



Williamson County Board Work Session

September 15, 2022 6:00 PM

Support Services Building - Professional Development Room

1. Call to Order

2. Consent Agenda

a. Approval of August 15, 2022, School Board Meeting Minutes

b. Approval of Board Policies Second Reading

I. 2.805 Purchasing

II. 3.208 Asbestos Management Plan (New)

III. 4.101 Instructional Standards

IV. 5.119 Employment of Retirees (New)

V. 5.200 Separation for Tenured Teachers

VI. 5.201 Separation Practices for Non-Tenured Teachers

VII. 5.701 Substitute Teachers

c. Recommendation for Field Trip Fee Requests

d. Approval of Collaborative Conferencing Team (Annual Agenda Item)

e. Approval of Calendar Committee Membership (Annual Agenda Item)

f. Budget Preparation Calendar (Board Policy 2.200) (Annual Agenda Item)

g. Approval of FY23 ESSER 2.0 and ESSER 3.0

h. Approval of Page High School Power and Fire Alarm for Portable Classroom Change Order

3. Superintendent's Report (45 minutes)

Jason Golden

a. Information re: Annual Selection of Board Chair

b. Math Textbook Adoption Update

4. Operations Report (5 minutes)

Gary Anderson

5. Board Vice Chair Report (10 minutes)

KC Haugh

6. New Business

a. 2022 - 2023 School Board Budget (10 minutes)

Rachel Farmer

I. Approval General Purpose School Fund 09.22 School Health Donation - \$4,000.00

II. Approval General Purpose School Fund 09.22 SRO Grant - \$14,187.48

III. Approval General Purpose School Fund 09.22 Transition Grant - \$204,173.00

b. Approval of Board Policies (10 minutes)

Dana Ausbrooks

I. Approval of Board Policies on Second Reading

1. 4.401 Textbooks and Instructional Materials

2. 4.403 Library Materials

II. Approval of Board Policies for Deletion Second Reading

1. 4.400 Instructional Materials

2. 4.402 Selection of Instructional Materials

III. Approval of Board Policies for First and Final Reading

1. 4.210 Credit Recovery for Courses Taken in High School

IV. Approval of Board Policies First Reading

1. 4.214 Virtual Education Program

2. 4.604 Credit for Prior Courses

c. Approval of Board Parameters School Calendar

d. Superintendent's Goals and Objectives for 2022-2023
(Annual Agenda Item)

Jason Golden

7. Monthly Reports & Miscellaneous Information

a. August End of the Month Financials

b. Purchasing Report - August

c. Review of Organizational Chart

d. Overnight Field Trips

e. Athletics and Fine Arts Facility Update



Williamson County School Board Meeting
August 15, 2022 6:30 PM
Williamson County Administrative Complex - Auditorium

Attendance Taken at 6:31 PM.

Mrs. Jennifer Aprea:	Present
Mr. Joshua Brown:	Absent
Mr. Dan Cash:	Present
Ms. Sheila Cleveland:	Present
Mrs. Angela Durham:	Absent
Mrs. Candace Emerson:	Absent
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: 9, Absent: 3.

1. Call to Order

Vice-Chair Hough called the meeting to order and chaired the meeting since Chair Garrett, attended remotely.

- a. Record Attendance
- b. Pledge of Allegiance and a Moment of Silence

Vice Chair Haugh called on Sheriff's Deputies, Gorman and Purcell to lead the Pledge of Allegiance, followed by a moment of silence.

2. Items of Particular Public Interest (Public Comment)

The following spoke during the public comment.

Jennifer Cortez thanked the current School Board for their work.

Trisha Kucente spoke about supporting our teachers.

Aundrea Gomez spoke about the math textbook adoption process.

3. Approval of Agenda

Chairman Haugh presented the agenda for approval.

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

Mr. Joshua Brown:	Absent
Mrs. Angela Durham:	Absent
Mrs. Candace Emerson:	Absent
Mr. Eliot Mitchell:	Yes
Mrs. Jennifer Aprea:	Yes
Mr. Jay Galbreath:	Yes
Ms. Sheila Cleveland:	Yes

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

Yes: 9, Nay: 0, Absent: 3

4. **Approval of Consent Agenda**

Chairman Haugh presented the consent agenda for approval.

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

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

Yes: 9, Nay: 0, Absent: 3

- a. Approval of June 20, 2022, School Board Meeting Minutes
- b. Approval of the July 21, 2022, Special Called School Board Meeting Minutes
- c. Approval School Board Meeting Updated Dates 2022-2023
- d. Approval of Outstanding Purchase Orders (Annual Agenda Item)
- e. Approval of Annual Agenda for 2022-2023 (Annual Agenda Item)
- f. Approval of Sick Leave Bank Trustees (Annual Agenda Item)
- g. Fall Zone Easement at Bethesda Elementary
- h. Recommendation for Field Trip Fee Requests

5. **Communications to the Board**

a. Superintendent's Report

Superintendent Golden thanked the School Board members for attending. He stated, "It's been a great start to the school year." The TCAP achievement data shows that WCS is number one in all four content areas, ELA, Math, Science, and Social Studies in grades 3-8 statewide. Growth data should be out this week.

WCS continues to recruit and retain teachers and staff. Golden said "It should be apparent from the way our students perform what we are focused on in Williamson County. We're focused on teaching and learning.

Superintendent Golden thanked Mark Samuels, Assistant Superintendent of Operation. Samuels will retire in early September.

l. Student, Staff and School Spotlights

In Student Spotlights, five students were celebrated for earning a perfect composite score on the ACT exam. Ravenwood High's Camden Walker scored a 36 composite in June, and his schoolmates Patrick Fiechtl and Malvika Rao did the same in July. Independence High's Dalton Shults also scored a composite 36 on the July exam, and Page High's Brandon Ingmire earned a true perfect score in July.

b. Board Chair Report

Chair Garrett reminded the School Board members of the required state-mandated training and to volunteer in the schools.

6. **New Business**

- a. 2022 - 2023 School Board Budget (10 minutes)

I. Grants

1. Approval of General Purpose School Fund Amendment: 08.22 Carryforward Reserves - \$121,094.95

Chairman Haugh called upon Superintendent Golden who recommended approval of General Purpose School Fund Amendment 08.22 Carryforward Reserves in the amount of \$121,094.95.

Motion Passed: Motion by Mr. Dan Cash to approve. A second was made by Mrs. Jennifer Aprea.

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

Yes: 9, Nay: 0, Absent: 3

2. Approval of General Purpose School Fund Amendment: 08.22 Safe Schools Grant Carryover - \$202,450.02

Chairman Haugh called upon Superintendent Golden who recommended approval of General Purpose School Fund Amendment 08.22 Safe Schools Grant Carryover in the amount of \$202,450.02.

Motion Passed: Motion by Ms. Sheila Cleveland to approve. A second was made by Mr. Eliot Mitchell.

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

Yes: 9, Nay: 0, Absent: 3

3. Approval of General Purpose School Fund Amendment: 08.22 Middle School Stem Grant Carryover - \$10,018.20

Chairman Haugh called upon Superintendent Golden who recommended approval of General Purpose School Fund Amendment 08.22 Middle School Stem Grant Carryover in the amount of \$10,018.20.

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

Mr. Joshua Brown:	Absent
Mrs. Angela Durham:	Absent
Mrs. Candace Emerson:	Absent
Mr. Rick Wimberly:	Yes

Mr. Eric Welch: Yes
Mr. KC Haugh: Yes
Mrs. Nancy Garrett: Yes
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mrs. Jennifer Aprea: Yes
Mr. Jay Galbreath: Yes
Ms. Sheila Cleveland: Yes

Yes: 9, Nay: 0, Absent: 3

4. Approval of General Purpose School Fund Amendment: 08.22 Governors Give Grant Carryover - \$717,420.00

Chairman Haugh called upon Superintendent Golden who recommended approval of General Purpose School Fund Amendment 08.22 Governors Give Grant Carryover in the amount of \$717,420.00.

Motion Passed: Motion by Mr. Rick Wimberly to approve. A second was made by Mrs. Jennifer Aprea.

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

Yes: 9, Nay: 0, Absent: 3

5. Approval of General Purpose School Fund Amendment: 08.22 Transition Grant Carryover - \$34,632.00

Chairman Haugh called upon Superintendent Golden who recommended approval of General Purpose School Fund Amendment 08.22 Transition Grant Carryover in the amount of \$34,632.00.

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

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

Yes: 9, Nay: 0, Absent: 3

6. Approval of Central Cafeteria Fund Amendment: 08.22 NSLP- Supply-Chain Assistant Grant - \$825,284.21

Chairman Haugh called upon Superintendent Golden who recommended approval of Cafeteria Fund Amendment 08.22 NSLP-Supply Chain Assistant in the amount of \$825,284.21.

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

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

Yes: 9, Nay: 0, Absent: 3

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

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

Yes: 9, Nay: 0, Absent: 3

II. Operations

1. Approval of General Purpose School Fund Resolutions: 09.22 Human Resources and Payroll Job Additions - \$264,562.00

Chairman Haugh called upon Superintendent Golden who recommended approval of General Purpose School Fund Amendment 09.22 Human Resources and Payroll Job Additions in the amount of \$264,562.00.

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

Mr. Joshua Brown:	Absent
Mrs. Angela Durham:	Absent
Mrs. Candace Emerson:	Absent
Mr. Eliot Mitchell:	Yes
Mrs. Jennifer Aprea:	Yes
Mr. Jay Galbreath:	Yes
Ms. Sheila Cleveland:	Yes
Mr. Rick Wimberly:	Yes

Mr. Eric Welch: Yes
Mr. KC Haugh: Yes
Mrs. Nancy Garrett: Yes
Mr. Dan Cash: Yes
Yes: 9, Nay: 0, Absent: 3

III. Capital Projects

1. Approval of Education Capital Project Fund Amendment: 08.22 Intracategory Ravenwood High Addition - \$205,000.00

Chairman Haugh called upon Superintendent Golden who recommended approval of Education Capital Project Fund Amendment 08.22 Intracategory Ravenwood High Addition in the amount of \$205,000.00.

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

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

Yes: 9, Nay: 0, Absent: 3

2. Approval of Education Capital Project Fund Amendment: 08.22 Intracategory Elementary East Cox - \$400,000

Chairman Haugh called upon Superintendent Golden who recommended approval of Education Capital Project Fund Amendment 08.22 Intracategory Elementary East in the amount of \$400,000.00.

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

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

Yes: 9, Nay: 0, Absent: 3

3. Approval of Education Capital Project Fund: 09.22 GPS Transfer to Capital Projects for East Elementary Cox - \$ 4,000,000.

Chairman Haugh called upon Superintendent Golden who recommended approval of Education Capital Project Fund Amendment 09.22 GPS Transfer to Capital Projects for East Elementary Cox in the amount of \$4,000,000.00.

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

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

Yes: 9, Nay: 0, Absent: 3

4. Approval of Education Capital Project Fund: 09.22 Transfer to Capital Projects for Summit High Addition - \$282,000.00

Chairman Haugh called upon Superintendent Golden who recommended approval of Education Capital Project Fund Amendment 09.22 Transfer to Capital Projects for Summit High Addition in the amount of \$282,000.00.

