funds, **General Purpose School**, **Central Cafeteria** and **Extended School Program**, will need these adjustments to finalize the year and will require 3 separate votes for approval.

June 21 worksession memo .docx

Amendment:

APPROPRIATING \$2,710,768.72 FOR SUMMER LEARNING CAMPS GRANT FUNDS IN THE GENERAL PURPOSE SCHOOL FUND 2020-2021 BUDGET FOR SUMMER LEARNING CAMP EXPENDITURES

- WHEREAS,** the Tennessee Learning Loss Remediation and Student Acceleration Act outline summer programming to address gaps in learning; and
- WHEREAS,** students are being targeted in the summers following the 2021 and 2022 school years; and
- WHEREAS,** Summer Learning Camps are being offered to catch-up and accelerate learning as a result of COVID-19; and
- WHEREAS,** Summer Learning Camps require 6 hours per day of programming serving students entering grades one through five; and
- WHEREAS,** the State is providing funding to cover costs of these mandated camps;

NOW, THEREFORE BE IT RESOLVED that the Williamson County Board of Education meeting in regular session on June 21, 2021 approve and amend the 2020-2021 General Purpose School Fund budget as follows:

Revenue		
141.40000.465900.000.	Transfers in from	\$2,710,768.72
00.31.00.00.G21LC	Summer Learning Camps Grant	
Expenditures		
141.71100.511600.G21LC	Regular Instructional	\$ 464,074.24
141.71100.516300.G21LC	Educational Assistants	\$ 199,785.60
141.71100.518900.G21LC	Other Salaries and Wages	\$ 27,092.55
141.71100.520100.G21LC	Social Security	\$ 42,839.01
141.71100.520400.G21LC	State Retirement	\$ 60,065.73
141.71100.521200.G21LC	Employer Medicare	\$ 10,018.80
141.71100.542900.G21LC	Instructional Supplies and Materials	\$1,565,942.37
141.72120.513100.G21LC	Medical Personnel	\$ 27,820.80
141.72120.520100.G21LC	Social Security	\$ 1,724.89
141.72120.520400.G21LC	State Retirement	\$ 1,391.04
141.72120.521200.G21LC	Employer Medicare	\$ 403.40
141.72610.532800.G21LC	Janitorial Services	\$ 14,000.00
141.72710.514600.G21LC	Bus Drivers	\$ 112,332.00
141.72710.520100.G21LC	Social Security	\$ 6,964.58
141.72710.520400.G21LC	State Retirement	\$ 5,616.60
141.72710.521200.G21LC	Medicare	\$ 1,628.81
141.72710.541200.G21LC	Diesel Fuel	\$ 85,589.25
141.72710.542500.G21LC	Gasoline	\$ 3,000.00
141.73100.516500.G21LC	Cafeteria Personnel	\$ 40,938.98
141.73100.520100.G21LC	Social Security	\$ 2,538.22
141.73100.520400.G21LC	State Retirement	\$ 2,046.95
141.73100.521200.G21LC	Medicare	\$ 593.62
141.73100.542200.G21LC	Food Supplies	\$ 34,361.28
	Total	\$2,710,768.72
School Board Vote	Yes _____	No _____

Amendment:

**APPROPRIATING \$774,505.35 FOR STREAM MINI CAMPS GRANT FUNDS IN THE
GENERAL PURPOSE SCHOOL FUND 2020-2021 BUDGET FOR STREAM MINI CAMPS
EXPENDITURES**

- WHEREAS,** the Tennessee Learning Loss Remediation and Student Acceleration Act outline summer programming to address gaps in learning; and
- WHEREAS,** students are being targeted in the summers following the 2021 and 2022 school years; and
- WHEREAS,** STREAM mini camps are being offered to catch-up and accelerate learning as a result of COVID-19; and
- WHEREAS,** STREAM Mini Camps require 1 hour per day additional instruction over the Summer Learning Camps for STREAM specific instruction and serves students entering grade one through five; and
- WHEREAS,** the State is providing funding to cover costs of these mandated camps;
- NOW, THEREFORE BE IT RESOLVED that** the Williamson County Board of Education meeting in regular session on June 21, 2021 approve and amend the 2020-2021 General Purpose School Fund budget as follows:

Revenue		
141.40000.465900.000. 00.31.00.00.G21SM	Transfers in from Summer STREAM Mini Camp	\$774,505.35
Expenditures		
141.71100.511600.G21SM	Regular Instructional	\$ 66,296.32
141.71100.516300.G21SM	Educational Assistants	\$ 22,613.28
141.71100.520100.G21SM	Social Security	\$ 1,402.02
141.71100.520400.G21SM	State Retirement	\$ 7,959.18
141.71100.521200.G21SM	Employer Medicare	\$ 1,289.19
141.71100.542900.G21SM	Instructional Supplies and Materials	\$ 671,027.84
141.72120.513100.G21SM	Medical Personnel	\$ 3,477.60
141.72120.520100.G21SM	Social Security	\$ 215.61
141.72120.520400.G21SM	State Retirement	\$ 173.88
141.72120.521200.G21SM	Employer Medicare	\$ 50.43
	Total	\$774,505.35

School Board Vote Yes_____ No___

Amendment:

APPROPRIATING \$56,000 FOR CHILD CARE COVID RELIEF GRANT FUNDS IN THE EXTENDED SCHOOL PROGRAM FUND 2020-2021 BUDGET FOR EXPENDITURES FOR MAINTAINING AND RESUMING OPERATIONS

WHEREAS, The Tennessee Department of Human Services and The Community Foundation of Middle Tennessee partnered to assist licensed TDOE child care agencies through Child Care COVID Relief Grants; and

WHEREAS, this partnership resulted in \$14,000 grants to be awarded per qualifying site; and

WHEREAS, four of our SACC locations qualified for the grants; and

WHEREAS, funds could be used for the purpose of cleaning and sanitation and activities necessary to maintain the operation of programs as well as certain fixed operating expenses;

NOW, THEREFORE BE IT RESOLVED that the Williamson County Board of Education meeting in regular session on June 21, 2021 approve and amend the 2020-2021 Extended School Program Fund budget as follows:

Revenue		
146.40000.449900.000.00.32	Other Local Revenues	\$56,000
Expenditures		
146.73300.516400	Attendants	\$ 26,631
146.73300.520100	Social Security	\$ 1,651
146.73300.520400	State Retirement	\$ 1,332
146.73300.521200	Employer Medicare	\$ 386
146.73300.549900	Other Supplies and Materials	\$ 13,000
146.73300.579000	Other Equipment	\$ 13,000
	Total	\$ 56,000

School Board Vote

Yes _____ **No** _____

WILLIAMSON COUNTY SCHOOLS
INTRA-CATEGORY BUDGET ADJUSTMENTS
FISCAL YEAR 2020-2021

ACCOUNT	ACCOUNT DESCRIPTION	REASON	INCREASE	DECREASE
<u>GENERAL PURPOSE SCHOOL - FUND 141</u>				
141 -71100-511600-000-00-00-00-00-	TEACHERS			2,064,000
141 -71100-511647-381-00-00-00-00-P5001	TEACHERS-ONLINE LEARNING PROGRAM	ENSURE SUFFICIENCY	1,120,000	
141 -71100-512800-000-00-00-00-00-	HOMEBOUND TEACHERS	ENSURE SUFFICIENCY	47,000	
141 -71100-516300-000-00-00-00-00-	EDUCATIONAL ASSISTANTS			235,000
141 -71100-518900-000-00-00-00-00-	OTHER SALARIES & WAGES			160,000
141 -71100-518900-381-00-00-00-00-P5001	OTH SALARIES & WAGES-ONLINE LEARNING PROGRAM	ENSURE SUFFICIENCY	27,000	
141 -71100-518900-388-04-00-00-00-G5121	OTHER SALARIES & WAGES (UNITED WAY RYH GRANT)	GRANT ALLOCATION	27,080	
141 -71100-519500-000-00-00-00-00-	CERTIFIED SUBSTITUTE TEACHERS			200,000
141 -71100-520100-000-00-00-00-00-	SOCIAL SECURITY	ENSURE SUFFICIENCY	575,000	
141 -71100-520100-388-00-00-00-00-G5121	SOCIAL SECURITY (UNITED WAY RYH GRANT)	GRANT ALLOCATION	1,680	
141 -71100-520400-000-00-00-00-00-	PENSIONS	ENSURE SUFFICIENCY	450,000	
141 -71100-520400-388-00-00-00-00-G5121	PENSIONS (UNITED WAY RYH GRANT)	GRANT ALLOCATION	2,840	
141 -71100-52100-000-00-00-00-00-	UNEMPLOYMENT COMPENSATION	ENSURE SUFFICIENCY	250,000	
141 -71100-521200-388-00-00-00-00-G5121	EMPLOYER MEDICARE (UNITED WAY RYH GRANT)	GRANT ALLOCATION	392	
141 -71100-521700-000-00-00-00-00-	RETIRE-HYBRID STABILIZATION	ENSURE SUFFICIENCY	190,000	
141 -71100-539900-320-00-00-00-00-	OTHER CONTRACTED SERVICES	CONSULTANT FEES	10,000	
141 -71100-539900-388-00-00-00-00-G5121	OTHER CONTRACTED SERVICES (UNITED WAY RYH GRANT)			31,992
141 -71100-542900-382-00-00-00-00-P2100	INSTRUCTIONAL SUPPLIES & MATLS (SUMMER CAMP)	SUMMER CAMP MATERIALS	100,000	
141 -71100-544935-449-00-00-00-00-	TEXTBOOKS - ELEMENTARY	ENSURE SUFFICIENCY	340,000	
141 -71100-544936-449-00-00-00-00-	TEXTBOOKS - HIGH SCHOOL			400,000
141 -71100-544937-449-00-00-00-00-	TEXTBOOKS - INTRUCT KITS			100,000
141 -71100-544938-449-00-00-00-00-	TEXTBOOKS - MIDDLE SCHOOL	ENSURE SUFFICIENCY	60,000	
141 -71100-572200-320-00-00-00-00-	REGULAR INSTRUCTION EQUIPMENT			10,000
TOTAL REGULAR INSTRUCTION			3,200,992	3,200,992
141 -71150-518600-000-00-00-00-00-	LONGEVITY PAY			210
141 -71150-520600-000-00-00-00-00-	LIFE INSURANCE	ENSURE SUFFICIENCY	210	
141 -71150-549900-381-94-00-00-00-	OTHER SUPPLIES AND MATERIALS			500
141 -71150-579000-381-94-00-00-00-	OTHER EQUIPMENT	BOOKSHELF	500	
TOTAL ALTERNATIVE INSTRUCTION			710	710
141 -71200-511605-000-00-00-00-00-	TEACHERS-ESY	ENSURE SUFFICIENCY	51,000	
141 -71200-516300-000-00-00-00-00-	EDUCATIONAL ASSISTANTS			111,529
141 -71200-516305-000-00-00-00-00-	EDUCATIONAL ASSISTANTS-ESY	ENSURE SUFFICIENCY	85,529	
141 -71200-517100-000-00-00-00-00-	SPEECH PATHOLOGIST			25,000
141 -71200-520400-000-00-00-00-00-	PENSIONS			38,000
141 -71200-521700-000-00-00-00-00-	RETIRE-HYBRID STABILIZATION	ENSURE SUFFICIENCY	38,000	
141 -71200-531200-389-00-00-00-00-	CONTRACT WITH PRIVATE AGENCIES	ONLINE COURSES	43,280	
141 -71200-531247-389-00-00-00-00-	CONTRACT W/MENTAL HEALTH INS	ADD'L RESIDENTIAL STUDENTS	18,000	
141 -71200-539900-389-00-00-00-00-	OTHER CONTRACTED SERVICES			105,280
141 -71200-542979-389-00-00-00-00-	IS&M-TECHNOLOGY	DOCUSIGN ENVELOPES	39,000	
141 -71200-572561-389-00-00-00-00-	SPECIAL ED EQUIPMENT - STUDENTS	TOUCHSCREEN LAPTOPS	5,000	
TOTAL SPECIAL EDUCATION INSTRUCTION			279,809	279,809