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

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

Yes: 9, Nay: 0, Absent: 3

5. Approval of Education Capital Project Fund Intent to Fund: 09.22 Page High Phase 4- \$8,000,000.00

Chairman Haugh called upon Superintendent Golden who recommended approval of Education Capital Project Fund Intent to Fund 09.22 Page High Phase 4.

Motion Passed: Motion by Mrs. Jennifer Aprea to approve. A second was made by Mr. Dan Cash.

Mr. Joshua Brown: Absent
Mrs. Angela Durham: Absent
Mrs. Candace Emerson: Absent
Mr. Eric Welch: Yes
Mr. KC Haugh: Yes
Mrs. Nancy Garrett: Yes
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mrs. Jennifer Aprea: Yes
Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mr. Rick Wimberly: Yes

Yes: 9, Nay: 0, Absent: 3

b. Board Policies - First and Final Reading (10 minutes)

I. 1.102 Board Members Legal Status

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 1.102 Board Members Legal Status on first and final reading

Motion Passed: Motion by Mr. Eric Welch to approve the policy on first and final reading and waive the second reading. A second was made by Mrs. Jennifer Aprea.

Mr. Joshua Brown: Absent

Mrs. Angela Durham: Absent

Mrs. Candace Emerson: Absent

Mr. KC Haugh: Yes

Mrs. Nancy Garrett: Yes

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes

Yes: 9, Nay: 0, Absent: 3

II. 3.202 Emergency Preparedness Plan

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 3.202 Emergency Preparedness Plan on first and final reading

Motion Passed: Motion by Mr. Eric Welch to approve the policy on first and final reading and waive the second reading. A second was made by Mrs. Jennifer Aprea.

Mr. Joshua Brown: Absent

Mrs. Angela Durham: Absent

Mrs. Candace Emerson: Absent

Mrs. Nancy Garrett: Yes

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes

Mr. KC Haugh: Yes

Yes: 9, Nay: 0, Absent: 3

III. 4.600 Report Cards and Grading Systems

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 4.600 Report Cards and Grading Systems on first and final reading

Motion Passed: Motion by Mr. Eric Welch to approve on first and final reading and waive the second reading. A second was made by Mr. Eliot Mitchell.

Mr. Joshua Brown: Absent

Mrs. Angela Durham: Absent

Mrs. Candace Emerson: Absent

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

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

Yes: 9, Nay: 0, Absent: 3

IV. 6.200 Attendance

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 6.200 Attendance on first and final reading

Motion Passed: Motion by Mr. Eric Welch to approve the policy on first and final reading and waive the second reading. A second was made by Ms. Sheila Cleveland.

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

Yes: 9, Nay: 0, Absent: 3

V. 6.409 Reporting Child Abuse

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 6.409 Reporting Child Abuse on first and final reading

Motion Passed: Motion by Mr. Eric Welch to approve on first and final reading and waive the second reading. A second was made by Mrs. Jennifer Aprea.

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

Yes: 9, Nay: 0, Absent: 3

c. Board Policies First Reading (10 Minutes)

I. 2.805 Purchasing

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 2.805 Purchasing on first reading.

Motion Passed: Motion by Mrs. Jennifer Aprea to approve. A second was made by Mr. Rick Wimberly.

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

Yes: 9, Nay: 0, Absent: 3

II. 3.208 Asbestos Management Plan (New)

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 3.208 Asbestos Management Plan (NEW) on first reading.

Motion Passed: Motion by Mr. Dan Cash to approve. A second was made by Mrs. Jennifer Aprea.

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

Yes: 9, Nay: 0, Absent: 3

III. 4.101 Instructional Standards

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 4.101 Instructional Standards on first reading.

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

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

Yes: 9, Nay: 0, Absent: 3

IV. 4.401 Textbooks and Instructional Materials

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 4.401 Textbooks and Instructional Materials on first reading.

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

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

Yes: 9, Nay: 0, Absent: 3

V. 4.403 Library Materials

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 4.403 Library Materials on first reading.

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

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

Yes: 9, Nay: 0, Absent: 3

VI. 5.119 Employment of Retirees (New)

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 5.119 Employment of Retirees (NEW) on first reading.

Motion Passed: Motion by Ms. Sheila Cleveland to approve. A second was made by Mr. Rick Wimberly.

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

Mr. KC Haugh: Yes

Yes: 9, Nay: 0, Absent: 3

VII. 5.200 Separation for Tenured Teachers

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 5.200 Separation for Tenured Teachers on first reading.

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

Mr. Joshua Brown: Absent

Mrs. Angela Durham: Absent

Mrs. Candace Emerson: Absent

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes

Mr. KC Haugh: Yes

Mrs. Nancy Garrett: Yes

Yes: 9, Nay: 0, Absent: 3

VIII. 5.201 Separation Practices for Non-Tenured Teachers

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 5.201 Separation Practices for Non-Tenured Teachers on first reading.

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

Mr. Joshua Brown: Absent

Mrs. Angela Durham: Absent

Mrs. Candace Emerson: Absent

Mr. Eliot Mitchell: Yes

Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes

Mr. KC Haugh: Yes

Mrs. Nancy Garrett: Yes

Mr. Dan Cash: Yes

Yes: 9, Nay: 0, Absent: 3

IX. 5.701 Substitute Teachers

Chairman Haugh called upon Superintendent Golden who recommended approval of Board Policy 5.701 Substitute Teachers on first reading.

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

Mr. Joshua Brown: Absent

Mrs. Angela Durham: Absent

Mrs. Candace Emerson: Absent

Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes

Mr. KC Haugh: Yes

Mrs. Nancy Garrett: Yes

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

Yes: 9, Nay: 0, Absent: 3

d. Policies for Deletion First Reading (5 minutes)

I. 4.400 Instructional Materials

Chairman Haugh called upon Superintendent Golden who recommended approval to delete Board Policy 4.400 Instructional Materials on first reading.

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

Mr. Joshua Brown: Absent

Mrs. Angela Durham: Absent

Mrs. Candace Emerson: Absent

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes

Mr. KC Haugh: Yes

Mrs. Nancy Garrett: Yes

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

Mrs. Jennifer Aprea: Yes

Yes: 9, Nay: 0, Absent: 3

II. 4.402 Selection of Instructional Materials

Chairman Haugh called upon Superintendent Golden who recommended approval to delete Board Policy 4.402 selection of Instructional Materials on first reading

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

Mr. Joshua Brown: Absent

Mrs. Angela Durham: Absent

Mrs. Candace Emerson: Absent

Ms. Sheila Cleveland: Yes

Mr. Rick Wimberly: Yes

Mr. Eric Welch: Yes

Mr. KC Haugh: Yes

Mrs. Nancy Garrett: Yes

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes

Yes: 9, Nay: 0, Absent: 3

e. 2023-2024 Rezoning Parameters

Chairman Haugh called upon Superintendent Golden, who recommended approval to accept the Rezoning Parameters for the 2023-2024 rezoning.

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

Mr. Joshua Brown: Absent

Mrs. Angela Durham: Absent

Mrs. Candace Emerson: Absent

Mr. Dan Cash: Yes

Mr. Eliot Mitchell: Yes

Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes
Mr. Rick Wimberly: Nay
Mr. Eric Welch: Nay
Mr. KC Haugh: Nay
Mrs. Nancy Garrett: Yes

Yes: 6, Nay: 3, Absent: 3

f. Proposed Resolutions

I. Resolution in Support of WCS Teachers

Chairman Haugh called upon Superintendent Golden who recommended approval of Resolution in Support of WCS Teachers.

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

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

Yes: 9, Nay: 0, Absent: 3

II. Resolution to Review State Requirements Affecting Educators

Chairman Haugh called upon Superintendent Golden who recommended approval of Resolution to Review State Requirements Affecting Educators.

Motion Passed: Motion by Mr. Rick Wimberly to approve. A second was made by Ms. Sheila Cleveland.

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

Yes: 9, Nay: 0, Absent: 3

III. Third Grade Retention Law

Chairman Haugh called upon Superintendent Golden who recommended approval of Resolution Third Grade Retention Law.

Motion Passed: Motion by Ms. Sheila Cleveland to approve. A second was made by Mr. Rick Wimberly.

Mr. Joshua Brown: Absent
Mrs. Angela Durham: Absent
Mrs. Candace Emerson: Absent

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

Yes: 9, Nay: 0, Absent: 3

Superintendent Golden and Chairman Haugh thanked Candy Emerson and Nancy Garrett for their service. This is the last meeting for both members.

A Point of Privilege was made by Madam Chair Garrett. Garrett was appreciative of the honor. She asked the community to continue their support of Williamson County Schools.

7. Adjournment

There being no further business, Chairman Haugh adjourned the meeting at 8:33 p.m.

Chairperson

Superintendent

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 02/17/20
		Rescinds: 2.805	Issued: 09/21/17

1 PURCHASING AUTHORITY

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

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

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

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

16 GENERAL

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

19 All purchases shall be made in accordance with Tennessee State Law. All purchases of supplies,
20 materials, and equipment in excess of **fifty thousand dollars (\$50,000.00)** ~~twenty-five thousand dollars~~
21 ~~(\$25,000)~~, including those of individual schools, shall be based upon competitive bids.³ These bids shall
22 be solicited by advertisement in a newspaper of general circulation in the district. However, said
23 newspaper advertisement may be waived by the purchasing agent in case of emergency. The purchasing
24 agent shall advertise for bids. However, bids are not required where the purchases will be made from
25 State or Federal GSA Contract. Also, when the purchasing agent deems that the state contract is not in
26 the best interest of the taxpayer, alternative pricing will be obtained.

27 All purchases estimated to be between \$2,500 and **\$50,000** ~~\$25,000~~, including those of individual
28 schools, may be made in the open market without newspaper notice, but shall be based on at least three
29 (3) competitive quotes.³

30 The lowest and best bid shall be accepted, provided the Board reserves the right to reject any or all bids
31 ***or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons relative***

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

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

10 Contracts for legal services, educational consultants, *services from an insurance provider*, and similar
11 services by professional persons or groups of high ethical standards shall not be based upon competitive
12 bids but shall be awarded on the basis of competence and integrity.⁴

13 **EMERGENCY PURCHASES**

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

20 **COORDINATION BETWEEN DIRECTORS AND PURCHASING OFFICE**

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

24 **BID SPECIFICATIONS**

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

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

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

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

- 1 The Board shall establish the specifications which it expects suppliers and manufacturers to meet or
- 2 exceed in the supplies and equipment sold to the Williamson County Schools. The Board may
- 3 occasionally solicit the assistance of outside agencies in the spot checking of materials purchased by the
- 4 school district.

- 5 The Superintendent of Schools or designee is responsible for assuring that all bills are checked to
- 6 determine if the price is consistent with market conditions and extra value is received for quantity orders.

- 7 The Board may occasionally cooperate with other governmental agencies in the purchasing of goods,
- 8 services, and equipment in order to obtain them at a lower cost.