WILLIAMSON COUNTY SCHOOLS
INTRA-CATEGORY BUDGET ADJUSTMENTS
FISCAL YEAR 2020-2021

ACCOUNT	ACCOUNT DESCRIPTION	REASON	INCREASE	DECREASE
141 -71300-516300-000-00-00-00-00-	EDUCATIONAL ASSISTANTS			2,500
141 -71300-520100-000-00-00-00-00-	SOCIAL SECURITY			8,700
141 -71300-520400-000-00-00-00-00-	PENSIONS	ENSURE SUFFICIENCY	8,700	
141 -71300-521200-000-00-00-00-00-	EMPLOYER MEDICARE			2,500
141 -71300-521700-000-00-00-00-00-	RETIRE-HYBRID STABILIZATION	ENSURE SUFFICIENCY	5,000	
141 -71300-539900-380-00-00-00-00-P5003	OTHER CONTRACTED SERVICES (EIC)	MARKETING	5,000	
141 -71300-542900-380-00-00-00-00-P5003	INSTRUCTIONAL SUPPLIES & MATLS (EIC)			5,000
TOTAL VOCATIONAL EDUCATION INSTR			18,700	18,700
141 -71400-518900-000-00-00-00-00-	OTHER SALARIES & WAGES	PRINCIPAL BUDGET TRANSFERS	110,612	
141 -71400-519500-000-00-00-00-00-	CERTIFIED SUBSTITUTE TEACHERS	PRINCIPAL BUDGET TRANSFERS	24,321	
141 -71400-519600-000-00-00-00-00-	IN-SERVICE TRAINING	PRINCIPAL BUDGET TRANSFERS	14,350	
141 -71400-539900-000-00-00-00-00-	OTHER CONTRACTED SERVICES	PRINCIPAL BUDGET TRANSFERS	19,095	
141 -71400-542900-000-00-00-00-00-	INSTRUCTIONAL SUPPLIES & MATERIALS	PRINCIPAL BUDGET TRANSFERS	317,069	
141 -71400-543200-000-00-00-00-00-	LIBRARY BOOKS/MEDIA	PRINCIPAL BUDGET TRANSFERS	180,047	
141 -71400-549900-000-00-00-00-00-	OTHER SUPPLIES & MATERIALS	PRINCIPAL BUDGET TRANSFERS	607,697	
141 -71400-552400-000-00-00-00-00-	IN SERVICE/STAFF DEVELOPMENT	PRINCIPAL BUDGET TRANSFERS	85,309	
141 -71400-553500-000-00-00-00-00-	FEE WAIVERS	PRINCIPAL BUDGET TRANSFERS	8,500	
141 -71400-559900-000-00-00-00-00-	OTHER CHARGES			1,823,131
141 -71400-572200-000-00-00-00-00-	REGULAR INSTRUCTION EQUIPMENT	PRINCIPAL BUDGET TRANSFERS	456,131	
TOTAL SITE-BASED			1,823,131	1,823,131
141 -72110-520100-000-00-00-00-00-	SOCIAL SECURITY	ENSURE SUFFICIENCY	356	
141 -72110-520400-000-00-00-00-00-	PENSIONS			439
141 -72110-521200-000-00-00-00-00-	EMPLOYER MEDICARE	ENSURE SUFFICIENCY	83	
TOTAL ATTENDANCE			439	439
141 -72120-513100-000-00-00-00-00-	MEDICAL PERSONNEL			27,320
141 -72120-513105-000-00-00-00-00-	MEDICAL PERSONNEL-ESY	ENSURE SUFFICIENCY	30,000	
141 -72120-513150-000-00-00-00-00-	MEDICAL PERSONNEL-NURSES			7,580
141 -72120-518916-375-00-00-00-00-G7221	OSW-SECRETARY (CSH GRANT)	ADJUST FOR PERSONNEL CHANGE	1,890	
141 -72120-518919-375-00-00-00-00-G7221	OSW-SUBSTITUTES (CSH GRANT)			10,500
141 -72120-518950-375-00-00-00-00-G7221	OSW-NURSE COORDINATOR (CSH GRANT)			9,845
141 -72120-520100-375-00-00-00-00-G7221	SOCIAL SECURITY (CSH GRANT)	ADJUST FOR PERSONNEL CHANGE	55	
141 -72120-520400-375-00-00-00-00-G7221	PENSIONS (CSH GRANT)			1,670
141 -72120-520700-375-00-00-00-00-G7221	MEDICAL INSURANCE	ADJUST FOR PERSONNEL CHANGE	10,100	
141 -72120-521200-375-00-00-00-00-G7221	EMPLOYER MEDICARE (CSH GRANT)	ADJUST FOR PERSONNEL CHANGE	15	
141 -72120-521700-375-00-00-00-00-	RETIRE-HYBRID STABILIZATION	ENSURE SUFFICIENCY	3,000	
141 -72120-521700-375-00-00-00-00-G7221	RETIRE-HYBRID STABILIZATION (CSH GRANT)	ADJUST FOR PERSONNEL CHANGE	1,670	
141 -72120-539900-375-00-00-00-00-	OTHER CONTRACTED SERVICES			19,400
141 -72120-549900-375-00-00-00-00-	OTHER SUPPLIES & MATERIALS			15,000
141 -72120-549905-375-00-00-00-00-G7221	OS&M-SCHOOL HEALTH (CSH GRANT)	VISION SCREENER/FMS PE SUPPLIES	10,185	
141 -72120-573500-375-00-00-00-00-	HEALTH EQUIPMENT	REPLACEMENT AED'S	34,400	
TOTAL HEALTH SERVICES			91,315	91,315

WILLIAMSON COUNTY SCHOOLS
INTRA-CATEGORY BUDGET ADJUSTMENTS
FISCAL YEAR 2020-2021

ACCOUNT	ACCOUNT DESCRIPTION	REASON	INCREASE	DECREASE
141 -72220-552434-389-00-00-00-00-	IN SERVICE-CONSULTANTS			15,000
TOTAL SPECIAL EDUCATION SUPPORT			209,138	209,138
141 -72230-516100-000-00-00-00-00-	SECRETARY(S)	ENSURE SUFFICIENCY	1,875	
141 -72230-518900-000-00-00-00-00-	OTHER SALARIES & WAGES			1,875
141 -72230-521200-000-00-00-00-00-	EMPLOYER MEDICARE	ENSURE SUFFICIENCY	50	
141 -72230-521700-000-00-00-00-00-	RETIRE-HYBRID STABILIZATION			50
TOTAL VOCATIONAL SUPPORT			1,925	1,925
141 -72250-512100-000-00-00-00-00-	DATA PROCESSING PERSONNEL			6,300
141 -72250-520100-000-00-00-00-00-	SOCIAL SECURITY	ENSURE SUFFICIENCY	2,000	
141 -72250-520400-000-00-00-00-00-	PENSIONS	ENSURE SUFFICIENCY	3,800	
141 -72250-521200-000-00-00-00-00-	EMPLOYER MEDICARE	ENSURE SUFFICIENCY	500	
141 -72250-539950-129-00-00-00-00-	OCS-FOLLETT LIBRARY			38,006
141 -72250-539956-129-00-00-00-00-	OCS-MAINTENANCE AGREEMENTS	ENSURE SUFFICIENCY	38,006	
141 -72250-542917-129-00-00-00-00-	IS&M-SCHOOL TECH SUPPLIES			122,459
141 -72250-549900-129-00-00-00-00-	OTHER SUPPLIES & MATERIALS	ADD'L DAMAGED PARTS	102,761	
141 -72250-552455-129-00-00-00-00-	IN SERVICE-CONFERENCES			15,000
141 -72250-570900-129-00-00-00-00-	DATA PROCESSING EQUIPMENT	ADD'L EQUIPMENT NEEDS	34,698	
TOTAL TECHNOLOGY			181,765	181,765
141 -72310-539900-127-00-00-00-00-	OTHER CONTRACTED SERVICES	CONSULTANT FEES	18,500	
141 -72310-539999-310-00-00-00-00-	OCS-LEGAL	ENSURE SUFFICIENCY	1,500	
141 -72310-550500-310-00-00-00-00-	JUDGEMENTS/SETTLEMENTS			30,000
141 -72310-551000-510-00-00-00-00-	TRUSTEE'S COMMISSION	ENSURE SUFFICIENCY	200,000	
141 -72310-551300-510-00-00-00-00-	WORKERS COMPENSATION INSURANCE			152,500
141 -72310-552455-310-00-00-00-00-	IN SERVICE-CONFERENCES			19,000
141 -72310-553300-127-00-00-00-00-	CRMNL INVESTIGATION/APPLICANT			18,500
TOTAL BOARD OF EDUCATION			220,000	220,000
141 -72320-539900-320-00-00-00-00-	OTHER CONTRACTED SERVICES			26,239
141 -72320-539920-320-00-00-00-00-P7501	OCS-SUPERINTENDANT BANQUET	MOVE CARRYFORWARD TO BANQUET LINE	26,239	
TOTAL OFFICE OF SUPERINTENDENT			26,239	26,239
141 -72410-511900-000-00-00-00-00-	ACCOUNTANTS/BOOKKEEPERS	ENSURE SUFFICIENCY	11,600	
141 -72410-513900-000-00-00-00-00-	ASSISTANT PRINCIPALS	ENSURE SUFFICIENCY	12,000	
141 -72410-516100-000-00-00-00-00-	SECRETARY(S)			23,600
141 -72410-520100-000-00-00-00-00-	SOCIAL SECURITY	ENSURE SUFFICIENCY	13,000	
141 -72410-520400-000-69-00-00-00-	PENSIONS			13,000
TOTAL OFFICE OF PRINCIPAL			36,600	36,600

WILLIAMSON COUNTY SCHOOLS
INTRA-CATEGORY BUDGET ADJUSTMENTS
FISCAL YEAR 2020-2021

ACCOUNT	ACCOUNT DESCRIPTION	REASON	INCREASE	DECREASE
141 -72510-510500-000-00-00-00-00-	SUPERVISOR/DIRECTOR			12,387
141 -72510-511900-000-00-00-00-00-	ACCOUNTANTS/BOOKKEEPERS	ENSURE SUFFICIENCY	34,500	
141 -72510-518700-000-00-00-00-00-	OVERTIME PAY			700
141 -72510-518900-000-00-00-00-00-	OTHER SALARIES & WAGES			25,000
141 -72510-520100-000-00-00-00-00-	SOCIAL SECURITY	ENSURE SUFFICIENCY	1,148	
141 -72510-520400-000-00-00-00-00-	PENSIONS	ENSURE SUFFICIENCY	1,684	
141 -72510-521200-000-00-00-00-00-	EMPLOYER MEDICARE	ENSURE SUFFICIENCY	755	
	TOTAL FISCAL SERVICES		38,087	38,087
141 -72520-516100-000-00-00-00-00-	SECRETARY(S)	ENSURE SUFFICIENCY	15,000	
141 -72520-518900-000-00-00-00-00-	OTHER SALARIES & WAGES			16,000
141 -72520-520400-000-00-00-00-00-	SOCIAL SECURITY	ENSURE SUFFICIENCY	1,000	
141 -72520-535500-127-00-00-00-00-	TRAVEL-MILEAGE			1,000
141 -72520-539900-127-00-00-00-00-	OTHER CONTRACTED SERVICES	CONSULTANT FEES	18,500	
141 -72520-539911-127-00-00-00-00-	OCS-PRINTING SERVICES			3,200
141 -72520-549900-127-00-00-00-00-	OTHER SUPPLIES AND MATERIALS	IAUTOMATION	19,700	
141 -72520-549998-127-00-00-00-00-	OSM-TEACHER CELEBRATION			11,000
141 -72520-552455-127-00-00-00-00-	IN SERVICE-CONFERENCES			15,000
141 -72520-570100-127-00-00-00-00-	ADMINISTRATION EQUIPMENT			8,000
	TOTAL HUMAN RESOURCES/PERSONNEL		54,200	54,200
141 -72610-510500-000-00-00-00-00-	SUPERVISOR/DIRECTOR	VACATION PAYOUT	6,000	
141 -72610-516100-000-00-00-00-00-	SECRETARY(S)			6,000
141 -72610-518966-350-00-00-00-00-	OSW-FIELD MAINTENANCE			5,426
141 -72610-518966-510-00-00-00-00-	OSW-FIELD MAINTENANCE	REALLOCATE DEPARTMENT	21,290	
141 -72610-520100-000-00-00-00-00-	SOCIAL SECURITY			250
141 -72610-520400-000-00-00-00-00-	RETIREMENT	ENSURE SUFFICIENCY	250	
141 -72610-549966-350-00-00-00-00-	OS&M-FIELD MAINTENANCE			15,864
	TOTAL OPERATION OF PLANT		27,540	27,540
141 -72620-533500-620-00-00-00-00-	MAINT & REPAIR - BUILDING	ENSURE SUFFICIENCY	70,000.00	
141 -72620-533658-620-00-00-00-00-	M&R EQUIP-ALARM SYSTEM			70,000.00
141 -72620-539903-620-00-00-00-00-	OCS-FLOORS REPLACEMENT/RESURFACING	ENSURE SUFFICIENCY	3,770.00	
141 -72620-539904-620-00-00-00-00-	OCS-PORTABLES	ENSURE SUFFICIENCY	9,870.00	
141 -72620-559900-620-00-00-00-00-	OTHER CHARGES			13,640.00
	TOTAL MAINTENANCE		83,640	83,640
141 -72710-514600-000-00-00-00-00-	BUS DRIVERS	ENSURE SUFFICIENCY	60,000.00	
141 -72710-514610-000-00-00-00-00-	BUS DRIVERS-SUBS			55,000.00
141 -72710-514612-000-00-00-00-00-	BUS DRIVERS-SPECIAL EDUCATION	ENSURE SUFFICIENCY	85,000.00	
141 -72710-514615-000-00-00-00-00-	BUS DRIVERS-DOUBLE ROUTES	ENSURE SUFFICIENCY	15,000.00	
141 -72710-514641-000-00-00-00-00-	FIELD TRIP DRIVERS			173,850.00
141 -72710-518700-000-00-00-00-00-	OVERTIME PAY			50,000.00