Legal References

1. TCA 49-2-203(a)(3); *TCA 12-3-1212*
2. TCA 6-36-115; TCA 12-4-106; TCA 49-2-206(b)(3); TCA 49-6-2003
3. TCA 49-2-203; TCA 49-2-206(b)(2); *TCA 12-3-1212*
4. TCA 29-20-407; TCA 12-3-1209; TCA 12-4-107; *TCA 12-3-1209*
5. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8

Cross References

Executive Committee 1.301
Purchase Orders and Contracts 2.808

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Asbestos Management Plan	Descriptor Code: 3.208	Issued Date:
		Rescinds:	Issued:

1 **ASBESTOS¹**

2 The Superintendent of Schools shall maintain an Asbestos Management Plan for all buildings leased,
3 owned, or otherwise used as school buildings and update the plan to keep it current with ongoing
4 operations and maintenance, periodic surveillance, inspection, re-inspection, and response action
5 activities.

6 The Superintendent of Schools shall:

- 7 1. Annually publish a notification on the availability of the Asbestos Management Plan and the
8 status of any asbestos activities;
- 9 2. Educate and train maintenance and custodial staff about asbestos and how to deal with it in
10 accordance with federal law;
- 11 3. Notify short-term or temporary workers on the locations of the building materials containing
12 asbestos;
- 13 4. Post warning labels in routine maintenance areas where asbestos was previously identified or
14 assumed;
- 15 5. Follow set plans and procedures designed to minimize the disturbance of building materials
16 containing asbestos; and
- 17 6. Survey the condition of these materials every six (6) months to assure that they remain in good
18 condition.

19 The Superintendent of Schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)
20 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and
21 asbestos related issues shall be directed to the AHERA Manager.

Legal References

1. 40 CFR §§ 763.91-93; 15 USC §§ 2641-2656

Williamson County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Instructional Standards	Descriptor Code: 4.101	Issued Date: 08/16/21
		Rescinds:	Issued:

1 The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or
2 federal law shall be taught.¹ The Superintendent of Schools shall develop administrative procedures to
3 implement this policy.

4 **STATE STANDARDS²**

5 Only Tennessee state standards shall be taught within the school district. The following are prohibited:

- 6 1. Instructional materials, textbooks, or supplemental materials created to align exclusively with
7 Common Core; or
- 8 2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise
9 identified as Common Core textbooks or instructional materials.

10
11
12 *Any complaints regarding the above shall be submitted per WCSB policy 4.401.*

13 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

14 All curriculum and instructional programming implemented in the school district shall adhere to state
15 and federal laws. District employees shall not include or promote any concepts that would violate state
16 law when providing instruction, using instructional or supplemental materials, or when implementing
17 the instructional program and curriculum.¹

18 The Superintendent shall develop procedures to ensure that the district's instructional program
19 complies with state law.

20 *Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per*
21 *the regulation developed by the Tennessee Department of Education.*³

Legal References

1. *TCA 49-6-2202; TCA 49-6-1304; TCA 49-6-2206; TCA 49-6-1019*
2. *TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206*
3. *TRR/MS 0520-12-04*

Cross References

Textbooks and Instructional Materials 4.401

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Superintendent of Schools may hire a retired individual if certain conditions are met as provided
3 for in state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed
6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers
7 may substitute teach for additional days if the Superintendent of Schools certifies in writing to the
8 Division of Retirement that no other qualified personnel are available to substitute teach.¹

9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

10 The Superintendent of Schools may employ teachers retired for at least one (1) year for full-time
11 employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement
12 benefits will not be lost or suspended under certain conditions which include, but are not limited to, the
13 following:²

- 14 1. The Superintendent of Schools of the employing district shall certify in writing that no other
15 qualified individuals are available to fill the position;
- 16
- 17 2. The Commissioner of Education shall certify that the employing school district serves an area
18 that lacks qualified teachers to serve in the position to be filled;
- 19
- 20 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 21
- 22 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
23 receive medical insurance coverage; and
- 24
- 25 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
26 Board for teachers with no experience filling similar positions or more than eighty-five percent
27 (85%) of the rate of compensation set by the Board for teachers with comparable training and
28 years of experience filling similar positions.

1 ***ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³***

2 ***Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as***
3 ***a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the***
4 ***following conditions:***

- 5 ***1. The retired member has been retired for at least sixty (60) calendar days;***
6
7 ***2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of***
8 ***the retirement allowance;***
9
10 ***3. The retired member's employment can't be longer than a one (1) year period; however, the***
11 ***retired member can be reemployed for additional one (1) year periods;***
12
13 ***4. The retired member is not drawing disability retirement benefits; and***
14
15 ***5. The retired member can't accrue additional retirement benefits.***

16 ***The Superintendent of Schools shall notify TCRS of the member's reemployment and certify in***
17 ***writing that the retired member has the required experience and training for the position and that***
18 ***no other qualified persons are available to fill the position.***

19 ***Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state***
20 ***law. The school district shall pay to TCRS during the period of reemployment the greater of (1) a***
21 ***payment equal to the amount the school district would have contributed to TCRS; or (2) an amount***
22 ***equal to five percent (5%) of the retired member's pay rate.***

Legal References

1. TCA 8-36-805
2. TCA 8-36-821
3. ***Public Acts of 2022, Chapter No. 821***

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 08/16/21
		Rescinds: 5.200	Issued: 04/19/21

1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The Superintendent of Schools may suspend a teacher at any time that may seem necessary, pending
3 investigation, or final disposition of a case before the Board or an appeal. If the matter under
4 investigation is not the subject of an ongoing criminal investigation or a department of children's
5 services investigation, and if no charges for dismissal have been made, a suspension pending
6 investigation shall not exceed ninety (90) days in duration. If vindicated or reinstated, the teacher shall
7 be paid full salary for the period of suspension.

8 **SUSPENSION OF THREE DAYS OR LESS^{2,3}**

9 The Superintendent of Schools or his/her designee may suspend a teacher for incompetence, inefficiency,
10 neglect of duty, unprofessional conduct, and insubordination. Before an employee is suspended, he/she
11 shall be: (1) provided with written notice, including the reasons for the suspension along with an
12 explanation of the evidence; (2) given an opportunity to respond to the Superintendent at a conference,
13 if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days.
14 Both parties may be represented by counsel at the conference, which shall be recorded.

15 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS⁴**

16 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as
17 impartial hearing officers as defined by Tennessee law.

18 When charges are made against a tenured teacher, charging the teacher with offenses that may justify
19 dismissal or a suspension greater than three days, the charges shall be made in writing, specifically
20 stating the offenses that are charged, and shall be signed by the party or parties making the charges.

21 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension
22 greater than three days of the teacher, the Superintendent of Schools shall give the teacher a written
23 notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the
24 Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

25 A tenured teacher who has been give notice of charges against him/her may within thirty (30) days after
26 receipt of notice give written notice to the Superintendent of Schools of his/her request for a hearing.

27 The Superintendent of Schools shall, within five (5) days after receipt of request, assign a hearing officer
28 from the list maintained by the Board.

29 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the
30 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of

1 issues and the scheduling of the hearing. The hearing shall be set no later than thirty (30) days following
2 receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any
3 prehearing conference may be conducted by telephone if each participant has an opportunity to
4 participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered
5 to issue appropriate orders and to regulate the conduct of the proceedings.

6 Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10)
7 working days of the hearing officer's delivery of the hearing officer's written findings and conclusions.
8 The Superintendent of Schools shall prepare a copy of the proceedings, including all transcripts and
9 evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) working
10 days of the receipt of the notice of appeal.

11 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.
12 The appealing party may appear before the Board to argue why the adverse ruling should be overturned.
13 At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing
14 officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The
15 Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the
16 event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire
17 record to the chancery court for its review.

18 **RESIGNATION**

19 A teacher shall give the Superintendent of Schools notice of resignation at least thirty (30) days before
20 the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable
21 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'
22 notice requirement and permit a teacher to resign in good standing.⁵

23 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

- 24 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
25 statement of a physician approved by the Board;
- 26 2. The drafting of a teacher into military service by a selective service board; and
- 27 3. The release, by written mutual consent, by the Board of the teacher from the contract that the
28 teacher has entered into with the Board.
- 29
- 30

31 Any teacher on leave shall notify the Superintendent of Schools in writing at least thirty (30) days prior
32 to the date of return if the teacher does not intend to return to the position from which he/she has taken
33 leave. Failure to render such notice may be considered a breach of contract.⁷

34 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
35 the State Board of Education and request the suspension of a teacher's license. After the State Board of
36 Education has provided the teacher an opportunity for defense during a hearing, the State Board of
37 Education may suspend the license for no less than thirty (30) and no more than three hundred sixty-
38 five (365) days.⁸

1 RETIREMENT

2 Retirement shall mean a termination of services under conditions that will allow the employee to draw
3 benefits from retirement plans and/or Social Security benefits. Employees eligible for retirement benefits
4 may elect to retire at any age according to the provisions of the retirement system.

5
6 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
7 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the
8 central office. It shall be the responsibility of the retiring employee to file for benefits.

9
10 ~~Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year~~
11 ~~without loss of retirement benefits. Retired teachers may substitute teach for additional days if the~~
12 ~~Superintendent of Schools certifies in writing to the division of retirement that no other qualified~~
13 ~~personnel are available to substitute teach.⁹~~

14 ~~The Superintendent of Schools may employ teachers retired for at least one year for full time~~
15 ~~employment as a kindergarten through twelfth grade teacher on a year to year basis. Retirement~~
16 ~~benefits will not be lost or suspended under certain conditions, which include but are not limited to the~~
17 ~~following:¹⁰~~

- 18 ~~1. The Superintendent of Schools of the employing system must certify in writing that no other~~
19 ~~qualified individuals are available to fill the position;~~
- 20
21 ~~2. The Commissioner of Education must certify that the employing school system serves an area~~
22 ~~that lacks qualified teachers to serve in the position to be filled;~~
- 23
24 ~~3. The retired teacher must hold a valid license and shall not be entitled to tenure status;~~
- 25
26 ~~4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or~~
27 ~~receive medical insurance coverage; and~~
- 28
29 ~~5. The salary paid to the retired member shall not be less than the rate of compensation set by the~~
30 ~~Board for teachers with no experience filling similar positions, nor more than eighty five~~
31 ~~percent (85%) of the rate of compensation set by Board for teachers with comparable training~~
32 ~~and years of experience filling similar positions.~~

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. ~~TCA 8-36-805~~
10. ~~TCA 8-36-821~~

Cross References

- Public Hearings 1.401
Recommendations and File Transfers 5.203

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date: 08/16/21
		Rescinds: 5.201	Issued: 04/19/21

1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The Superintendent of Schools may suspend a teacher at any time that may seem necessary, pending
3 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation
4 is not the subject of an ongoing criminal investigation or a department of children's services
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
6 not exceed ninety (90) days in duration. If vindicated or reinstated, the non-tenured teacher shall be paid
7 full salary for the period of suspension.

8 **SUSPENSION OF THREE DAYS OR LESS²**

9 A Superintendent of Schools or his/her designee may suspend a teacher for incompetence, inefficiency,
10 neglect of duty, unprofessional conduct, and insubordination. Before an employee is suspended, he/she
11 shall be: (1) provided with written notice, including the reasons for the suspension along with an
12 explanation of the evidence; (2) given an opportunity to respond to the Superintendent at a recorded
13 conference, if requested within five (5) days; and (3) given a written decision of the suspension within
14 ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

15 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

16 The Superintendent of Schools may dismiss or suspend for more than three days any non-tenured teacher
17 during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect
18 of duty after giving the non-tenured teacher, in writing, notice of the charge or charges.