WILLIAMSON COUNTY SCHOOLS
INTRA-CATEGORY BUDGET ADJUSTMENTS
FISCAL YEAR 2020-2021

ACCOUNT	ACCOUNT DESCRIPTION	REASON	INCREASE	DECREASE
141 -72710-518900-000-00-00-00-00-	OTHER SALARIES & WAGES	ENSURE SUFFICIENCY	65,000.00	
141 -72710-518910-000-00-00-00-00-	OSW-BUS ATT SUBS	ENSURE SUFFICIENCY	20,000.00	
141 -72710-518920-000-00-00-00-00-	OSW-TRANS OFFICE	ENSURE SUFFICIENCY	27,500.00	
141 -72710-518925-000-00-00-00-00-	OSW-BONUS	ENSURE SUFFICIENCY	1,350.00	
141 -72710-520400-000-00-00-00-00-	PENSIONS	ENSURE SUFFICIENCY	5,000.00	
141 -72710-542500-510-00-00-00-00-	GASOLINE			60,000.00
141 -72710-551100-510-00-00-00-00-	VEHICLE & EQUIPMENT INSURANCE	ENSURE SUFFICIENCY	60,000.00	
TOTAL TRANSPORTATION			338,850	338,850
141 -72901-513100-000-00-00-00-00-P8020	MEDICAL PERSONNEL		43,800.00	
141 -72901-518900-000-00-00-00-00-P8020	OTHER SALARIES & WAGES			46,000.00
141 -72901-520400-000-00-00-00-00-P8020	PENSIONS	ENSURE SUFFICIENCY	1,000.00	
141 -72901-521700-000-00-00-00-00-P8020	RETIRE-HYBRID STABILIZATION	ENSURE SUFFICIENCY	1,200.00	
TOTAL COVID19 SUPPORT SERVICES			46,000	46,000
141 -73300-518900-381-17-00-00-00-G2500	OTHER SALARIES & WAGES (LEAPS GRANT)			54,000.00
141 -73300-520100-381-17-00-00-00-G2500	SOCIAL SECURITY (LEAPS GRANT)			3,348.00
141 -73300-520400-381-17-00-00-00-G2500	PENSIONS (LEAPS GRANT)			4,887.00
141 -73300-521200-381-17-00-00-00-G2500	EMPLOYER MEDICARE (LEAPS GRANT)			783.00
141 -73300-539900-381-17-00-00-00-G2500	OTHER CONTRACTED SERVICES(LEAPS GRANT)			2,700.00
141 -73300-542900-381-17-00-00-00-G2500	INST SUPPLIES/MATERIALS (LEAPS GRANT)			632.00
141 -73300-552400-381-17-00-00-00-G2500	IN SERVICE/STAFF DEVELOPMENT (LEAPS GRANT)			1,270.00
141 -73300-559900-381-00-00-00-00-G2500	OTHER CHARGES (LEAPS GRANT)	UNAWARDED GRANT BUDGET	67,620.00	
TOTAL COMMUNITY SERVICES			67,620	67,620
141 -73400-520400-000-00-00-00-00-	PENSIONS			2,000.00
141 -73400-521700-000-00-00-00-00-	RETIRE-HYBRID STABILIZATION	ENSURE SUFFICIENCY	2,000.00	
TOTAL EARLY CHILDHOOD EDUCATION			2,000	2,000

WILLIAMSON COUNTY SCHOOLS
INTER-CATEGORY BUDGET ADJUSTMENTS
FISCAL YEAR 2020-2021

ACCOUNT	ACCOUNT DESCRIPTION	REASON	INCREASE	DECREASE
<u>CENTRAL CAFETERIA - FUND 143</u>				
143 -73100-516200-000-00-00-00-00-	CLERICAL PERSONNEL	ENSURE SUFFICIENCY	750	
143 -73100-516500-000-00-00-00-00-	CAFETERIA PERSONNEL	ENSURE SUFFICIENCY	72,925	
143 -73100-516530-000-00-00-00-00-	CAFÉ PERSONNEL-RETAIN/RECRUIT			4,590
143 -73100-518600-000-00-00-00-00-	LONGEVITY			2,660
143 -73100-518700-000-00-00-00-00-	OVERTIME PAY			19,000
143 -73100-518900-000-00-00-00-00-	OTHER SALARIES & WAGES	ENSURE SUFFICIENCY	9,000	
143 -73100-518925-000-00-00-00-00-	OSW-BONUS			2,925
143 -73100-520700-000-00-00-00-00-	MEDICAL INSURANCE			67,500
143 -73100-520800-000-00-00-00-00-	DENTAL INSURANCE	ENSURE SUFFICIENCY	2,500	
143 -73100-521000-000-00-00-00-00-	UNEMPLOYMENT COMPENSATION	ENSURE SUFFICIENCY	5,000	
143 -73100-521200-000-00-00-00-00-	EMPLOYER MEDICARE	ENSURE SUFFICIENCY	6,500	
143 -73100-535400-000-00-00-00-00-	TRANSPORTATION-OTH THAN STUDENTS	ENSURE SUFFICIENCY	1,500	
143 -73100-542200-000-00-00-00-00-	FOOD SUPPLIES			1,131
143 -73100-546900-000-00-00-00-00-	USDA COMMODITIES	ENSURE SUFFICIENCY	1,131	
143 -73100-549900-000-00-00-00-00-	OTHER SUPPLIES AND MATERIALS			1,500
	TOTAL CENTRAL CAFETERIA		99,306	99,306

WILLIAMSON COUNTY SCHOOLS
INTER-CATEGORY BUDGET ADJUSTMENTS
 FISCAL YEAR 2020-2021

ACCOUNT	ACCOUNT DESCRIPTION	REASON	INCREASE	DECREASE
<u>EXTENDED SCHOOL PROGRAM - FUND 146</u>				
146 -73300-516400-000-00-00-00-00	ATTENDANTS			1,300
146 -73300-518600-000-00-00-00-00	LONGEVITY	ENSURE SUFFICIENCY	1,300	
146 -73300-521000-000-00-00-00-00	UNEMPLOYMENT COMPENSATION	ENSURE SUFFICIENCY	7,500	
146 -73300-539900-000-00-00-00-00	OTHER CONTRACTED SERVICES			37,500
146 -73300-550900-000-00-00-00-00	REFUNDS	ENSURE SUFFICIENCY	30,000	
	TOTAL EXTENDED SCHOOL PROGRAM		38,800	38,800

MEMORANDUM OF UNDERSTANDING
2019-2022

WILLIAMSON COUNTY BOARD OF
EDUCATION

AND

PECCA REPRESENTATIVES SELECTED
BY THE WILLIAMSON COUNTY
EDUCATION ASSOCIATION

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

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ARTICLE I RECOGNITION

Section 1.1 Date & Definition

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

Section 1.2 Association Recognition

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

ARTICLE II MANAGEMENT RIGHTS

Section 2.1 Board Rights

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

Section 2.2 Savings

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

Section 2.3 Modification of MOU

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

ARTICLE III ASSOCIATION RIGHTS

Section 3.1 Use of Facilities

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

Section 3.2 Communications

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

Section 3.3 Visitation

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

Section 3.4 Board Agenda

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

Section 3.5 Released Time

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

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

**ARTICLE IV
GRIEVANCE PROCEDURE**

Section 4.1 Definitions

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

Section 4.2 General Provisions

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

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

Section 4.3 Procedures

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

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

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

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

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

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

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

ARTICLE V SALARIES AND SUPPLEMENTS

Section 5.1 Salary Schedule

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

Section 5.2 Method of Payment

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

Section 5.3 Supplements

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

<u>\$675</u> Teacher Mentor Science Facilitator Social Studies Facilitator	<u>\$1,350</u> Elementary Grade Level Chair/BLT Team Leader Middle
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<u>\$1,925</u> Band Director Middle Orchestra Middle	<u>\$2,525</u> Orchestra High Drama High Chorus High
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<u>\$3,500</u> Department Head High Online Learning Building Leadership Team	<u>CTE Childcare Director</u>
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<u>Testing Coordinator, Elem & Middle</u> \$2,000	<u>Testing Coordinator, High</u> \$3,000
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<u>Online Class</u> \$3,500 per class per semester	<u>17% (BS + Experience as a Band Director)</u> Band Director High
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Supplement level will be discussed as a salaries or wages item under PECCA.

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

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

Section 5.4 Stipends and Hourly Work Rates

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

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

Section 5.5 Online Program

Notwithstanding anything herein to the contrary, any full-time teacher exclusively teaching online classes during the term of this MOU shall be paid per the teachers' salary schedule, Appendix A-1. A teacher's schedule may vary from the traditional schedule in Article IX. Enrollment for each online course shall adhere to the State Board of Education Rules & Regulations governing pupil teacher ratio for that course's classroom equivalent.

ARTICLE VI BENEFITS

Section 6.1 Health Coverage

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

Section 6.2 Life Insurance

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

Section 6.3 Dental Coverage

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

Section 6.4 Disability Coverage

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

Section 6.5 Description

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

Section 6.6 Funding

- a. Educators that select individual medical and dental coverage shall pay no premium.
- b. Educators that select dependent medical and/or dental coverage shall pay 20% of the funded premium. Dependent coverage shall include rates for each of the following: employee + one, employee with more than one (family).
- c. Retired educators who meet the county service requirements of at least ten (10) consecutive years of employment in WCS and were hired before July 1, 2009, who select medical and/or dental coverage and who receive TCRS retirement benefits shall pay 20% of the established premium. Retiring educators who meet the county service requirements as outlined in 6.7 b, and who receive TCRS retirement benefits and select medical and/or dental coverage, shall pay 20% of the established premium. They may also continue life insurance in the amount of \$15,000 by paying the full premium.
- d. Educators eligible for COBRA coverage shall pay the full premium plus plan administration cost of 2%.
- e. Dependent coverage will be payroll deducted in equal semi-monthly installments from the salaries of those full-time educators who select the coverage.
- f. If two members of a family are covered by the health and dental plan of the board, the dollar amount of both premiums may be applied to the family premium.
- g. A spousal surcharge of \$100 per month will be charged to employees hired after July 1, 2007, and re-enrollees that participate in the Williamson County medical/dental plan and whose spouses are eligible for, but reject, such insurances through their own employer.

Section 6.7 Continuation

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

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

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

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

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

Section 6.8 Employee Tuition Rates

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

ARTICLE VII LEAVES OF ABSENCE

Section 7.1 Sick Leave

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

Section 7.2 Bereavement Leave

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

Section 7.3 Personal Leave

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

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

Section 7.4 Uncompensated Leave

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

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

Section 7.5 Leave Application Procedures

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

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

Section 7.6 Return Rights

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

Section 7.7 Substitute Notification

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

ARTICLE VIII STUDENT DISCIPLINE PROCEDURES

Section 8.1 Board Support and Assistance

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

Section 8.2 Corporal Punishment Policy

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

Section 8.3 Classroom Control

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

Section 8.4 Assault on Educators and/or Students

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

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

Section 8.5 Loss of Pay

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

ARTICLE IX HOURS AND LOAD

Section 9.1 Hours

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

Section 9.2 Load

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

Section 9.3 Planning Time

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

Section 9.4 Duty-Free Lunch

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

Section 9.5 Meetings

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

Section 9.6 Faculty Advisory Committee

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

Section. 9.7 Other Professional Responsibilities

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

Section. 9.8 Telework During School Closure

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

ARTICLE X EDUCATOR CONDUCT AND DISCIPLINARY PROCEDURES

Section 10.1 Definitions

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

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

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

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

Section 10.2 Notification

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

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

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

Section 10.3 Review and Appeal

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

Section 10.4 Notice of Deficiencies

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

Section 10.5 Employee Rights

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

ARTICLE XI COMPLAINTS

Section 11.1 Complaints

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

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

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

ARTICLE XII VACANCIES

Section 12.1 Vacancies

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

Section 12.2 Voluntary Transfers Between Schools

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

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

Section 12.3 Involuntary Transfer Between Schools

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

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

Section 12.4 Reassignment Within the School

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

Section 12.5 Reduction in Force

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

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

Section 12.6 Recall

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

ARTICLE XIII SCHOOL CALENDAR

Section 13.1 Responsibility

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

Section 13.2 School Calendar Committee

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

Section 13.3 School Calendar Changes

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

ARTICLE XIV CLASS SIZE

Section 14.1 Class Size

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

**ARTICLE XV
EDUCATOR DRESS**

Section 15.1 General Provisions

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

**ARTICLE XVI
DURATION**

Section 15.1 Three Year MOU

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

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

WILLIAMSON COUNTY BOARD OF EDUCATION

By: _____
Gary Anderson, Chair

By: _____
Jason Golden, Superintendent

Submitted per PECCA:

Laura Kleman, Chief Employee Representative

Leigh Webb, Chief BOE Representative

APPENDIX A-1**PROPOSED - CONTINGENT ON COUNTY COMMISSION BOARD APPROVAL****2021-2022 Teacher Salary Schedule****200 Day Contract**

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

	BSNH	BS	BS10	BS20	MA	MA10	MA20	MA30	EDS	PHD/ EDD
0	40,150				43,975			44,975	47,600	48,600
1	41,756				45,734			46,774	49,504	50,544
2	42,278				46,306			47,358	50,123	51,176
3	42,806				46,884			47,950	50,749	51,816
4	43,342				47,471			48,550	51,383	52,463
5	43,883				48,064			49,157	52,026	53,119
6	44,761				49,026			50,140	53,066	54,181
7	45,656	45,656	45,656	45,656	50,005	50,005	50,005	51,143	54,128	55,265
8	46,569	46,569	46,569	46,569	51,006	51,006	51,006	52,165	55,210	56,370
9	47,501	47,501	47,501	47,501	52,026	52,026	52,026	53,210	56,315	57,497
10	48,450	48,450	48,450	48,450	53,066	53,066	53,066	54,273	57,441	58,648
11	49,420	49,420	49,420	49,420	54,128	54,128	54,128	55,358	58,589	59,821
12	50,408	50,408	50,408	50,408	55,210	55,210	55,210	56,466	59,762	61,017
13	51,417	51,417	51,417	51,417	56,315	56,315	56,315	57,595	60,956	62,238
14	52,444	52,444	52,444	52,444	57,441	57,441	57,441	58,748	62,176	63,482
15	53,493	53,493	53,493	53,493	58,589	58,589	58,589	59,922	63,419	64,751
16	54,564	54,564	54,564	54,564	59,762	59,762	59,762	61,121	64,688	66,047
17	54,564	55,655	55,655	55,655	60,956	60,956	60,956	62,343	65,982	67,368
18	55,120	56,767	56,767	56,767	62,175	62,175	62,175	63,590	67,302	68,715
19	55,688	57,903	57,903	57,903	63,419	63,419	63,419	64,862	68,647	70,090
20	55,978	58,482	58,482	58,482	64,054	64,054	64,054	65,511	69,334	70,791
21	56,270	61,149	62,460	63,883	65,367	66,841	68,325	69,875	71,584	73,190

Teachers above the 21-pay lane will receive the approved percentage agreed to during the budget process.

The school psychologist salary schedule is indexed at 5% above this teacher salary schedule.

Full-time teachers and other professional personnel, including counselors, who hold the National Board Certification (NBC) will receive a \$2,500 annual supplement. This supplement will be distributed evenly throughout eligible pay periods and is prorated based on contracted hours worked within the active certification period. The NBC must be reflected on educator's Tennessee teaching license to be considered eligible. Administrators and supervisory personnel are not eligible for this supplement.

Speech Language Pathologists who hold Certification of Clinical Competencies (CCC) Licensure, and Orientation/Mobility Specialists serving visually impaired students who hold ACVREP certification, will receive a \$2,500 annual supplement. These supplements will be distributed evenly throughout eligible pay periods and are prorated based on contracted hours worked within the active certification period. Administrators are not eligible for these supplements. CEU's earned to renew CCC licensure must be presented every three (3) years and units must have been earned in therapies/practices directly related to students ages 0-22.

Appendix A-2

PROPOSED – CONTINGENT ON COUNTY COMMISSION BOARD APPROVAL
2021-2022 Curriculum/Professional Development Specialist Salary Schedule
12 Month Employment

Years of Experience*	
0	\$88,218
1	\$91,147
2	\$91,147
3	\$91,147
4	\$91,147
5	\$91,147
6	\$93,381
7	\$93,381
8	\$93,381
9	\$93,381
10	\$93,381
11	\$95,616
12	\$95,616
13	\$95,616
14	\$95,616
15	\$97,849

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

*Years of experience will be determined by relevant experience as deemed appropriate by the Assistant Superintendent of Teaching, Learning, and Assessment.

APPENDIX B
GRIEVANCE FORM
Williamson County Schools

No. _____

Name: _____

Association Designee if included: _____

Phone (Home/Cell): _____

Principal: _____ Cell: _____

Grievant(s) Signature: _____ Date: _____

Grievant(s) Signature: _____ Date: _____

Step 2:

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

Date of Step 2 Meeting: _____

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

Supervisor's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

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

APPENDIX B
GRIEVANCE FORM, PAGE 2

Step 3:

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

Date of Step 3 Meeting: _____

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

Superintendent's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

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

Step 4 Non-Binding Arbitration:

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

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

Step 4 Alternate Board Hearing:

Date Rec'd: _____ Initials: _____

Date of Board Meeting: _____

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

Chairman of Board's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

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

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

MEMORANDUM OF UNDERSTANDING
2019-2022

WILLIAMSON COUNTY BOARD OF
EDUCATION

AND

PECCA REPRESENTATIVES SELECTED
BY THE WILLIAMSON COUNTY
EDUCATION ASSOCIATION

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

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ARTICLE I RECOGNITION

Section 1.1 Date & Definition

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

Section 1.2 Association Recognition

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

ARTICLE II MANAGEMENT RIGHTS

Section 2.1 Board Rights

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

Section 2.2 Savings

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

Section 2.3 Modification of MOU

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

ARTICLE III ASSOCIATION RIGHTS

Section 3.1 Use of Facilities

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

Section 3.2 Communications

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

Section 3.3 Visitation

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

Section 3.4 Board Agenda

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

Section 3.5 Released Time

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

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

**ARTICLE IV
GRIEVANCE PROCEDURE**

Section 4.1 Definitions

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

Section 4.2 General Provisions

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

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

Section 4.3 Procedures

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

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

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

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

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

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

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

ARTICLE V SALARIES AND SUPPLEMENTS

Section 5.1 Salary Schedule

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

Section 5.2 Method of Payment

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

Section 5.3 Supplements

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

<u>\$675</u> Teacher Mentor Science Facilitator Social Studies Facilitator	<u>\$1,350</u> Elementary Grade Level Chair/BLT Team Leader Middle
<u>\$1,925</u> Band Director Middle Orchestra Middle	<u>\$2,525</u> Orchestra High Drama High Chorus High CTE Childcare Director
<u>\$3,500</u> Department Head High	
<u>Testing Coordinator, Elem & Middle</u> \$2,000	<u>Testing Coordinator, High</u> \$3,000
<u>Online Class</u> \$3,500 per class per semester	<u>17% (BS + Experience as a Band Director)</u> Band Director High

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

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

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

Section 5.4 Stipends and Hourly Work Rates

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

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

Section 5.5 Online Program

Notwithstanding anything herein to the contrary, any full-time teacher exclusively teaching online classes during the term of this MOU shall be paid per the teachers' salary schedule, Appendix A-1. A teacher's schedule may vary from the traditional schedule in Article IX. Enrollment for each online course shall adhere to the State Board of Education Rules & Regulations governing pupil teacher ratio for that course's classroom equivalent.

ARTICLE VI BENEFITS

Section 6.1 Health Coverage

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

Section 6.2 Life Insurance

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

Section 6.3 Dental Coverage

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

Section 6.4 Disability Coverage

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

Section 6.5 Description

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

Section 6.6 Funding

- a. Educators that select individual medical and dental coverage shall pay no premium.
- b. Educators that select dependent medical and/or dental coverage shall pay 20% of the funded premium. Dependent coverage shall include rates for each of the following: employee + one, employee with more than one (family).
- c. Retired educators who meet the county service requirements of at least ten (10) consecutive years of employment in WCS and were hired before July 1, 2009, who select medical and/or dental coverage and who receive TCRS retirement benefits shall pay 20% of the established premium. Retiring educators who meet the county service requirements as outlined in 6.7 b, and who receive TCRS retirement benefits and select medical and/or dental coverage, shall pay 20% of the established premium. They may also continue life insurance in the amount of \$15,000 by paying the full premium.
- d. Educators eligible for COBRA coverage shall pay the full premium plus plan administration cost of 2%.
- e. Dependent coverage will be payroll deducted in equal semi-monthly installments from the salaries of those full-time educators who select the coverage.
- f. If two members of a family are covered by the health and dental plan of the board, the dollar amount of both premiums may be applied to the family premium.
- g. A spousal surcharge of \$100 per month will be charged to employees hired after July 1, 2007 and re-enrollees that participate in the Williamson County medical/dental plan and whose spouses are eligible for, but reject, such insurances through their own employer.

Section 6.7 Continuation

- a. Full-time educators on approved non-paid leave will have the option to continue the dental, disability, health, and life coverage by paying the premium to the Williamson County Self-Insurance Fund (WCSIF) within the first five (5) days of the calendar month of coverage.

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

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

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

Section 6.8 Employee Tuition Rates

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

ARTICLE VII LEAVES OF ABSENCE

Section 7.1 Sick Leave

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

Section 7.2 Bereavement Leave

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

Section 7.3 Personal Leave

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

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

Section 7.4 Uncompensated Leave

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

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

Section 7.5 Leave Application Procedures

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

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

Section 7.6 Return Rights

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

Section 7.7 Substitute Notification

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

ARTICLE VIII STUDENT DISCIPLINE PROCEDURES

Section 8.1 Board Support and Assistance

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

Section 8.2 Corporal Punishment Policy

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

Section 8.3 Classroom Control

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

Section 8.4 Assault on Educators and/or Students

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

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

Section 8.5 Loss of Pay

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

ARTICLE IX HOURS AND LOAD

Section 9.1 Hours

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

Section 9.2 Load

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

Section 9.3 Planning Time

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

Section 9.4 Duty-Free Lunch

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

Section 9.5 Meetings

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

Section 9.6 Faculty Advisory Committee

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

Section. 9.7 Other Professional Responsibilities

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

Section. 9.8 Telework During School Closure

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

ARTICLE X EDUCATOR CONDUCT AND DISCIPLINARY PROCEDURES

Section 10.1 Definitions

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

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

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

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

Section 10.2 Notification

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

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

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

Section 10.3 Review and Appeal

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

Section 10.4 Notice of Deficiencies

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

Section 10.5 Employee Rights

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

ARTICLE XI COMPLAINTS

Section 11.1 Complaints

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

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

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

ARTICLE XII VACANCIES

Section 12.1 Vacancies

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

Section 12.2 Voluntary Transfers Between Schools

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

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

Section 12.3 Involuntary Transfer Between Schools

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

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

Section 12.4 Reassignment Within the School

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

Section 12.5 Reduction in Force

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

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

Section 12.6 Recall

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

ARTICLE XIII SCHOOL CALENDAR

Section 13.1 Responsibility

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

Section 13.2 School Calendar Committee

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

Section 13.3 School Calendar Changes

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

ARTICLE XIV
CLASS SIZE

Section 14.1 Class Size

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

ARTICLE XV EDUCATOR DRESS

Section 15.1 General Provisions

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

**ARTICLE XVI
DURATION**

Section 15.1 Three Year MOU

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

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

WILLIAMSON COUNTY BOARD OF EDUCATION

**By: _____
Gary Anderson, Chair**

**By: _____
Jason Golden, Superintendent**

Submitted per PECCA:

Laura Kleman, Chief Employee Representative

Leigh Webb, Chief BOE Representative

APPENDIX A-1
PROPOSED - CONTINGENT ON COUNTY COMMISSION BOARD APPROVAL
2021-2022 Teacher Salary Schedule
200 Day Contract