19 The Superintendent of Schools shall give the non-tenured teacher an opportunity for a full and complete
20 hearing before an impartial hearing officer selected by the Board.

21 The hearing officer will hear the case and the employee shall have the right to:

- 22 1. be represented by counsel;
- 23
- 24 2. call and subpoena witnesses;
- 25
- 26 3. examine all witnesses; and
- 27
- 28 4. require that all testimony be given under oath.

29 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
30 affected employee within ten (10) working days following the close of the hearing. The employee may
31 appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written

1 decision to the employee. Written notice of appeal to the Board shall be given to the Superintendent of
2 Schools. Within twenty (20) working days of receipt of notice, the Superintendent of Schools shall
3 prepare a copy of the proceedings, transcript, documentary, and other evidence presented and provide
4 the Board a copy of the same.

5 The Board shall hear the appeal on the record. No new evidence shall be introduced. The non-tenured
6 teacher may appear in person or be represented by counsel and argue why the decision should be
7 modified or reversed. The Board shall take one of the following actions:

- 8 1. sustain the decision;
- 9
- 10 2. send the record back if additional evidence is necessary; or
- 11
- 12 3. revise the penalty or reverse the decision.

13 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
14 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
15 after the conclusion of the hearing.

16 The Superintendent of Schools shall also have the right to appeal any adverse ruling by the hearing
17 officer in same manner as the non-tenured teacher.

18 Within twenty (20) working days after receipt of notice of the decision of the Board, either party may
19 appeal to the chancery court in the county where the school system is located. The Board shall provide
20 the entire record of the hearing and other evidence to the court.

21 **NONRENEWAL**

22 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
23 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
24 or tenure protections.

25 The Superintendent of Schools is under no obligation to re-employ non-tenured teachers at the
26 end of their contract period. If the Superintendent of Schools determines not to renew the contract
27 of a non-tenured teacher, written notice of non-renewal shall be sent to the employee by certified
28 mail or overnight carrier, or by email within five (5) business days following the last instructional
29 day for the school year.³ *If the reason for nonrenewal is due only to a loss of funding for the*
30 *position, then the notice shall include a statement listing it as the cause for nonrenewal.*⁴

31 **RESIGNATION**

32 A teacher shall give the Superintendent of Schools notice of resignation at least thirty (30) days before
33 the effective date of the resignation.⁵ The Board may waive the thirty (30) days-notice requirement and
34 permit a teacher to resign in good standing.

35 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

- 1 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
- 2 statement of a physician approved by the Board;
- 3 2. The drafting of a teacher into military service by a selective service board; and
- 4 3. The release, by written mutual consent, by the Board of the teacher from the contract which the
- 5 teacher has entered into with the Board.

6 Any teacher on leave shall notify the Superintendent of Schools in writing at least thirty (30) days prior
7 to the date of return if the teacher does not intend to return to the position from which he/she has taken
8 leave. Failure to render such notice may be considered a breach of contract.⁷

9 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
10 State Board of Education and request the suspension of a teacher's certificate. After the State Board of
11 Education has provided the teacher an opportunity for defense during a hearing, the State Board of
12 Education may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-
13 five (365) days.⁸

14 **RETIREMENT**

15 Retirement shall mean a termination of services under conditions which will allow the employee to draw
16 benefits from retirement plans and/or social security benefits.

17 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
18 the retirement system. Central office personnel shall assist employees in securing retirement benefits;
19 however, it shall be the responsibility of the retiring employee to provide verification of eligibility in
20 writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for
21 benefits.

22 ~~Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year~~
23 ~~without loss of retirement benefits. Retired teachers may substitute teach for additional days if the~~
24 ~~Superintendent of Schools certifies in writing to the division of retirement that no other qualified~~
25 ~~personnel are available to substitute teach.⁸~~

26 ~~The Superintendent of Schools may employ teachers retired for at least one year for full-time~~
27 ~~employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits~~
28 ~~will not be lost or suspended under certain conditions, which include but are not limited to the following:⁹~~

- 29 1. ~~The Superintendent of Schools of the employing system must certify in writing that no other~~
30 ~~qualified individuals are available to fill the position;~~
- 31
- 32 2. ~~The Commissioner of Education must certify that the employing school system serves an area~~
33 ~~that lacks qualified teachers to serve in the position to be filled;~~
- 34 3. ~~The retired teacher must hold a valid license and shall not be entitled to tenure status;~~
35
- 36 4. ~~The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or~~
37 ~~receive medical insurance coverage; and~~
- 38
- 39 5. ~~The salary paid to the retired member shall not be less than the rate of compensation set by the~~
40 ~~Board for teachers with no experience filling similar positions, nor more than eighty five~~

- 1 percent (85%) of the rate of compensation set by Board for teachers with comparable training
2 and years of experience filling similar positions.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. *TCA 49-5-409(b)*
5. TCA 49-5-508
6. TCA 49-5-411(a)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. ~~TCA 8-36-805~~
10. ~~TCA 8-36-821~~

Cross References

- Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Williamson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 09/16/19
		Rescinds: 5.701	Issued: 06/06/14

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 Substitute teachers may be employed and paid directly by the Board.

3 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
4 eligibility conditions as substitute teachers employed directly by the board of education.²

5 The principal or his/her designee will secure a substitute when the teacher notifies the principal that:

- 6 1. A sick day will be taken; or
- 7 2. Severity of hardship or emergency exists at the time a personal leave day or bereavement day is
8 requested. A teacher may arrange for his or her own substitute when such action is voluntary on
9 the part of the teacher.

10 APPLICATION/QUALIFICATIONS

11 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

12 Applicants with revoked licenses or certificates according to the Department of Education shall not be
13 hired.⁴

14 Qualifications for substitute teachers shall be determined by the Superintendent of Schools in compliance
15 with state laws and regulations.

16 A list of substitute teacher(s) will be prepared by the Assistant Superintendent of Human Resources or
17 his/her designee who will maintain file(s) which may include transcripts, credentials, recommendations,
18 and other pertinent information.

19 COMPENSATION

20 If employed directly by the system, the compensation of substitute teachers shall be determined annually
21 by the Board.

22 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
23 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
24 after July 1, 2011 through July 1, 2016.⁵

25 CERTIFICATION

26 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
27 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught

1 or shall be a retired teacher that held the appropriate endorsement.⁶ When substituting for a teacher
2 without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

3 ~~Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement~~
4 ~~benefits¹ and may substitute for additional days if the Superintendent of Schools certifies in writing to~~
5 ~~the division of retirement that no other qualified personnel are available to substitute teach.⁷~~

6 **EMERGENCY NEEDS**

7 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
8 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
9 unable to arrive on time or remain for the full day.

10 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
11 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
12 for both positions at the same time.

13 **TRAINING AND ORIENTATION**

14 The Superintendent of Schools shall be responsible for ensuring that there are appropriate training and
15 development programs for substitute teachers.

16 **RESPONSIBILITIES**

17 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not
18 limited to, bus duty and playground supervision.

19 **RE-EMPLOYMENT/TERMINATION**

20 On an annual basis, the Superintendent of Schools, with input from the principals, shall determine which
21 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
22 acceptable level shall not be re-employed.

23 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
24 the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. ~~TCA 8-36-805~~

School Board Field Trip Approval Report

(Field Trips With Student Fees over \$100)

Trip ID	Trip Date	Return Date	Approved	Origin	Trip Name	Trip Type	Activity Type	#	Destination
35149	4/12/2023	4/16/2023	8/4/2022	Brentwood High	Choral NYC Performance	Fine Arts	Chorus/Choir	0	New York City - Lincoln Center
Notes/Fees over100. This proposal was created by Harmony Tours. Students will leave after school on Wednesday and travel by plane to New York City. While there, students will rehearse with other choirs from across the country Thursday, Friday and perform at Lincoln Center on Saturday night. They will also attend a Broadway show, visit the National History Museum, and the 9/11 Memorial. Rate per quad occupancy is \$2,039. which includes transportation, hotel, breakfasts, metro cards, admission into all museums and shows, several lunches and dinners. The choir will host fundraiser opportunities to help with these costs.									
35177	3/13/2023	3/16/2023	9/2/2022	Spring Station Middle	SSMS NY Trip	Fine Arts	8th grade	55	New York City
Notes/Fees over100. COST PER STUDENT IS \$1492.00.FUNDRAISING WILL OCCER WHICH WILL OFFSET THE FINAL COST PER STUDENT. A PAYMENT SCHEDULE HAS BEEN ARRANGED WITH THE TRAVEL AGENCY TO ALLOW FOR 5 INSTALLMENT PAYMENTS. NO BUSES NEEDED									



TO: Williamson County Board of Education
FROM: Jason Golden
DATE: September 15, 2022
RE: Recommendation for appointment of Management Team for Collaborative Conferencing, PECCA

WCS is in the 1st year of the Three Year MOU with the WCEA. This year, we have the responsibility to discuss potential changes, including pay, benefits and working conditions. Our annual Agenda calls for selection of our management team this month. I recommend the following personnel to the Board of Education as the Management Team to discuss MOU terms for the 2023-2024 school year:

Leigh Webb, Assistant Superintendent for Secondary Schools

Juli Oyer, Assistant Superintendent for Elementary Schools

David Allen, Assistant Superintendent for Teaching, Learning & Assessment

Rachel Farmer, Chief Financial Officer

Vickie Robbins, Assistant Chief Financial Officer

Vickie Hall, Assistant Superintendent for Human Resources

Dana Ausbrooks, General Counsel

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: Leigh Webb, Assistant Superintendent of Secondary Schools

DATE: September 1, 2022

RE: Recommendations for Calendar Committee

The following individuals are recommended to serve on the calendar committee for the 2023-24 school year as nominees by the Superintendent of Schools:

Laurette Carle, Executive Director of TLA
Kevin Deck, Assessment Analyst
Juli Oyer, Assistant Superintendent of Elementary Schools
Leigh Webb, Assistant Superintendent of Secondary Schools
Angela Mull, WCS Parent

In addition, the WCEA has recommended the following educators from across the district to serve on the committee:

Laura Kleman, Sunset Middle School & WCEA President
Patrick Toth, Page High School & High School Representative
Judy Kleiner, Mill Creek Middle School & Middle School Representative
Beverly Purvis, Westwood Elementary School & Elementary Representative
Angela Frederick, Nolensville High School & WCEA Secretary

Staff recommends approval of the Calendar Committee members as listed.