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

	BSNH	BS	BS10	BS20	MA	MA10	MA20	MA30	EDS	PHD/ EDD
0	40,150				43,975			44,975	47,600	48,600
1	41,756				45,734			46,774	49,504	50,544
2	42,278				46,306			47,358	50,123	51,176
3	42,806				46,884			47,950	50,749	51,816
4	43,342				47,471			48,550	51,383	52,463
5	43,883				48,064			49,157	52,026	53,119
6	44,761				49,026			50,140	53,066	54,181
7	45,656	45,656	45,656	45,656	50,005	50,005	50,005	51,143	54,128	55,265
8	46,569	46,569	46,569	46,569	51,006	51,006	51,006	52,165	55,210	56,370
9	47,501	47,501	47,501	47,501	52,026	52,026	52,026	53,210	56,315	57,497
10	48,450	48,450	48,450	48,450	53,066	53,066	53,066	54,273	57,441	58,648
11	49,420	49,420	49,420	49,420	54,128	54,128	54,128	55,358	58,589	59,821
12	50,408	50,408	50,408	50,408	55,210	55,210	55,210	56,466	59,762	61,017
13	51,417	51,417	51,417	51,417	56,315	56,315	56,315	57,595	60,956	62,238
14	52,444	52,444	52,444	52,444	57,441	57,441	57,441	58,748	62,176	63,482
15	53,493	53,493	53,493	53,493	58,589	58,589	58,589	59,922	63,419	64,751
16	54,564	54,564	54,564	54,564	59,762	59,762	59,762	61,121	64,688	66,047
17	54,564	55,655	55,655	55,655	60,956	60,956	60,956	62,343	65,982	67,368
18	55,120	56,767	56,767	56,767	62,175	62,175	62,175	63,590	67,302	68,715
19	55,688	57,903	57,903	57,903	63,419	63,419	63,419	64,862	68,647	70,090
20	55,978	58,482	58,482	58,482	64,054	64,054	64,054	65,511	69,334	70,791
21	56,270	61,149	62,460	63,883	65,367	66,841	68,325	69,875	71,584	73,190

Teachers above the 21-pay lane will receive the approved percentage agreed to during the budget process.

The school psychologist salary schedule is indexed at 5% above this teacher salary schedule.

Full-time teachers and other professional personnel, including counselors, who hold the National Board Certification (NBC) will receive a \$2,500 annual supplement. This supplement will be distributed evenly throughout eligible pay periods and is prorated based on contracted hours worked within the active certification period. The NBC must be reflected on educator's Tennessee teaching license to be considered eligible. Administrators and supervisory personnel are not eligible for this supplement.

Speech Language Pathologists who hold Certification of Clinical Competencies (CCC) Licensure, and Orientation/Mobility Specialists serving visually impaired students who hold ACVREP certification, will receive a \$2,500 annual supplement. These supplements will be distributed evenly throughout eligible pay periods and are prorated based on contracted hours worked within the active certification period. Administrators are not eligible for these supplements. CEU's earned to renew CCC licensure must be presented every three (3) years and units must have been earned in therapies/practices directly related to students ages 0-22.

Appendix A-2
PROPOSED – CONTINGENT ON COUNTY COMMISSION BOARD APPROVAL
2021-2022 Curriculum/Professional Development Specialist Salary Schedule
12 Month Employment

Years of Experience*	
0	\$88,218
1	\$91,147
2	\$91,147
3	\$91,147
4	\$91,147
5	\$91,147
6	\$93,381
7	\$93,381
8	\$93,381
9	\$93,381
10	\$93,381
11	\$95,616
12	\$95,616
13	\$95,616
14	\$95,616
15	\$97,849

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

*Years of experience will be determined by relevant experience as deemed appropriate by the Assistant Superintendent of Teaching, Learning, and Assessment.

APPENDIX B
GRIEVANCE FORM
Williamson County Schools

No. _____

Name: _____

Association Designee if included: _____

Phone (Home/Cell): _____

Principal: _____ Cell: _____

Grievant(s) Signature: _____ Date: _____

Grievant(s) Signature: _____ Date: _____

Step 2:

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

Date of Step 2 Meeting: _____

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

Supervisor's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

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

APPENDIX B
GRIEVANCE FORM, PAGE 2

Step 3:

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

Date of Step 3 Meeting: _____

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

Superintendent's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

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

Step 4 Non-Binding Arbitration:

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

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

Step 4 Alternate Board Hearing:

Date Rec'd: _____ Initials: _____

Date of Board Meeting: _____

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

Chairman of Board's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

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

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

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



MEMORANDUM

TO: Williamson County School Board

FROM: Vickie Hall, Assistant Superintendent of Human Resources

DATE: June 21, 2021

RE: 2021-2022 Pay Schedules

Staff recommend the approval of the attached 2021-2022 pay schedules.

Williamson County Schools

2021-22 Differentiated Pay Plan

Hard-to-Staff	<input checked="" type="checkbox"/>
Instructional Roles	<input checked="" type="checkbox"/>
Performance	<input type="checkbox"/>
Alternative Salary Schedule	<input type="checkbox"/>

Hard to Staff (School, Subject, or Placement)

Description We offer a \$2,000 early signing bonus and a \$1,000 hiring bonus for the following hard-to-fill areas: middle/high school math, science, world language, K-12 special education, and speech language pathologists. We offer a \$1,500 early signing bonus in addition to the bonuses above for WCS student teachers who accept hard-to-fill roles. We also offer a \$3,500 signing bonus in addition to the \$1,000 hiring bonus for school psychologists. All teachers in hard-to-fill roles are paid a \$250 yearly retention bonus after their first year with WCS.

Priority Areas: K-4 (School Psychology, Special Education, Other), 5-8 (Math, Science, School Psychology, Special Education, Other), 9-12 (Math, Science, School Psychology, Special Education, Other)

Eligibility Criteria Certified in content/grade area
 To receive the above retention bonus, teachers cannot have received suspension-level discipline in the year of the payment.
 Current teachers and new hires are eligible.

Compensation Type and Size **Compensation Type:** Bonus **Bonus Type:** Signing/Recruitment/Retention
Compensation Amount:
 Hard-to-fill early signing bonus \$2,000 x 11 = \$22,000
 Hard-to-fill hiring bonus \$1,000 x 140 = \$140,000
 Hard-to-fill early signing bonus for WCS student teachers \$1,500 x 3 = \$4,500
 Hard-to-fill signing bonus for School Psychologists \$3,500 x 11 = \$38,500
 Hard-to-fill yearly retention bonus \$250 x 750 = \$187,500

Reach 890

Estimated Cost \$392,500

Instructional Roles or Responsibilities

Description WCS has several instructional roles we offer to staff to build capacity and leadership skills across the District. Responsibilities in these roles include mentoring other teachers, ensuring teacher alignment and commitment to WCS' scope & sequence, scheduling and leading team meetings, etc.

Role titles include Grade Level Chair, Building Level Teacher, Team Leader, Department Head, Testing Coordinator, Mentor, Science Facilitator, Social Studies Facilitator, PLC Leadership Team-member, Data Team-member, and RTI Team-member.

Number of Unique Roles: 5 or more

Eligibility Criteria	Level of overall effectiveness (LOE); Individual TVAAS; Certified in content/grade area; Attendance minimum (i.e., miss no more than 12 days); Years of experience; Advanced degrees Using the criteria listed as a baseline, administrators have responsibility in assigning these roles and additional responsibilities.
Compensation Type and Size	Compensation is dependent on role and ranges from \$675 to \$3,500 annually.
Reach	650
Estimated Cost	\$790,000

Performance

N/A

Alternative Salary Schedule

Is the district implementing an alternative salary schedule? No

Education*

We have differentiated pay lanes for advanced degrees (MA, MA30, EDS, and PHD/EDD) for teachers hired after July 1, 2014. For those hired prior to that date, we have additional pay lanes for additional credits (BS10, BS20, MA10, MA20).

Other

We offer \$2,500 yearly in additional compensation for teachers who have the National Board Certification.

**Education is not a differentiated pay element and does not count toward the mandated criteria.*

PROPOSED



PROPOSED - CONTINGENT ON COUNTY COMMISSION BOARD APPROVAL
2021-2022 Principal Salary Schedule
12 Month Employment

Years of Experience*	Elementary School	Middle School	High School
0	\$103,321	\$111,063	\$118,805
1	\$109,099	\$117,160	\$125,452
2	\$109,099	\$117,160	\$125,452
3	\$109,099	\$117,160	\$125,452
4	\$109,099	\$117,160	\$125,452
5	\$109,099	\$117,160	\$125,452
6	\$111,910	\$120,085	\$128,258
7	\$111,910	\$120,085	\$128,258
8	\$111,910	\$120,085	\$128,258
9	\$111,910	\$120,085	\$128,258
10	\$111,910	\$120,085	\$128,258
11	\$114,587	\$122,908	\$131,063
12	\$114,587	\$122,908	\$131,063
13	\$114,587	\$122,908	\$131,063
14	\$114,587	\$122,908	\$131,063
15	\$117,527	\$125,700	\$133,871

Staff Size Supplement	Elementary School	Middle School	High School
20 or less	\$1,000		
21-40	\$3,000		
Greater than 40	\$5,000		
30 or less		\$1,000	
31-50		\$3,000	
Greater than 50		\$5,000	
50 or less			\$1,000
51-70			\$3,000
Greater than 70			\$5,000

Degree Supplement	Elementary School	Middle School	High School
EDS	\$1,500	\$1,500	\$1,500
EDD/PHD	\$2,500	\$2,500	\$2,500

*Experience is based on actual experience as a Principal inside or outside the system, or Director (Senior Staff level) inside the system.



PROPOSED - CONTINGENT ON COUNTY COMMISSION BOARD APPROVAL
2021-2022 Assistant Principal Salary Schedule
11 Month Employment

Years of Experience*	Elementary School	Middle School	High School
0	\$84,719	\$91,069	\$97,418
1	\$89,461	\$96,166	\$102,870
2	\$89,461	\$96,166	\$102,870
3	\$89,461	\$96,166	\$102,870
4	\$89,461	\$96,166	\$102,870
5	\$89,461	\$96,166	\$102,870
6	\$91,766	\$98,470	\$105,168
7	\$91,766	\$98,470	\$105,168
8	\$91,766	\$98,470	\$105,168
9	\$91,766	\$98,470	\$105,168
10	\$91,766	\$98,470	\$105,168
11	\$94,071	\$100,774	\$107,473
12	\$94,071	\$100,774	\$107,473
13	\$94,071	\$100,774	\$107,473
14	\$94,071	\$100,774	\$107,473
15	\$96,368	\$103,074	\$109,777

Degree Supplement	Elementary School	Middle School	High School
EDS	\$1,500	\$1,500	\$1,500
EDD/PHD	\$2,500	\$2,500	\$2,500

*Experience is based on actual experience as an Assistant Principal inside or outside the system, or Director (Senior Staff level) inside the system.



PROPOSED – CONTINGENT ON COUNTY COMMISSION BOARD APPROVAL
2021-2022 Curriculum/Professional Development Specialist Salary Schedule
12 Month Employment

Years of Experience*	
0	\$88,218
1	\$91,147
2	\$91,147
3	\$91,147
4	\$91,147
5	\$91,147
6	\$93,381
7	\$93,381
8	\$93,381
9	\$93,381
10	\$93,381
11	\$95,616
12	\$95,616
13	\$95,616
14	\$95,616
15	\$97,849

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

*Years of experience will be determined by relevant experience as deemed appropriate by the Assistant Superintendent of Teaching, Learning, and Assessment.