**Williamson County Board of Education
2022-2023 Budget Preparation Timeline**

Dates	Process	Responsible Parties
2022		
September		
September 26th	HR distribute to Department heads worksheet for personnel request	HR
September Work Session (9/15/22)	Presentation of Timeline for consideration	CFO
October		
Month of October	Open General Purpose Budget Entry in Munis for Director input	CFO
October Staff Meeting	Superintendent guidelines for budget prep to staff aligning to boards strategic plan	Superintendent
November		
November	Asst. Superintendents gather input from Principals at Nov Admin meeting	Asst. Superintendents/Principals
November	Enrollment work to begin with Principals Input	Zoning Specialist/Principals
All of November	Depts. To meet with appropriate Asst. Supers and input recommended changes/cuts to their budgets for Cabinet Review	Dept heads/Asst Supers
November 28th	Dept. Heads final day for HR requests to HR (Must have been reviewed and approved by supervisors prior to submitting)	Dept Heads/HR
November 28th	Dept. Heads final day for operational input (in Munis)	Dept. Directors/Managers
December		
December	HR compile list of new requests by department for use in Department Review	HR
Month of December	Maintenance , Technology , Safety, Major operational capital requests complied by respective departments	Maintenance/Tech/Safety/Depts/Principals
December 10th	Drop dead date for Student Enrollment projections to Cabinet for use in personnel calculations	CFO/Zoning Specialist/HR
December 17th	Drop dead date for Budget Entry in MUNIS	Asst. Superintendents
Month of December	Departmental budgets provided to directors for final review. DEPARTMENTS TO USE 21-22 ENROLLMENT PROJECTIONS for enrollment type projections	CFO
2023		
January		
January 11th	Final day that Maint, TECH, Safety Capital requests reviewed with Asst. Superintendents for their input/cuts and approval.	IT and Maintenance/Asst Superintendents
Weeks of January 9th and 16th	Assistant Supers Meet with Jason, Vickie H and Rachel - bring in departmental leads if needed	Super/HR/CFO/Individual Assist. Super
January 23rd	Leadership meets to go over total budget review of Personnel requests, followed by Operational requests for final cuts	CFO with Superintendent and Asst Supers
FEBRUARY		
First week of February	Personnel approved by cabinet added to PCR by CFO to finalize PCR for budget calculations	CFO/HR
First week of February	Compilation of budget	CFO
February prior to distribution	Second review of total budget, if necessary by Leadership, for compliance with budget guidance from county and changes if necessary	Noted
Last Week of February	Distribution of Budget to the Board	CFO
Last Week of February	INITIAL BOARD WORKSHOP PER SCHOOL BOARD IF REQUESTED	Board/Cabinet
MARCH		
March 23 ,2023 Prior to Work Session	SECOND BOARD WORKSHOP PRIOR TO BD WORKSHOP IF NEEDED	Board/Cabinet
March 27, 2023	Regular School Board meeting (Budget approval)	Board
APRIL		
April 3, 2023	Submit to Co. Mayor	CFO
April-May to be determined by County	Education and Budget Committees of Commission First Review of Budget	Committees/Superintendent/CFO
April 24, 2023	2nd Review of budget by Education	Education Committee/Superintendent/CFO
May		
May to be determined by County	2nd Review of budget by budget	Budget Committee? Superintendent/CFO
JUNE		
June 8 tentative	Public Hearing on Budget (date set by county , may change)	Budget Committee/Public
JULY		
6/26/2023 TENTATIVE	Commission Approval 9:00 a.m.	Superintendent/CFO

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Franklin, Tennessee 37064-3700
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Fax (615) 472-4190
Website: <http://www.wcs.edu>



MEMORANDUM

TO: Williamson County School Board

FROM: Jason Golden, Superintendent

CC: Rachel Farmer, Assistant Superintendent of Budget and Finance
Laurette Carle, Executive Director of Teaching, Learning and Assessment

DATE: September 19, 2022

RE: Approval of ePlan Elementary and Secondary School Emergency Relief Fund (ESSER 3.0) under the American Rescue Plan Act (ARPA) of 2021 Public Plan for Remaining Funds.

This memo is to request the approval of the FY2023 Federal Fund 142 ePlan Application and Budget for year two (of three) of ESSER 3.0 (American Rescue Plan Act, ARPA) with the following statement, allowing superintendent approval of revisions and amendments:

“The Williamson County Board of Education approves the FY2023 ePlan Application and Budget for the Elementary and Secondary Emergency School Relief 3.0 Fund under the American Rescue Plan Act (ARPA) of 2021, and authorizes the superintendent to file any necessary budget revisions, plan addenda, or transfer requests.”

This grant was made available in FY2022 for expenditures related to COVID-19 for a period of three years. The year one remaining funds of \$4,391,696.09 are being re-budgeted as carryover for year two in FY2023 with no change in either allocation or purpose for (1) learning loss intervention, (2) digital learning support, and (3) mental health services for students. The Public Plan for Remaining Funds and budget summary are attached.

Staff recommends approval.

ESSER 3.0 Public Plan for Remaining Funds Addendum Guidance 2022-23

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (Feb. 15 and Sept. 15). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY23 for each relief fund: ESSER 2.0, and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation’s students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA’s publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: Williamson

Director of Schools (Name): Jason Golden

ESSER Director (Name): Laurette Carle

Address: 1320 West Main St., Suite 202

Phone #:615-472-4000 District Website: www.wcs.edu

Addendum Date: August 20, 2022

Total Student Enrollment:	41,651
Grades Served:	PK-12
Number of Schools:	50

Funding

ESSER 2.0 Remaining Funds:	0
ESSER 3.0 Remaining Funds:	\$4,391,696.09
Total Remaining Funds:	\$4,391,696.09

Budget Summary

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring		
	Summer Programming		
	Early Reading		
	Interventionists		3,136,689.99
	Other		
	Sub-Total		
 			
Student Readiness	AP and Dual Credit/ Enrollment Courses		
	High School Innovation		
	Academic Advising		
	Special Populations		
	Mental Health		684,407.10
	Other		
	Sub-Total		
 			
Educators	Strategic Teacher Retention		
	Grow Your Own		
	Class Size Reduction		
	Other		
	Sub-Total		
 			
Foundations	Technology		
	High-Speed Internet		
	Academic Space (facilities)		
	Auditing and Reporting		443,749.00
	Other		126,850.00
	Sub-Total		
 			
Total			4,391,696.09

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district’s needs assessment.

ESSER 3.0 funds continue to be used to hire interventionists to work with students needing Tier 3 level intervention in reading and/or math according to our universal screeners in grades K-8. This need was supported in the needs assessment done at the time of the grant application.

2. Describe initiatives included in the “other” category.

N/A

Student Readiness

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district’s needs assessment.

We continue to use ESSER 3.0 funding to meet the increased mental health referral need of our district by contracting to hire additional mental health professionals to provide services for students who cannot access services otherwise.

2. Describe initiatives included in the “other” category.

N/A

Educators

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district’s needs assessment.

We have not used and do not plan to use ESSER funds for this purpose.

2. Describe initiatives included in the “other” category.

N/A

Foundations

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district's needs assessment.

We budgeted for indirect costs as allowable in the ESSER 3.0 grant for the LEA work by locally funded staff and structures to support the monitoring and management of the grants.

2. Describe initiatives included in the "other" category.

We are using ESSER 3.0 funds for stipends for a team of teachers serving as Digital Learning Leaders and doing work outside their classroom to support the effective integration of technology, software and applications after our accelerated COVID-19 required shift to a learning management system and achieving a 1:1 student to device system.

Monitoring, Auditing, and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

The Assistant Superintendents meet regularly to assess the progress on use of the ESSER 3.0 funds and the effectiveness of the support put in place with that funding. It is a monthly agenda item in their weekly meetings. Budget and Finance sends monthly expenditure reports to the ESSER director so she can monitor spending and ask any clarifying questions needed. Expenditure requires multiple levels of approval. The ESSER director coordinates program reporting as necessary for submission to TDOE in ePlan. ESSER director works with the Communications Department to update our website and keep the community informed. CFO and Federal Programs Accountant coordinate fiscal monitoring and reporting.

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

We are spending 88% of our ESSER 3.0 on direct services to students with both the interventionists and mental health services providers who provide direct services to students.

Family and Community Engagement

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

We had no revisions in our ESSER 3.0 plan since we engaged stakeholders last summer for the initial plan approved at the end of September 2021. See original Public Plan and Community Engagement templates approved September 2021. We held community meetings and proactively sought input from various stakeholders at that time. Since implementation of the plan, we have updated our ESSER 3.0 page on our website and we continue to update our school board and school communities on our progress.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

No revisions. See original Public Plan and Community Engagement template approved September 2021. We engaged well over 10 percent of total stakeholders through a variety of public meetings, surveys and outreach meetings.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

No revisions. See original Public Plan and Community Engagement template approved September 2021. We had participation from students, families, special education administrators, elected officials, principals, school leaders, other educators, school staff, a disability rights organization, a gifted education organization, and those working with students who are incarcerated.

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

No revisions. See original Community Engagement template approved September 2021. We will continue to share ESSER information with our community on our website and through our main communication tool, the InFocus newsletter. We keep our Board and public informed through regular Superintendent's reports when necessary. Our schools have community engagement plans which can include meaningful reporting of the implementation of ESSER funded programs and services as well as the gathering of family input.

Safe Return to In-person Instruction and Continuity of Services Plan

Addendum Guidance

2022-2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (Feb. 15 and Sept. 15). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: Williamson County Schools

Date: 8/15/22

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

The district did not significantly revise our plan. We updated pieces of the plan based on actual statistical data after consultations with our Health Advisory Committee. Therefore, we did not hold any additional consultation meetings with other stakeholders.

2. Describe how the LEA engaged the health department in the development of the revised plan.

The district utilized the local hospital, Williamson Medical Center and other consulting physicians who also serve on our Health Advisory Committee. We did utilize the local and state health department's guidelines and revised our illness guidelines and mitigation strategies as much as was possible and practical when the changes were made at the state level.

3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i>
School Board approved a COVID-19 protocol to provide student accommodations for students with disabilities to have an equal opportunity to participate in WCS programs, benefits, and services as required by law.
<i>Physical distancing (e.g., use of cohorts/podding)</i>
Continued using cohort groups and podding where possible.
<i>Hand washing and respiratory etiquette</i>
No changes – Please see the originally approved template from the Fall of 2021 to see we did not update policies on this. We continue to emphasize hand washing and respiratory etiquette for good general health.
<i>Cleaning and maintaining healthy facilities including improving ventilation</i>
No changes – Please see the originally approved template from the Fall of 2021 to see we did not update policies on this. We continue to clean and maintain healthy facilities as always.
<i>Contact tracing in combination with isolation and quarantine</i>
Updated our illness guidelines to the CDC guidance for isolation timelines for infection. Adjusted our Illness Guidelines to no longer reflect quarantines based on the state no longer doing contact tracing.
<i>Diagnostic and screening testing</i>
Made self-testing COVID-19 kits available for staff.
<i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i>
No Change – Please see the originally approved template from the Fall of 2021. Not using ESSER 2.0 funding for this.
<i>Universal and correct wearing of masks</i>
School Board voted to not require masks in WCS in November.

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students’ academic needs and students’ and staff’s social, emotional, mental health, and other needs, which may include student health and food services.

The district has been able to keep all schools open for in-school instruction with only a few special education early childhood classrooms going remote for a few days during the year. We have continued with a full slate of extracurricular activities, and full-service school nutrition program. Attendance for the district has averaged

in the mid 90s percentile. Our before and after childcare program has also continued to operate during this time.