PROPOSED - CONTINGENT ON COUNTY COMMISSION BOARD APPROVAL

2021-2022 Teacher Salary Schedule

200 Day Contract

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

	BSNH	BS	BS10	BS20	MA	MA10	MA20	MA30	EDS	PHD/EDD
0	40,150				43,975			44,975	47,600	48,600
1	41,756				45,734			46,774	49,504	50,544
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21	56,270	61,149	62,460	63,883	65,367	66,841	68,325	69,875	71,584	73,190

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CONTINGENT ON COUNTY COMMISSION APPROVAL

2021-2022 Classified Pay Scale

NOTE: HIRING CHART MAY BE ADJUSTED EACH YEAR WITH COUNTY RAISE

Grades-Positions

**Level 0
< 1 year**

**Level 1
1-5 yrs.**

**Level 2
6-10 yrs.**

**Level 3
11-15 yrs.**

**Level 4
16+ yrs.**

Grade 1H		Level 0 < 1 year	Level 1 1-5 yrs.	Level 2 6-10 yrs.	Level 3 11-15 yrs.	Level 4 16+ yrs.
A	Bus Attendant; Custodial Associate; Maintenance Apprentice Technician	11.68	12.16	12.85	13.68	14.52
Grade 2H						
A	Teacher Assistant (CTE, ESL, Gen Ed, Pre-K, Technology); Library Media Assistant; School Generalist	12.26	13.34	14.42	15.51	16.59
B	Secretary (Department, Guidance, Registrar, School)	12.51	13.61	14.72	15.82	16.92
Grade 3H						
A	Teacher Assistant (SPED)	13.26	14.42	15.58	16.74	17.90
B	Maintenance Technician (Filter Technician, General Maintenance Worker); Warehouse Technician	13.53	14.72	15.89	17.08	18.25
Grade 4H						
A	Skilled Trades I (Painter, Equipment Operator); School Bookkeeper (Elementary School); Department Assistant I (Front Office Assistant, CO, Departmental); Workplace Readiness Coordinator; EC Autism/Behavior Intervention Assistant; Science Center Assistant	14.56	16.02	17.47	18.93	20.38
B	Accounting Clerk II (A/P Technician, Purchasing Assistant)	14.85	16.34	17.83	19.30	20.79
Grade 5H						
A	Skilled Trades II (Plumber, Locksmith, Carpenter, Playground Inspector/Maintainer); School Bookkeeper (Middle and High School, Departmental); Department Assistant II (CO, Departmental)	16.02	17.58	19.14	20.70	22.26
B	Skilled Trades III (Fire Alarm Technician, Electrician, HVAC Technician); Junior Accountant	16.34	17.93	19.52	21.11	22.70
Grade 6H						
A	Department Specialist (HR Specialist, Bookkeeping, Planning and Zoning Specialist, Software Application Specialist I, Family Involvement Specialist, Data Analyst I; Instructional Materials; CTE/EIC); Accounting Clerk III (CO, Payroll); Science Center Lead	17.94	19.71	21.48	23.24	25.01
B	Waste Water Operator	19.23	21.12	23.00	24.92	26.80



CONTINGENT ON COUNTY COMMISSION APPROVAL

2021-2022 Classified Pay Scale

NOTE: HIRING CHART MAY BE ADJUSTED EACH YEAR WITH COUNTY RAISE

Grades-Positions

**Level 0
< 1 year**

**Level 1
1-5 yrs.**

**Level 2
6-10 yrs.**

**Level 3
11-15 yrs.**

**Level 4
16+ yrs.**

Grade 1E						
A	Digital Content; Video Producer; Applications Manager; Data Analyst II; Communications Coordinator; Safety & Security Coordinator; Textbook Coordinator; Assistant Webmaster/Graphic Designer; Software Application Specialist II	49,329	53,645	57,962	62,278	66,594
B	Accountant I (A/P, Federal Projects, General Ledger, Payroll); Retirement Manager; Purchasing Agent; Recruiter; Executive Assistant; Attendance Officer; Employee Relations Coordinator; HR Manager/Investigator	50,316	54,719	59,122	63,471	67,927
Grade 2E-Bachelor's degree (Exempt)						
A	District Webmaster; Energy Resources Coordinator; Compensation and Reporting Manager; Internal Auditor; Supervisor (HR, Payroll)	59,101	65,012	70,922	76,832	82,742
Grade 3E-Midlevel Management - Bachelor's degree (Exempt)						
A	Assistant Director (Communications, Maintenance, Employee Relations, Facilities & Construction); Capital Projects Manager; Coordinated School Health/Nursing Supervisor; Purchasing Manager	65,343	71,666	77,990	84,314	90,637
Student Workers						
		Year 1	Year 2	Year 3		
		8.00	8.25	8.50		



CONTINGENT ON COUNTY COMMISSION APPROVAL

2021-2022 Classified Pay Scale

NOTE: HIRING CHART MAY BE ADJUSTED EACH YEAR WITH COUNTY RAISE

Grades-Positions

Level 0
< 1 year

Level 1
1-5 yrs.

Level 2
6-10 yrs.

Level 3
11-15 yrs.

Level 4
16+ yrs.

SACC					
Grade 1S					
SACC Group Associate**, SACC Seasonal Worker	11.91	12.40	13.11	13.96	14.81
**SACC Group Associates working the morning shift receive a \$2/hour shift premium during the SY.					
SACC Assistant Site Leader	13.26	14.42	15.58	16.74	17.90
SACC Site Leader	14.85	16.34	17.83	19.30	20.79
SACC Software Assistant	16.02	17.58	19.14	20.70	22.26
SACC Trainer; SACC Enrichment Specialist	16.34	17.93	19.52	21.11	22.70
SACC Field Manager	17.94	19.71	21.48	23.24	25.01
Grade 2S					
SACC Assistant Program Manager	49,329	53,645	57,962	62,278	66,594
SACC Program Supervisor	59,101	65,012	70,922	76,832	82,742
FOOD SERVICE					
Grade 1F					
Food Service Associate**	11.91	12.40	13.11	13.96	14.81
**Food Service Workers employed as a Rover receive an additional \$1.50/hr in lieu of mileage reimbursement.					
Café Lead	12.51	13.61	14.72	15.82	16.92
Cafeteria Manager I (Supervises staff 1-6)	13.53	14.72	15.89	17.08	18.25
Cafeteria Manager II (Supervises staff 7+)	14.85	16.34	17.83	19.30	20.79
Food Service Maintenance Technician	16.34	17.93	19.52	21.11	22.70
Grade 2F					
Food Service Field Coordinator; Registered Dietician	49,329	53,645	57,962	62,278	66,594
Food Service Assistant Director	65,343	71,666	77,990	84,314	90,637



CONTINGENT ON COUNTY COMMISSION APPROVAL

2021-2022 Classified Pay Scale

NOTE: HIRING CHART MAY BE ADJUSTED EACH YEAR WITH COUNTY RAISE

Grades-Positions	Level 0 < 1 year	Level 1 1-5 yrs.	Level 2 6-10 yrs.	Level 3 11-15 yrs.	Level 4 16+ yrs.
TRANSPORTATION					
Grade 1T					
Parts Coordinator	13.26	14.42	15.58	16.74	17.90
Department Assistant (Transportation)	14.56	16.02	17.47	18.93	20.38
Payroll Clerk	16.02	17.58	19.14	20.70	22.26
General Mechanic	16.34	17.93	19.52	21.11	22.70
Dispatch Technician; Senior Mechanic	19.23	21.12	23.00	24.92	26.80
Bus Driver; Transition Bus Driver	19.23	21.12	23.00	24.92	26.80
Senior Fleet Technician	23.60	25.44	27.28	29.12	30.96
Grade 2T					
Transportation Supervisor (Driving, Training)	48,981	51,451	53,921	56,508	59,222
Transportation Technology Specialist	48,981	51,451	53,921	56,508	59,222
IT					
Grade 1IT					
IT Help Desk & Home School Specialist	14.85	16.34	17.83	19.30	20.79
Network Technician	22.82	23.93	25.03	26.15	27.26
Network Supervisor/Technician Area Supervisor	66,706	69,024	71,342	73,660	75,978
Network Engineer/DB Admin/Zoning Supervisor	71,471	73,789	76,107	78,425	80,744
Tech Manager	78,619	80,937	83,255	85,573	87,891
IS Manager	88,147	90,465	92,784	95,102	97,420
OPERATIONS					
Grade 1O					
Facilities Use Coordinator; *Janitorial Contract Coordinator	36,993	38,473	40,012	41,611	43,276
Foreman (Maintenance, Paint, Food Service Repair, Area Lead; Lead Playground Inspector/Maintainer; Access Control; Support Services)	40,738	44,742	48,746	52,774	57,308

*hired after 7/1/2018



CONTINGENT ON COUNTY COMMISSION APPROVAL

2021-2022 Classified Pay Scale

NOTE: HIRING CHART MAY BE ADJUSTED EACH YEAR WITH COUNTY RAISE

Grades-Positions

Level 0
< 1 year

Level 1
1-5 yrs.

Level 2
6-10 yrs.

Level 3
11-15 yrs.

Level 4
16+ yrs.

HEALTH SERVICES					
Grade 1HS					
Sign Support Staff	13.26	14.42	15.58	16.74	17.90
Grade 2HS					
Interpreter - Non-licensed	17.94	19.71	21.48	23.24	25.01
Grade 3HS Bachelor's degree (Non-exempt)					
Certified Occupational Therapy Assistant (COTA); Physical Therapist Assistant (PTA); Speech-Language Pathology Assistant (SPLA)	20.37	22.42	24.45	26.50	28.53
Grade 4HS Bachelor's degree (Exempt)					
BS/RN School Nurse	41,236	42,350	43,465	44,579	45,693
MS School Nurse; Clinical Nursing Supervisor	43,465	44,579	45,693	46,808	47,922
Occupational Therapist; Physical Therapist	49,329	53,645	57,962	62,278	66,594
Behavior Specialist	49,756	54,109	58,463	62,816	67,170

PROPOSED



2021-2022 Substitute Pay Rates

Daily Rates:

Base Pay:

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

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

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

Additional Incentives

- **Special Education positions increase base pay by \$10.00 for full day or \$5.00 for ½ day assignments**

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

2021-2022 Substitute Nurse Pay Rates

<u>Substitute Nurse</u>	<u>Hourly Pay</u>
Substitute Nurse (Active License)	\$25.00



2021-2022 Academic & Non-Athletic Supplements

A. \$675 Less than 70 Hours
Forensics Middle
Mock Trial
Model UN (High & Middle)
Student Council Elementary
After School Academic Activity
Youth Legislature Middle

B. \$1,350 Minimum of 70 Hours
Chorus Elementary
*Elementary Grade Level Chair/ BLT
*Team Leader Middle
Newspaper High
Youth Legislature High
Yearbook Elementary

C. \$1,925 Minimum of 100 Hours
Chorus Middle
Middle School Band
Drama Middle
Musical Theater High
Newspaper/Media Middle
Newspaper/Media Elementary
Student Council Middle
Orchestra Middle

D. \$2,525 Minimum of 150 Hours
Chorus High
Drama High
Media High
Webmaster
Yearbook Middle
Orchestra High
CTE Site Director

E. \$3,500 Minimum of 200 Hours
*Department Head High
Forensics Assistant High
Yearbook High
***WCS Online (per semester)
WCS Online BLT (annual amount)

F. \$4,000 Minimum of 250 Hours
Student Council High
Forensics High

G. District Paid Supplements	
**Testing Coordinator (9-12)	\$3000
**Testing Coordinator (K-8)	\$2000
**Mentor	\$675
**Science Facilitator	\$675
**Social Studies Facilitator	\$675

I. \$675 Requires approval from Asst. Superintendent for pay (Differentiated Supplements)	
WCS teachers may apply for supplements for activities not listed above which include additional instructional responsibilities not otherwise expected of teachers that extend that educator's reach to students and/or other educators. The application process shall include an explanation of the impact on students and/or other educators, the state curriculum standards being addressed, if any, and the minimum number of hours to be worked as part of that supplement. Principals shall conduct an annual review of the effectiveness of the approved supplemented activity.	
<i>Such supplements may include but not be limited to the following:</i>	
PLC Leadership Team	National Honor Societies Sponsor
Data Team	Other After School Academic Activity
RTI Team	Other After School Arts Activity
Freshman Mentor	Other After School Athletic Activity

*Supplement levels REQUIRE certification as an educator	***WCS Online
**Funded by the District; an application is not required as the funds do not come out of site-based budget.	Maxed at one course per semester

ALL SUPPLEMENT PAY IS BASED OFF OF WORK PERFORMED AND MUST BE APPROVED BY A SUPERVISOR

Musical Theater High Supplement excluded to Drama High Teachers



2021 - 2022 Athletic Supplements

17%
Basketball Varsity Head (B,G)
Football Varsity Head

14%
Baseball Varsity Head
Strength Coach
Softball Varsity Head
Soccer Varsity Head (B,G)
Volleyball Varsity Head
Wrestling Varsity Head (B,G)

7.5%
Athletic Director Middle
Basketball Varsity Assistant (B,G)
Football Varsity Assistant

6.5%
Basketball Middle Head (B,G)
Football Middle Head

6%
Baseball Varsity Assistant
Basketball Freshman Head
Basketball Varsity Cheer
Dance High**
Football Freshman Head
Football Varsity Cheer
Soccer Varsity Assistant (B,G)
Softball Varsity Assistant
Track Varsity (B,G)
Volleyball Varsity Assistant
Wrestling Varsity Assistant
Cross Country Varsity (B,G)
Golf Varsity (B,G)
Tennis Varsity (B,G)

4%
Baseball Middle Head
Bowling Varsity (B,G)
Bowling Middle Head (B,G)
Soccer Middle Head (B,G)
Softball Middle Head
Volleyball Middle Head
Wrestling Middle Head (B,G)
Cross Country Middle Head (B,G)
Track Middle Head (B,G)
Track Varsity Assistant (B,G)

3.5%
Basketball Freshman Cheer
Basketball Middle Assistant (B,G)
Basketball Middle Cheer
Cross Country Varsity Assistant (B,G)
Dance Middle**
Football Freshman Cheer
Football Freshman Assistant
Football Middle Assistant
Football Middle Cheer
Golf Middle (B,G)
Tennis Middle (B,G)
Wrestling Varsity Cheer

Note: If no assistant is listed the associated head supplement applies.

Note: If, in the following activities, both girls and boys have separate practice times cross every day and may receive a separate, full supplement for each activity; however, if one person has common practice times for boys and girls together, the supplement is limited to 1.5%times (X) the assigned supplement.

Sports: bowling, tennis, cross country, golf, track and cheer.

3%
Baseball Middle Assistant
Soccer Middle Assistant (B,G)
Softball Middle Assistant
Track Middle Assistant (B,G)
Wrestling Middle Assistant
Wrestling Middle Cheer
Volleyball Middle Assistant

2.5%
Baseball Sixth Grade
Basketball Sixth Grade (B,G)
Football Sixth Grade
Softball Sixth Grade
Volleyball Sixth Grade

** Athletic Directors (High)**

11 Month Contract &
\$3,000 Supplement

** Dance employees hired prior to the 19/20 season will be grandfathered in to the higher of the two from dance academic to dance athletic.



2021 - 2022 Athletic Supplements

Supplement Step is Based on Previous Years as a Coach in a School or Professional Setting

		17.00%	14.00%	7.50%	6.50%	6.00%	4.00%	3.50%	3.00%	2.50%
0	40,150	6,826	5,621	3,011	2,610	2,409	1,606	1,405	1,205	1,004
1	41,756	7,099	5,846	3,132	2,714	2,505	1,670	1,461	1,253	1,044
2	42,278	7,187	5,919	3,171	2,748	2,537	1,691	1,480	1,268	1,057
3	42,806	7,277	5,993	3,210	2,782	2,568	1,712	1,498	1,284	1,070
4	43,342	7,368	6,068	3,251	2,817	2,601	1,734	1,517	1,300	1,084
5	43,883	7,460	6,144	3,291	2,852	2,633	1,755	1,536	1,316	1,097
6	44,761	7,609	6,267	3,357	2,909	2,686	1,790	1,567	1,343	1,119
7	45,656	7,762	6,392	3,424	2,968	2,739	1,826	1,598	1,370	1,141
8	46,569	7,917	6,520	3,493	3,027	2,794	1,863	1,630	1,397	1,164
9	47,501	8,075	6,650	3,563	3,088	2,850	1,900	1,663	1,425	1,188
10	48,450	8,237	6,783	3,634	3,149	2,907	1,938	1,696	1,454	1,211
11	49,420	8,401	6,919	3,707	3,212	2,965	1,977	1,730	1,483	1,236
12	50,408	8,569	7,057	3,781	3,277	3,024	2,016	1,764	1,512	1,260
13	51,417	8,741	7,198	3,856	3,342	3,085	2,057	1,800	1,543	1,285
14	52,444	8,915	7,342	3,933	3,409	3,147	2,098	1,836	1,573	1,311
15	61,149	10,395	8,561	4,586	3,975	3,669	2,446	2,140	1,834	1,529

**Human Resources approval of all previous experience is required.

Revised 7/1/2021



2021-2022 Band Supplements

Percentage Supplements are Based on Previous Years as a Band Director

17 %
* Band Director High

Yrs. of Exp	17%	Supp Amt.
0	40,150	6,826
1	41,756	7,099
2	42,278	7,187
3	42,806	7,277
4	43,342	7,368
5	43,883	7,460
6	44,761	7,609
7	45,656	7,762
8	46,569	7,917
9	47,501	8,075
10	48,450	8,237
11	49,420	8,401
12	50,408	8,569
13	51,417	8,741
14	52,444	8,915
15	61,149	10,395

BAND SUPPLEMENT (MAX PER SEASON PER EMPLOYEE)
\$5,000
Band Staff

Band Staff supplement may be reduced based on time worked with the band.
(divided by .25, .50, .75, or 1.0)
(Ex: \$5,000 x .25 = \$1,250)

ALL SUMMER BAND supplements are required to be **BOOSTER** paid. The district will not fund Summer Band payments.

*Payment schedule includes the following schedules:

- Summer Band
- Fall Band
- Winter/ Spring Band

Note: Band Directors are 24 Pay Supplements

*High School Band Director(s) require certification as an educator. The supplement is discussed through PECCA and may also be found in the MOU.



2021-2022 Classified Supplements

Classified employees may be eligible for one of the following supplements provided the listed conditions are met:

- Certification is from a State or Nationally recognized organization or entity
- Employee has paid for all training and testing required for certification and will pay for all costs associated with re-certification
- Employee has obtained training required for certification on his/her own time
- Certification is directly related to the job but is not required as part of the position's minimum requirements.

*Employee will receive the supplement each year if certification is maintained and proof of recertification is furnished to the HR Director prior to current certification expiration date.

*If multiple certifications are earned, employee will be paid for one (the highest). Paraprofessionals in Tier3 classroom will receive the greater of the two supplements with completed/renewed RBT certification.

Certification	Annual Amount	Pay Type	MUNIS Title
School Nutrition Association (SNA) Level I	\$250.00	595	Classified Certificated V
School Nutrition Association (SNA) Level II	\$400.00	594	Classified Certificated IV
School Nutrition Association (SNA) Level III	\$500.00	593	Classified Certificated III
Certified Professional (CP) – issued by SHRM, Professional in Human Resources (PHR) – issued by HRCI, Project Management Professional (PMP), *Paraprofessional at Tier3 Winstead Elem. Classroom, Certified County Finance Officer	\$1,000.00	592	Classified Certificated II
Homebound Nurse Supplement, Cluster Lead Nurse	\$1,288.00	565	Nursing
*Registered Behavior Technician (RBT) & Paraprofessional @ Tier 3 Winstead Elem. Classroom; Secondary Behavior Support Team Paraprofessional	\$1,500.00	598	Classified Certificated I
Senior Professional in Human Resources (SPHR) – issued by HRCI; Senior Certified Professional (SCP) – issued by SHRM	\$2,000.00	684	Human Resources
Certified Orientation and Mobility Specialist (COMS) by ASHA; BCBA @ Tier 3 Winstead Elem. Classroom	\$2,500.00	584	SSS
Certified Public Accountant, Professional Engineer, Legal Attorney; NBCSN (National Board Certification for School Nurse)	\$2,500.00	591	Classified Certified I

2021-2022 School Board Meeting Calendar

DRAFT

POLICY COMMITTEE	WORK SESSION	BOARD MEETING
August 2, 2021	August 12, 2021	August 16, 2021
September 7, 2021 (Tuesday) *	September 16, 2021	September 20, 2021
September 27, 2021*	October 7, 2021*	October 18, 2021
November 1, 2021	November 11, 2021	November 15, 2021
January 10, 2022*	January 13, 2022	January 18, 2022 (Tuesday)*
February 7, 2022	February 17, 2022	February 21, 2022
March 7, 2022	March 10, 2022*	March 21, 2022
April 4, 2022	April 14, 2022	April 18, 2022
May 2, 2022	May 12, 2022	May 16, 2022
June 6, 2022	June 16, 2022	June 20, 2022
August 1, 2022	August 11, 2022	August 15, 2022

Unless otherwise noted

Policy Committee Meeting are on first Monday of the month at 6:00 p.m.

Work Sessions are on second Thursday of the month at 6:00 p.m.

Board Meetings are on third Monday of the month at 6:30 p.m.

***Change due to system closed Holiday.**

Board Budget Meeting:

APPROVED:

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



MEMORANDUM

TO: Williamson County School Board

FROM: Vickie Hall, Assistant Superintendent of Human Resources

DATE: June 21, 2021

RE: Additional Teacher Tenure Recommendation

Please see the attached recommendation of tenure for the 2019-2020 school year. This teacher was not included in the list from April due to a clerical error.

At the end of the 2019-2020 school year, the following educator met the requirements for tenure eligibility pursuant to TCA 49-5-503. Eligibility is generally met when an educator has 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, with the last two (2) years being employed in a regular teaching position and has 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 (*) or during the last two years in which LOE scores were available.

FRANKLIN HIGH

Moore, Daniel

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Telework	Descriptor Code: 5.1082	Issued Date: 06/15/20
		Rescinds:	Issued:

1 **General**

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal
3 duties and responsibilities through the use of hardware and software at an alternate location from their
4 normal work site.

5 The Superintendent may require an employee to telework if the duties and responsibilities of the position
6 are required. An employee's participation in the program will be both initiated and ended at the discretion
7 of the supervisor and/or the Superintendent of Schools. *For the employee to be eligible for telework
8 arrangements, the employee's primary residence shall be located in the state of Tennessee, and the
9 employee must telework from the primary residence located in the state of Tennessee. Employee shall
10 notify his/her supervisor and the Assistant Superintendent of Human Resources at least thirty (30)
11 working days prior to relocating to another state.*

12 *Telework arrangements are not to be considered a universal employee benefit or right. No employee is
13 entitled to or guaranteed the opportunity to a telework arrangement. The Superintendent is responsible
14 for the continued successful operations of Williamson County Schools and thus the Superintendent has
15 the sole discretion to designate positions and/or individuals for telework arrangements. Termination of
16 a teleworking arrangement by the Superintendent, or his/her designee, is not grievable to the Board.*

17 **WORK ENVIRONMENT**

18 Employees approved for telework shall maintain a dedicated and safe work environment.

19 An employee who teleworks shall not allow anyone other than district employees to utilize district
20 provided services or equipment. Employees shall keep remote work and information confidential, in
21 accordance with district policies, procedures, and applicable privacy laws.

22 *Telework arrangements do not change the conditions of employment or required compliance with laws
23 and policies. Employees working via a telework arrangement are subject to the same policies, statutes,
24 and procedures applicable to all employees including, but not limited to, time and attendance and leave
25 policies.*

26 *If approved for telework arrangement, the employee is expected to maintain appropriate levels of
27 productivity and quality of work. If working from a home-based location, the employee will be expected
28 to make arrangements which allow the work site to be a productive work environment during the agreed
29 upon work hours. If a decline in performance is noted, the arrangement may be canceled.*

1 *Williamson County Schools will not be responsible for any additional costs associated with alternate*
2 *work locations such as utilities, home maintenance, etc. The employee will be responsible for any tax*
3 *implications of a home-based work location. For a home-based work location, the employee will be*
4 *responsible for providing insurance coverage for equipment, supplies, etc. provided by the employee.*
5 *The employee will be responsible for compliance with any local zoning ordinances or other restrictions*
6 *related to maintaining a home-based work site. Williamson County Schools will not be liable for any*
7 *finances, penalties, taxes or other expenses that may accrue as a result of any violation of applicable*
8 *restrictions.*
9



To: Board of Education

From: Rachel Farmer, Assistant Superintendent Budget and Finance *RF*

RE: Copy of Resolution for 2021-2022 Capital Request

Date: June 21, 2021

In April you approved the capital request for the 2021-2022 Fiscal Year. This was subsequently approved by the Education and Budget committees of the County Commission. This resolution will be placed on the commission's agenda in July for the full commission approval at the original amount. If any amendments are made, we will bring those back to you in August for necessary adjustments.

This copy puts the capital request in resolution form.