FUND 142; SCHOOL FEDERAL PROJECTS

ESSER 3.0

2022-2023 BUDGET REVISIONS

Category DESCRIPTION

		<u>Allocation (Carryover)</u>
REVENUE		
47401	ARPA (ESSER 3.0)	4,391,696.09

EXPENDITURES		Object Code	
71100 REGULAR INSTRUCTION			
	Teachers	116	2,235,197.79
	Other Salaries & Wages	189	126,850.00
	Social Security	201	146,447.00
	State Retirement	204	205,262.00
	Life Insurance	206	1,210.00
	Medical Insurance	207	499,573.20
	Dental Insurance	208	14,750.00
	Employer Medicare	212	34,250.00
	TOTAL REGULAR INSTRUCTION		\$ 3,263,539.99
72130 OTHER STUDENT SUPPORT			
	Other Contracted Services	399	684,407.10
	TOTAL OTHER STUDENT SUPPORT		\$ 684,407.10
99100 TRANSFERS OUT			
	Indirect Cost	504	443,749.00
	TOTAL TRANSFERS OUT		\$ 443,749.00
<u>TOTALS ESSER 3.0</u>			<u>\$ 4,391,696.09</u>



MEMORANDUM

September 8, 2022

TO: Williamson County Board of Education

**CC: Jason Golden, Superintendent of School
Gary Anderson, Executive Director Health and Safety**

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

**RE: Page High School
Power and Fire Alarm Connections for Portable Classrooms**

The Page High School Phase III Construction project began in December 2021. Included in the project was the demolition of a number of classrooms. Eight portable classrooms were approved by the Williamson County Planning Commission to be added to compensate for the loss of classrooms. Prior to construction, it was anticipated that the Maintenance Department would complete the necessary power and fire alarm connections for the portable classrooms.

Due to the number of portable classrooms that the Maintenance Department installed for the 2022-23 school year across the District, the Page High School Phase III General Contractor was asked to provide a cost to complete the power and fire alarm connections. The cost for the work is \$63,632.07. This cost was evaluated by the design team and compared with costs incurred by the Maintenance Department for other portables. It was determined that the price submitted by the contractor was acceptable.

We are requesting a change order in the amount of \$63,632.07. We have previously worked with the contractor to identify a number of deduct change orders. Currently, the net change to the construction contract is -\$500,128.18. Therefore, there is available funding in the project budget to cover this change order. Staff recommends approval.



AIA Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
Page High School Phase III Addition & Renovation
6281 Arno Rd, Franklin, TN 37064

CONTRACT INFORMATION:
Contract For: General Construction
Date: 12/08/2021

CHANGE ORDER INFORMATION:
Change Order Number: 005
Date: 09/06/2022

OWNER: *(Name and address)*
Williamson County Schools
1320 West Main Street
Suite 202
Franklin TN 37064

ARCHITECT: *(Name and address)*
Goodwyn Mills Cawood
3310 West End Ave
Suite 420
Nashville TN 37203

CONTRACTOR: *(Name and address)*
R.G. Anderson
1801 West End Ave, Suite 1800
Nashville TN, 37203

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Power and Fire Alarm to Classroom Trailers

The original Contract Sum was	\$ 24,989,000.00
The net change by previously authorized Change Orders	\$ -500,128.18
The Contract Sum prior to this Change Order was	\$ 24,488,871.82
The Contract Sum will be increased by this Change Order in the amount of	\$ 63,632.07
The new Contract Sum including this Change Order will be	\$ 24,552,503.89

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be April 14, 2023

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Goodwyn Mills Cawood
ARCHITECT *(Firm name)*

SIGNATURE

Chase Turpin
PRINTED NAME AND TITLE

9-6-2022
DATE

R.G. Anderson
CONTRACTOR *(Firm name)*

SIGNATURE

W. Craig Johnson
PRINTED NAME AND TITLE

9/07/2022
DATE

Williamson County Schools
OWNER *(Firm name)*

SIGNATURE

Eric Gardner
PRINTED NAME AND TITLE

DATE

RGAANDERSON

CONTRACTORS **ENGINEERS**

1801 West End Avenue * Suite 1800 * Nashville, Tennessee 37203
PHONE: 615-329-1789 FAX: 615-321-4555

PROPOSAL FOR CHANGE ORDER

PROJECTS:	Page High School Phase III	PROPOSAL NUMBER:	Five (5)
LOCATION:	Franklin, TN	DATE OF PROPOSAL:	August 15, 2022
OWNER:	Williamson County Schools	RGA PROJECT NUMBER:	P-3108
ARCHITECT:	Goodwyn Mills Cawood	ARCHITECT PROJECT NUMBER:	ANAS180028

PER YOUR REQUEST, THE FOLLOWING SUMMARIZES THE SCOPE OF WORK AND ITEMIZES COST AND TIME CHANGES TO THE CONTRACT.

DESCRIPTION OF CHANGE:

Power and Fire Alarm to Classroom Trailers (Add for Additional Scope)

Total Cost of Proposed Change:	<u>\$63,632.07</u>
Calendar days of extension of time requested:	<u>Zero (0)</u>

The prompt approval or rejection of this proposal is requested so that materials may be purchased if required and the change can be incorporated into the scope of work. Signatures in the spaces provided below will indicate your intent or to issue a Change Order to the Contract in the amount shown above.

SUBMITTED BY:
R.G. ANDERSON COMPANY, INC.

OWNER'S AUTHORIZED REPRESENTATIVE:

BY:	<u>Robert Anderson</u>	BY:	_____
TITLE:	<u>Sr. Project Manager</u>	TITLE:	_____
DATE:	<u>August 15, 2022</u>	DATE:	_____



Williamson County Schools

September Work Session

2022-23

District Milestones

Exemplary District

- 1 of 16 Across State



2022-23

District Milestones

29 Reward Schools

- Most in WCS History
- Out of 427 Across State



2022-23



District Milestones

National Merit Semi-Finalists

- 79 – Most in WCS History



District Milestones

TVASS

- District-Wide 5s on State Growth – Highest Possible

TCAP

- Grades 3-8 - First in All Four Subjects!

End of Course Exams

- First Overall Among Districts with High Schools





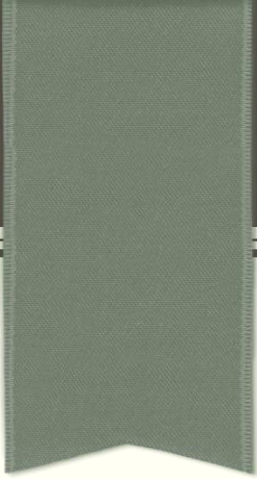












MATH TEXTBOOK & INSTRUCTIONAL MATERIALS ADOPTION

2022-2023



TDOE Provided Adoption Cycle

Adoption Cycle	State Materials Adoption	District Materials Adoption	District Materials Implementation
Math	2021-22	2022-23	2023-24
Off Cycle Virtual Materials & CTE	2022-23	2023-24	2024-25
Science, P.E./Wellness, Fine Arts	2023-24	2024-25	2025-26
Social Studies, World Languages, CTE	2024-25	2025-26	2026-27
English Language Arts	2025-26	2026-27	2027-28
CTE Only	2026-27	2027-28	2028-29

Process & Guidelines

Tenn. Code Ann. § 49-6-2202

List of approved textbooks and instructional materials

- Tennessee Textbook and Instructional Materials Quality Commission recommended a list of approved mathematics textbooks which will go before the State Board of Education on first reading at a special called meeting on August 11th.
- Publishers have until September 6th to appeal the Textbook Commission's recommendation for materials that did not pass the Commission on the first read.
- A finalized list of approved mathematics materials for districts will be available following the October 2022 State Board of Education Meeting.
- Districts will then have until April 15, 2023, to complete their local mathematics instructional materials adoption processes.

WCS Timeline & Process

1. Final list of TDOE approved math textbooks and instructional materials is published **(October)**
2. Textbook committee comprised of WCS teachers and parents is selected and names are submitted to WCS School Board for approval. Each school is represented in this committee. The committee is composed by 3 grade bands, elementary, middle, and high. **(October/November)**
3. WCS requests sets of publisher provided review materials from TN Book Co. **(October)**
4. Five elementary, five middle and five high schools are selected to house sets of publisher provided review materials to make available to textbook committee members and teachers for review. **(October)**
5. Each selected school submits a plan that includes provisions for housing the collection of materials and availability for review by WCS employees and adoption committee. **(November)**
6. One collection of materials will be displayed at the PD Center to provide a space for public review. Five public review opportunities will be published and shared with WCS families and the community. **(December – February)**

WCS Timeline & Process

7. After reviewing the collection of materials presented, teachers make a recommendation to the textbook committee for a preferred textbook. **(February)**
 - Data of teacher recommendations are captured and aggregated by school.
 - Textbook adoption committee members are provided data on teacher recommendations for the school they represent.
8. Textbook adoption committee members make a recommendation to the school board for final vote and approval. **(February/March)**
9. WCS Superintendent records the list of textbooks and instructional materials adopted by the WCS School Board and forwards a copy of the recorded adoption to the Commissioner of Education. **(March/April)**
10. The list of adopted textbooks is published on our WCS website. **(May)**
11. Textbooks and instructional materials are ordered. **(May)**
12. Training and implementation plans are created in partnership with publishers. **(March - May)**
13. Teachers are trained on the implementation of the adopted textbooks and instructional materials. **(May - July; ongoing throughout the first 2 years)**

Math Textbook & Instructional Materials Adoption

TLA plans to report on each step of this process via school board sessions.



Tenn. Code Ann. § 49-6-2207

Adoption of textbooks and instructional materials by local board.

- **(a)(1)** The local boards of education are authorized and required to adopt textbooks and instructional materials to be used in the public schools of their school districts, from the list of textbooks and instructional materials listed for adoption by the commission, the adoption to be for a period of no less than three (3) years, but not exceeding the period agreed to in the state contract approved by the commission. The commission is authorized to develop guidelines under which this restriction may be waived.
- **(2)** Boards are encouraged to adopt and make available for use by every student at least one (1) textbook or instructional materials in each subject at grade reading level in every grade.
- **(b)** Cities or special school districts may adopt the same textbooks and instructional materials that are used in the county in which the city or district is located.
- **(c)(1)** Local boards of education shall appoint review committees to review the textbooks and instructional materials proposed for adoption and shall make their adoption upon recommendations of such committees. These committees shall be set up by grade and subject matter fields and composed of teachers, or supervisors and teachers, and parents with children enrolled in the LEA at the time of appointment to a committee. The local board may also appoint experts in the grade level or subject matter field for which textbooks and instructional materials are to be reviewed. Experts may be college professors or credentialed subject matter specialists. The board shall determine the number of members of the committee based upon the relative size of the LEA.
- **(2)** Teachers and supervisors who serve on a committee shall be teaching or supervising the respective grade or subject at the time of appointment. Committees shall be composed by grade or groups of grades arranged so that a committee may consider an entire series of books if it should so desire; provided, that in all cases, 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 three (3) or more years of experience as teachers or supervisors in the public schools.
- **(3)** The members of the committee authorized in this section shall serve for the length of time that the adoption process for which they are appointed lasts.
- **(d)(1)** All members appointed on the committees shall subscribe to the oath as set out in § 49-6-2201(i).
- **(2)** The oath shall be administered by the county mayor or by some authorized official empowered to administer an oath.
- **(e)** The director of schools in the LEA adopting textbooks or instructional materials under this part shall serve as an ex officio member of all committees appointed under subsection (c). The director of schools shall record a list of all textbooks or instructional materials adopted by the local board of education. Immediately, at the completion of the adoption process, the director shall forward a copy of the recorded adoption to the commissioner of education and shall post on the LEA's website the list of all books adopted.
- **(f)** As provided in § 49-6-2202(e), a local board may furnish electronic textbooks and instructional materials to pupils attending the public schools; provided, that the electronic textbooks and instructional materials are furnished free of charge. A board that chooses to furnish electronic textbooks and instructional materials to pupils attending school in the district shall provide reasonable access to the electronic textbooks and instructional materials and other necessary computer equipment to pupils in the district who are required to complete homework assignments and to teachers providing homework assignments utilizing electronic textbooks and instructional materials furnished by the board.



SEPTEMBER UPDATE:

MATH TEXTBOOK &
INSTRUCTIONAL MATERIALS
ADOPTION

2022-2023



WCS Timeline & Process

1. Final list of TDOE approved math textbooks and instructional materials is published **(October)**
(November 3)
2. Textbook committee comprised of WCS teachers and parents is selected and names are submitted to WCS School Board for approval. Each school is represented in this committee. The committee is composed by 3 grade bands, elementary, middle, and high.
(October/November)
3. WCS requests sets of publisher provided review materials from TN Book Co. **(October)**
(November)
4. Five elementary, five middle and five high schools are selected to house sets of publisher provided review materials to make available to textbook committee members and teachers for review. **(October)**
5. Each selected school submits a plan that includes provisions for housing the collection of materials and availability for review by WCS employees and adoption committee. **(November)**
6. One collection of materials will be displayed at the PD Center to provide a space for public review. Five public review opportunities will be published and shared with WCS families and the community. **(December – February)**

WCS Timeline & Process

7. After reviewing the collection of materials presented, teachers make a recommendation to the textbook committee for a preferred textbook. **(February)**
 - Data of teacher recommendations are captured and aggregated by school.
 - Textbook adoption committee members are provided data on teacher recommendations for the school they represent.
8. Textbook adoption committee members make a recommendation to the school board for final vote and approval. **(February/March)**
9. WCS Superintendent records the list of textbooks and instructional materials adopted by the WCS School Board and forwards a copy of the recorded adoption to the Commissioner of Education. **(March/April) (June 30)**
10. The list of adopted textbooks is published on our WCS website. **(May)**
11. Textbooks and instructional materials are ordered. **(May)**
12. Training and implementation plans are created in partnership with publishers. **(March - May)**
13. Teachers are trained on the implementation of the adopted textbooks and instructional materials. **(May - July; ongoing throughout the first 2 years)**

TDOE Communication & Deadlines

Mathematics Textbook Adoption Update

July 28, 2022

Contact: Virginia.Mayfield@tn.gov

On July 25, 2022, the Tennessee Textbook and Instructional Materials Quality Commission convened to review advisory panelists' recommendations for approved mathematics textbooks. This meeting resulted in a recommended list of Commission-approved mathematics textbooks which will go before the State Board of Education on first reading at a special called meeting on August 11th.

Publishers have until September 6th to appeal the Textbook Commission's recommendation for materials that did not pass the Commission on the first read. We are still on track for having a finalized list of approved mathematics materials for districts following the **October 2022** State Board of Education Meeting.

Districts will then have until **April 15, 2023**, to complete their local mathematics instructional materials adoption processes.

Mathematics Textbook Adoption Update

August 18, 2022

Contact: [Michael Bradburn](#)

On July 25, 2022, the Tennessee Textbook and Instructional Materials Quality Commission convened to review advisory panelists' analyses of all materials bid for mathematics adoption. The Commission approved a preliminary list of mathematics textbooks for State Board of Education review on first read in August.

Publishers have until September 6, 2022, to appeal the Textbook Commission's initial recommendation for materials which did not pass the Commission on first read. We are still on track for having a finalized list of approved mathematics materials for districts following the October 2022 State Board of Education Meeting. Districts will be able to begin their local adoption process when the statewide math adoption list is formally released on **Nov. 3, 2022**.

Districts will then have until **June 30, 2023**, to complete their local mathematics instructional materials adoption processes.

Next Steps in Adoption Timeline

Current Work – Textbook Adoption Committee

September

- Schools submit teacher nominations for the textbook adoption committee.
 - Licensed to teach in TN
 - Endorsed in the subject matter or grade level
 - Three (3) or more years of experience in public schools

- Selection of parents for the textbook adoption committee
 - Each school principal nominates a parent
 - Nominations are reviewed by WCS cabinet, TLA and WCS Board Chair
 - 6 elementary school parents are selected
 - 3 middle school parents are selected
 - 3 high school parents are selected

Next Steps in Adoption Timeline

Current Work – District Review Plans

September

- Schools are geographically selected to house a set of all state board approved adoption materials that our district is reviewing. These are provided for teacher and textbook committee review.
 - 5 elementary schools
 - 5 middle schools
 - 5 high schools
- Selection of dates and times for public review

Next Steps in Adoption Timeline

Upcoming Work

October

- Math adoption committee nominees are submitted to WCS School Board of Education for approval.

November

- Tennessee Textbook Commission publishes the final adoption list (November 3)
- WCS math specialists meet with TLA leadership to narrow down the list of options aligning to our adoption goals and vision set for math instruction.

Math Textbook & Instructional Materials Adoption Work

Math Implementation Support District Grant

Partnering with SchoolKIT

- Interview math specialists and administrators regarding the current state of math instruction in WCS and conduct walkthroughs of math classes in grades K-12 (September/October)
- Strategic planning sessions to create our vision for math instruction for the district. (September/October)
- Implementation support after we adopt instructional materials (May – Fall 2023)
 - School leader training and coaching on implementation of revised standards
 - Implementation of new curriculum once adoption is finalized – this includes professional development
 - Training on best practices for math instruction



To: Board of Education

From: Rachel Farmer, Assistant Superintendent- Budget and Finance *rf*

RE: Amendments for 2022-2023

Date: September 19, 2022

The following budget amendments for the 2022-2023 fiscal year will require your approval only.

General Purpose School Fund:

09.22 School Health Donation

The School Health Department has been given a donation of **\$4,000** from Williamson Medical to be used to wrap a bus that will be a mobile unit rotating between schools and events promoting heart health awareness and equipment to teach proper emergency care.

09.22 SRO Grant

We were awarded **\$14,187.48** from the School Resource Officer Grant to help offset some expenses for the fourth year of Creekside Elementary School's SRO pay.

09.22 Transition Grant

There is a need to reflect the complete transition budget within the General Purpose School Fund. During the budget process, this program did not reflect the revenue nor all the positions that were needed for the program since the grant's budgeted year runs from October to September each year. This adjustment places the transition grant in the budget. **\$204,173**

Staff recommends approval of the above noted budget amendments.

Amendment:

AMENDING THE 2022-2023 GENERAL PURPOSE SCHOOL BUDGET \$4,000 FOR SCHOOL HEALTH BUS WRAPPING FROM DONATION

WHEREAS, Williamson County Schools looks to promote healthy lifestyle education; and

WHEREAS, these funds will be used to wrap a school bus designating it as a mobile site that will move to various school locations promoting heart health awareness transporting the appropriate equipment to teach staff and students how to do CPR, proper use of an AED devices, taking blood pressure, and “Stop the Bleed” kit usage; and

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

NOW, THEREFORE BE IT RESOLVED that the Williamson County Board of Education meeting in regular session on September 19, 2022, approve and amend the **2022-2023** General Purpose School Fund budget as follows:

Revenue			
141.40000.445700.000.00.10	Contributions	\$4,000	
Expenditure			
141.72120.539900.375	Contracted Services		\$4,000

ACTION TAKEN:

School Board Vote

Yes____ **No**__

AMENDMENT:

APPROPRIATING \$14,187.48 FROM THE SCHOOL RESOURCE OFFICER GRANT

WHEREAS, the Board of Education has received a grant from the state which is used along with county funds to fund a portion of the new SRO program for the fourth year at Creekside Elementary; and

WHEREAS, the amount of funding from the state is for new SRO's only; and

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of Education meeting in regular session on September 19, 2022, approve and amend the **2022-2023** General Purpose School Fund budget as follows:

Revenue

141.40000.465900.	Other State Ed-Safe Schools	\$14,187.48
381.00.31.G2280		

Expenditure

141.72130.530900.45	Contracts with Govt Agencies	\$14,187.48
7.G2280		

ACTION TAKEN:

School Board Vote: **Yes**_____ **No**_____

Amendment:

AMENDING THE 2022-2023 GENERAL PURPOSE SCHOOL FUND BUDGET BY \$204,173 FOR STATE TRANSITION GRANT

WHEREAS, we receive a State Transition grant for the Student Support Services Department which funds a transition teacher and three workplace readiness specialists; and

WHEREAS, these funds run on an October - September timeline like federal funds and this adjustment adds the revenue we will receive this year with related expenditures; and

WHEREAS, since this grant runs on a different fiscal year than the normal General Purpose budget, remaining funds on June 30th will have to carry forward to the next fiscal year;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of Education meeting in regular session on September 19, 2022, approve and amend the **2022-2023** General Purpose School fund budget in the following manner:

Revenue		
141.471390.G7250	Other State Funds	\$204,173
Expenditures		
141.71200.511600.389.G7250	Teacher	\$53,072
141.71200.520100.389.G7250	FICA	3,290
141.71200.520400.389.G7250	Pension	4,177
141.71200.520600.389.G7250	Life Ins	41
141.71200.520700.389.G7250	Medical	11,450
141.71200.520800.389.G7250	Dental	500
141.71200.521200.389.G7250	Medicare	770
141.71200.521700.389.G7250	Retire-Hybrid Stabilization	600
141.71300.518900.389.G7250	Other Salaries and wages	81,900
141.71300.520100.389.G7250	FICA	5,078
141.71300.520400.389.G7250	Pension	6,135
141.71300.520600.389.G7250	Life Ins	123
141.71300.520700.389.G7250	Medical	34,350
141.71300.520800.389.G7250	Dental	1,500
141.71300.521200.389.G7250	Medicare	1,187
	Total	<hr/> \$204,173 \$204,173

ACTION TAKEN:

School Board Vote

Yes _____

No _____

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbooks and Instructional Materials	Descriptor Code: 4.401	Issued Date: Click here to enter a date.
		Rescinds: 4.401	Issued: 06/17/19

1 *General*

2 *All classrooms shall be equipped with the textbooks and instructional materials needed to provide*
3 *quality learning experiences for students in accordance with state law.*¹ The Board shall provide a wide
4 range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking,
5 and support the educational programs.