TO: Williamson County Board of Education

FROM: Rachel Farmer, Assistant Superintendent – Finance *rf*

SUBJECT: End of Month Financials

DATE: June 17, 2021

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

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

06/16/2021 11:25
rachel.farmer

Williamson County Schools
YEAR-TO-DATE BUDGET REPORT

P 1
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FOR 2021 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141 GENERAL PURPOSE SCHOOL							
40000 REVENUES	-372,915,330	-383,740,371	-379,670,348.75	-11,493,261.69	.00	-4,070,021.93	98.9%
71100 REGULAR INSTRUCTION	189,330,385	194,571,941	166,630,752.56	7,606,497.25	1,464,954.97	26,476,233.47	86.4%
71150 ALTERNATIVE INSTRUCTION	683,081	683,081	462,057.43	17,111.90	2,159.50	218,864.07	68.0%
71200 SPECIAL EDUCATION INSTRUCTION	59,432,553	57,540,152	50,721,540.52	1,647,293.12	182,459.69	6,636,151.79	88.5%
71300 CAREER AND TECHNICAL EDUCATIO	7,763,068	9,001,341	6,963,056.69	254,643.18	686,098.67	1,352,185.64	85.0%
71400 STUDENT BODY EDUC PRGM	1,950,000	1,950,000	1,571,884.60	47,331.55	88,762.98	289,352.42	85.2%
72110 ATTENDANCE	509,110	509,110	469,572.00	17,477.44	.00	39,538.00	92.2%
72120 HEALTH SERVICES	6,160,540	6,180,540	5,560,431.48	223,720.27	39,409.49	580,699.03	90.6%
72130 OTHER STUDENT SUPPORT	12,100,122	13,314,395	11,379,030.05	587,096.47	287,570.73	1,647,794.22	87.6%
72210 INSTRUCTION SUPPORT	12,842,944	13,194,720	11,006,746.59	434,958.99	86,674.71	2,101,298.21	84.1%
72215 ALTERNATIVE SUPPORT	206,574	206,574	197,220.62	7,652.48	.00	9,353.38	95.5%
72220 SPECIAL EDUCATION SUPPORT	7,003,571	7,433,571	6,315,153.35	285,357.10	106,218.88	1,012,198.77	86.4%
72230 CAREER/TECH EDUC SUPPORT	324,251	370,212	278,211.88	13,593.62	5,390.50	86,609.53	76.6%
72250 TECHNOLOGY	9,651,532	11,698,160	10,813,543.26	150,570.15	408,858.41	475,758.33	95.9%
72310 BOARD OF EDUCATION	6,838,818	7,088,818	6,371,236.51	25,153.37	85,528.64	632,052.85	91.1%
72320 OFFICE OF SUPERINTENDENT	1,619,786	1,652,775	1,357,550.69	51,467.90	4,064.12	291,160.41	82.4%
72410 OFFICE OF PRINCIPAL	25,231,656	25,231,656	23,088,861.73	888,766.09	.00	2,142,794.27	91.5%
72510 FISCAL SERVICES	1,864,359	1,937,309	1,811,451.13	64,197.56	945.00	124,912.87	93.6%
72520 HUMAN SERVICES/PERSONNEL	1,521,099	1,576,599	1,392,663.19	45,206.76	48,734.90	135,200.91	91.4%
72610 OPERATION OF PLANT	19,510,519	19,530,519	16,325,107.73	1,292,777.49	927,286.13	2,278,125.14	88.3%
72620 MAINTENANCE OF PLANT	9,391,043	10,247,428	7,799,700.78	289,947.91	1,754,019.12	693,708.16	93.2%
72710 TRANSPORTATION	20,037,726	22,856,066	17,239,383.43	558,136.76	2,718,777.41	2,897,905.16	87.3%
72901 COVID-19 SUPPORT SERVICES	0	476,695	441,685.67	-67,377.51	.00	35,009.33	92.7%
73300 COMMUNITY SERVICES	1,030,723	1,098,343	848,756.35	25,965.16	12,412.20	237,174.45	78.4%
73400 EARLY CHILDHOOD/PRE K	922,309	922,309	701,082.06	29,886.71	1,442.00	219,784.94	76.2%
82330 OTHER DEBT SERVICE	0	1,082,578	.00	.00	.00	1,082,578.26	.0%
99100 TRANSFERS OUT	0	2,260,000	.00	.00	.00	2,260,000.00	.0%
TOTAL GENERAL PURPOSE SCHOOL	23,010,439	28,874,521	-29,923,668.45	3,004,170.03	8,911,768.05	49,886,421.68	-72.8%
TOTAL REVENUES	-372,915,330	-383,740,371	-379,670,348.75	-11,493,261.69	.00	-4,070,021.93	
TOTAL EXPENSES	395,925,769	412,614,892	349,746,680.30	14,497,431.72	8,911,768.05	53,956,443.61	

06/16/2021 11:25
rachel.farmer

Williamson County Schools
YEAR-TO-DATE BUDGET REPORT

P 2
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FOR 2021 12

ACCOUNTS FOR: 142	SCHOOL FEDERAL PROJECTS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
40000	REVENUES	-8,595,957	-12,382,464	-10,040,710.84	.00	.00	-2,341,753.11	81.1%
71100	REGULAR INSTRUCTION	670,237	1,116,869	851,288.49	42,569.94	3,170.45	262,410.06	76.5%
71200	SPECIAL EDUCATION INSTRUCTION	4,555,251	5,188,436	4,664,886.46	213,670.89	226,289.79	297,260.04	94.3%
71300	CAREER AND TECHNICAL EDUCATIO	205,415	282,022	227,139.77	3,688.77	44,465.28	10,417.06	96.3%
72120	HEALTH SERVICES	689,348	979,209	932,439.29	159,604.55	.00	46,769.66	95.2%
72130	OTHER STUDENT SUPPORT	138,662	80,170	31,190.80	940.28	5,584.65	43,394.72	45.9%
72210	INSTRUCTION SUPPORT	568,349	845,546	637,979.32	86,315.13	5,450.00	202,116.67	76.1%
72220	SPECIAL EDUCATION SUPPORT	468,945	614,087	546,707.49	38,712.02	15,786.32	51,593.24	91.6%
72230	CAREER/TECH EDUC SUPPORT	18,707	8,102	7,331.86	371.80	.00	770.14	90.5%
72250	TECHNOLOGY	0	1,913,203	1,913,203.28	.00	.00	.00	100.0%
72610	OPERATION OF PLANT	12,301	5,853	5,853.01	.00	.00	.00	100.0%
72710	TRANSPORTATION	1,000	12,341	224.55	224.55	.00	12,116.20	1.8%
99100	TRANSFERS OUT	1,267,742	1,340,794	1,037,220.75	220,412.00	.00	303,573.09	77.4%
TOTAL SCHOOL FEDERAL PROJECTS		0	4,168	814,754.23	766,509.93	300,746.49	-1,111,332.23*****	
TOTAL REVENUES		-8,595,957	-12,382,464	-10,040,710.84	.00	.00	-2,341,753.11	
TOTAL EXPENSES		8,595,957	12,386,632	10,855,465.07	766,509.93	300,746.49	1,230,420.88	

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Williamson County Schools
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

ACCOUNTS FOR: 143	CENTRAL CAFETERIA	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
40000	REVENUES	-14,355,000	-16,355,000	-11,910,361.28	39,715.64	.00	-4,444,638.72	72.8%
73100	FOOD SERVICE	14,557,636	14,668,703	11,505,428.40	107,025.69	244,842.53	2,918,432.07	80.1%
	TOTAL CENTRAL CAFETERIA	202,636	-1,686,297	-404,932.88	146,741.33	244,842.53	-1,526,206.65	9.5%
	TOTAL REVENUES	-14,355,000	-16,355,000	-11,910,361.28	39,715.64	.00	-4,444,638.72	
	TOTAL EXPENSES	14,557,636	14,668,703	11,505,428.40	107,025.69	244,842.53	2,918,432.07	

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Williamson County Schools
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

ACCOUNTS FOR: 146	EXTENDED SCHOOL PROGRAM	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
40000	REVENUES	-7,223,000	-7,483,000	-3,544,210.32	-32,915.00	.00	-3,938,789.68	47.4%
73300	COMMUNITY SERVICES	6,983,988	7,036,505	3,893,319.25	208,597.96	14,910.67	3,128,275.08	55.5%
99100	TRANSFERS OUT	170,000	170,000	.00	.00	.00	170,000.00	.0%
	TOTAL EXTENDED SCHOOL PROGRAM	-69,012	-276,495	349,108.93	175,682.96	14,910.67	-640,514.60	-131.7%
	TOTAL REVENUES	-7,223,000	-7,483,000	-3,544,210.32	-32,915.00	.00	-3,938,789.68	
	TOTAL EXPENSES	7,153,988	7,206,505	3,893,319.25	208,597.96	14,910.67	3,298,275.08	

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Williamson County Schools
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

ACCOUNTS FOR: 177	EDUCATION CAPITAL PROJECTS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
40000	REVENUES	-422,707,113	-879,036,430	-824,388,675.18	.00	.00	-54,647,754.87	93.8%
82330	OTHER DEBT SERVICE	0	2,400,000	2,400,000.00	.00	.00	.00	100.0%
91300	EDUCATION CAPITAL OUTLAY	635,581,201	905,454,073	747,768,282.62	2,044,652.51	19,010,298.64	138,675,491.41	84.7%
	TOTAL EDUCATION CAPITAL PROJECTS	212,874,088	28,817,643	-74,220,392.56	2,044,652.51	19,010,298.64	84,027,736.54	-191.6%
	TOTAL REVENUES	-422,707,113	-879,036,430	-824,388,675.18	.00	.00	-54,647,754.87	
	TOTAL EXPENSES	635,581,201	907,854,073	750,168,282.62	2,044,652.51	19,010,298.64	138,675,491.41	

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Williamson County Schools
YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	236,018,151	55,733,540-103,385,130.73	6,137,756.76	28,482,566.38	130,636,104.74	-134.4%	

** END OF REPORT - Generated by Rachel Farmer **



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



To: Rachel Farmer
 From: Kirk Elliott
 Date: June 2, 2021
 RE: Purchasing Report

Contains bid projects conducted during the month of May 2021

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

RFB #1241	Pedestrian Signal Crosswalk at Page Middle School	
Project Description	This project was to obtain bids to modify and improve the signal and crosswalk for Page Middle School.	
Department/Director	Facilities & Construction, Eric Gardner	
Architect/Engineer	Kenneth Ellzy, Design Consultants	
Advertised	Wednesday, May 12, 2021 in the Tennessean	
Bid Opening	Thursday, May 27, 2021 at 10:30 a.m.	
Bidders Solicited for this Project	Name of Company	Bid Amount
	S & W Electric	\$299,948.00
	Stansell Electric	\$374,600.00
Awarded	S & W Electric	

RFB #1242	Trinity Elementary Pedestrian Trail	
Project Description	This project is for construction and development of a pedestrian walking trail and bridge linking TES with Fly Park.	
Department/Director	Facilities & Construction, Eric Gardner	
Architect/Engineer	Brian Richter, C & I Design	
Advertised	Wednesday, May 12, 2021 in the Tennessean	
Bid Opening	Thursday, May 27, 2021 at 2:00 p.m.	
Bidders Solicited for this Project	Name of Company	Bid Amount
	Romach Construction	\$229,000.00
	Sessions Paving	\$444,340.00
	Fellowship Construction	\$464,000.00
Awarded	This project is still under review. The engineer is completing due diligence on each bid submitted and has not yet made a recommendation. Therefore, this project has not been awarded at the time of this report.	

RFB #1243	Foundation & Related Structural Repairs at Grassland Elementary School	
Project Description	This project is to repair and restore existing foundation/structural damage at GES and return to original condition.	
Department/Director	Maintenance, Adam Christopher	
Architect/Engineer	Keaton Pettit, Johnson + Bailey Architects P.C.	
Advertised	Wednesday, May 12, 2021 in the Tennessean	
Bid Opening	Wednesday, May 26, 2021 at 10:30 a.m.	
Bidders Solicited for this Project	Name of Company	Bid Amount
	Dowdle Construction	
	Frontier Basement Systems	
	Garver Builders	
	Preston Brothers Construction	
	RamJack	
	Rock City Construction	
	Romach	\$59,600.00
	TFS	
	United Structural Systems	
Awarded	Romach	

RFB #1244	Replace Gas Line at Franklin High School			
Project Description	This project is to test existing gas pipe system serving science and biology labs and replace plumbing fittings at Franklin High School.			
Department/Director	Maintenance, Adam Christopher			
Architect or Engineer	Ben Hunter, Entech Engineering			
Advertised	Wednesday, May 12, 2021 in the Tennessean			
Bid Opening	Wednesday, May 26, 2021 at 2:00 p.m.			
Bidders Solicited for this Project	Name of Company	Base Bid	Alternate #3	Total Bid Amount
	Anderson Piping Company			
	Benton-Georgia, LLC			
	Blalock Plumbing			
	Demand Mechanical	\$98,145.00	\$74,983.00	\$173,128.00
	Martin Contracting			
	Pride Utility			
	Southern States			
	S. M. Lawrence			
	TN Elite Mechanical	\$143,338.00	\$63,920.00	\$207,258.00
TriStar Mechanical				
Awarded	Demand Mechanical			

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: Dr. David Allen, Assistant Superintendent of Teaching, Learning and Assessment

DATE: June 2021

RE: Strategic Plan Update
Strategic Commitment: III
Goal: 5
Action Step: 7 Middle school scope and sequences revised by curriculum specialists/teacher leader teams to incorporate STEM/computational thinking skills/vocabulary across the curriculum.

Status Report:

Middle school teacher leaders, under the leadership of Curriculum Specialists, have integrated STEM in all applicable middle school courses. This integration has occurred through Scope and Sequence modifications focused on Engineering, Technology and the Applications of Science standards as well as new OER resources that support these standards.