6 *Part Definitions*

7 *Board adopted textbooks and instructional materials shall be defined as any medium or manual of*
8 *instruction which contains a systematic presentation of the principles of a subject and which*
9 *constitutes a major instructional vehicle for that subject.*²

10 *Supplementary instructional materials shall be defined as additional resources selected by educators*
11 *to enhance instruction in alignment with the Tennessee academic standards.*

12 **SELECTION OF BOARD APPROVED ADOPTED TEXTBOOKS AND INSTRUCTIONAL** 13 **MATERIALS**

14 The selection of *Board-approved* textbooks *to be considered for adoption by the Board and*
15 *instructional materials* shall be completed according to the laws and policies required by the State of
16 Tennessee and the State Textbook *and Instructional Materials Quality* Commission.³ The responsibility
17 for *Board approved* textbook *and instructional materials* selection rests with the local textbook
18 selection committees, subject to approval by the Board. The Board will appoint textbook selection
19 review committees to review the *Board-approved* textbooks *and instructional materials that are*
20 proposed for adoption. The committees shall be established by grade level and subject matter fields.

21 The Executive Committee shall prepare a recommended list of committee members for the Board to
22 consider. Members of the committees shall be teachers, supervisors of teachers, and parents with children
23 currently enrolled in a school under the jurisdiction of the Board at the time of the appointment. Teachers
24 and supervisors who are appointed shall be teaching or supervising the respective grade level or subject
25 at the time of appointment, must be licensed in Tennessee with endorsements in the grade level or subject
26 matter, and must have at least three years of experience teaching in public schools. All committee
27 members shall be voting members. The Board may appoint experts in the grade level or subject matter
28 field for the textbooks and instructional materials to be reviewed.

29 The review shall include an examination as to whether the *Board-approved* textbooks or instructional
30 materials:

- 1 • Conform to the standards for their subject areas or grade levels;
- 2
- 3 • Are free of any clear, substantive, factual or grammatical errors;
- 4
- 5 • Contain content that is accurate and free of bias;
- 6
- 7 • Comply with and reflect the values expressed in §49-6-1028(b), if the textbook or instructional
- 8 materials are being considered for adoption as a textbook or instructional materials for
- 9 education of students in general studies and specifically in United States history and this
- 10 nation's republican form of government.

11 Experts may be college professors or credentialed subject matter specialists. Upon recommendation by
12 the Superintendent, the Board shall determine whether an individual is a credentialed subject matter
13 specialist. Experts so appointed shall not be voting members of any committee but may present
14 information to the committee for consideration.

15 The Superintendent shall be an ex officio member of all committees appointed and shall not be a voting
16 member. Members of the Board may also serve as ex officio members. The textbook adoption
17 committees' selections will be submitted to the Board for approval.

18 All committee members must swear to the oath required by state law. The members of the committees
19 appointed shall serve for the length of time the adoption process for which they are appointed lasts.

20 At least one *set of publisher provided review materials* ~~copy of each text~~ to be considered by the
21 committees shall be available at the central office during the review period for examination by Board
22 members, WCS employees, and the general public. Online access to the textbooks and materials shall
23 be provided to the fullest extent possible. The public will be made aware of the dates the textbooks and
24 materials are available for review *prior to their adoption.*⁴

25 ***SELECTION OF SUPPLEMENTARY INSTRUCTIONAL MATERIALS***

26 The responsibility for selection of *supplementary* instructional materials is delegated to the
27 professionally trained personnel employed by the school system. Selection of *supplementary*
28 instructional materials may involve many people including library media specialists, *curriculum*
29 *specialists*, teachers, students, principals, administrators, parents, and the community.

30 Gifts of *supplementary instructional* materials, meeting the selection standards, may be accepted.

31 ***INSPECTION AND REVIEW***

32 *Board approved* textbooks, instructional materials and/or *supplementary instructional materials* shall
33 be available for inspection by parents/guardians upon request. The Superintendent shall develop
34 procedures for inspection of materials and distribute these procedures to each principal.⁵

35 ***CARE OF BOARD APPROVED TEXTBOOKS, INSTRUCTIONAL MATERIALS, AND*** 36 ***SUPPLEMENTARY INSTRUCTIONAL MATERIALS***

1 Instructional materials supplied to students by the Board are district property, and the teacher shall see
2 that they are taken care of and returned by the close of the school year. Parents and guardians shall accept
3 full responsibility for the proper care, preservation, return, or replacement of instructional materials that
4 are issued to their children.

5 *Fines may be assessed at the discretion of the principal in cases where the student or parent/guardian*
6 *damages, loses, or defaces the textbook or instructional material. The principal may include with the*
7 *notice a provision stating that failure to pay the fine imposed within a reasonable time may result in*
8 *the imposition of one of the following sanctions:*

- 9 1. *Refusal to issue any additional textbooks until restitution is made; or*
- 10
- 11 2. *Withholding all report cards, diplomas, certificates of progress, or transcripts until restitution*
12 *is made.*
- 13

14 *The principal also reserves the right to waive fines when appropriate.*

15 ***RECONSIDERATION OF BOARD APPROVED TEXTBOOKS, INSTRUCTIONAL MATERIALS*** 16 ***AND SUPPLEMENTARY INSTRUCTIONAL MATERIALS⁶***

17 ~~*If a complaint is filed*~~ *A complaint about Board approved textbooks, instructional materials and*
18 *supplementary instructional materials may only be made by a current WCS parent/guardian,*
19 *employee, or student. regarding Board approved textbooks, instructional materials and supplementary*
20 *instructional materials If there is a complaint, this process is to be followed:*

- 21 1. *Inform* the complainant of the selection procedures and make no commitments.
- 22
- 23 2. Request the complainant *complete and* submit a Request for Reconsideration *of Board*
24 *Approved Textbooks, Instructional Materials and/or Supplementary Materials* form.
- 25
- 26 3. Inform the Superintendent of Schools and other appropriate personnel.
- 27
- 28 4. Keep challenged materials available for use during the reconsideration process. *The materials*
29 *shall be removed immediately if they:*
 - 30
 - 31 a. *Were created to align exclusively with Common Core; or*
 - 32
 - 33 b. *Are marketed or otherwise identified as Common Core textbooks or instructional*
34 *materials.*
- 35
- 36 5. The principal shall request review of the challenged materials by an *ad hoc materials review*
37 *committee* within fifteen (15) working days. *The ad hoc review committee is appointed by the*
38 *Superintendent or designee within seven (7) working days of receiving the request for review*
39 *and includes representatives from central office staff, classroom teachers, one or more*
40 *parents, and may include one or more students.*
- 41

1 6. The *ad hoc* review committee shall take the following steps after receiving the challenged
2 materials:

- 3
4 a. Read, view, or listen to the material in its entirety;
5 b. Check general acceptance of the material by reading recognized and evaluative reviews;
6 c. Determine the extent to which the material supports the curriculum;
7 d. Complete the appropriate Checklist for Reconsideration of Board Approved Textbooks,
8 Instructional Materials and/or Supplementary Instructional Materials, judging the
9 material for its strength and value;
10 e. *Invite the complainant to an interview;* and
11 f. Present decision to complainant and the Superintendent or designee.
12

13 If the complainant or any affected employee of WCS wishes further action after receiving the
14 decision of the ad hoc review committee, an appeal may be made to the Board of Education within
15 fifteen (15) working days of the date of the ad hoc review committee decision. This appeal should
16 be made in writing to the Superintendent of Schools who shall schedule the matter on the agenda of
17 the next regular meeting of the School Board. If no appeal is filed within the above deadline, the
18 determination of the *ad hoc* review committee shall be final *for up to two (2) years. The decision*
19 *of the Board may be binding for up to two (2) years, and the Board may determine the*
20 *applicability of its decision throughout the district.*

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TRR/MS 0520-05-01-.01
3. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
4. 20 USCA § 1232h(a); TCA 49-6-7003
5. TCA 49-6-7003
6. TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206; *TCA 49-6-2206*

Cross References

Surplus Property Sales 2.403
Library Materials 4.403
Student Fees and Fines 6.709

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <i>Library Materials</i>	Descriptor Code: 4.403	Issued Date: 04/16/19
		Rescinds: 4.403	Issued: 06/03/14

1 The Board of Education supports principles of intellectual freedom inherent in the First Amendment of
2 the Constitution of the United States.¹

3 *The school librarians shall be responsible for library collection development of the library materials*
4 *physically located in the school's library. Teachers shall be responsible for library collection*
5 *development for the materials maintained in a teacher's classroom. Library materials are defined as*
6 *print and non-print materials curated, processed, and inventoried by school librarians and/or*
7 *classroom teachers in collaboration with building Principals, but does not include materials made*
8 *available to students as part of a course curriculum. Library materials shall be reviewed to ensure*
9 *the content aligns with state law.¹ The library collection shall adhere to the following criteria:*

- 10 1. *Materials shall be suitable for and consistent with the educational mission of the school;*
11 Every effort will be made to provide materials that present many points of view concerning the
12 problems and issues of our times--international, national, and local. Instructional materials of
13 sound factual authority shall not be proscribed or removed from library shelves or classrooms
14 because of partisan or doctrinal approval/disapproval
15
- 16 2. *Materials shall be appropriate for the age and maturity levels of the students who may access*
17 *them. The determining factor will be based on an assessment of any mature themes or*
18 *content (i.e., violence, sexual content, vulgar language, substance abuse);*
19
- 20 3. *Materials shall contain literary, historical, and/or artistic value and merit; and*
21
- 22 4. ~~*The collection as a whole shall offer a variety of viewpoints.*~~ (Delete)

23 *School librarians shall be responsible for periodically reviewing the district's library collection in line*
24 *with these established standards.*

25 **COMPLAINTS**

26 *A complaint about library materials may only be made by a current WCS employee, student, or*
27 *parent/guardian. If there is a complaint, this process is to be followed:*

- 28 1. *Inform* the complainant of the selection procedures and make no commitments.
29
- 30 2. Request the complainant to submit a Request for Reconsideration of *Library* Materials form.
31
- 32 3. Inform the *principal* and other appropriate personnel.

4. Keep challenged materials available for use during the reconsideration process.
5. *Upon receipt of the completed form, the principal shall notify the Superintendent or his/her designee.*
6. *The principal shall request review of the challenged materials by an ad hoc materials review committee within fifteen (15) days. The review committee is appointed by the principal and includes certified library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Superintendent or his/her designee of the review committee's progress.*
7. *The review committee shall take the following steps after receiving the challenged materials:*
 - a. Read, view, or listen to the contested material in its entirety;
 - b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - c. Determine the extent to which the material supports the educational mission of the school;
 - d. *Complete the appropriate Checklist for Reconsideration of Library Materials*, judging the material for its strength and value; *and*
 - e. *Present recommendation to principal for further action and to the Superintendent and the Board.*
8. *Board members shall review ~~read~~ the challenged library material(s), review the recommendation presented by the review committee, and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.*
9. *If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the Board shall require the school to remove the material from the library collection.*

~~If the complainant or any affected school employee wishes further action after receiving the decision of the committee, an appeal may be made to the Board of Education within fifteen (15) working days of the date of the committee decision. This appeal should be made in writing to the Superintendent of Schools who shall schedule the matter on the agenda of the next regular meeting of the School Board. If no appeal is filed within the above deadline, the determination of the review committee shall be fina~~

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); [TCA 49-6-3803](#)

Cross References

- Textbooks and Instructional Materials 4.401
School and System Websites 4.407

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date: 06/17/19
		Rescinds: 4.400	Issued: 06/17/13

1 All instructional personnel, as a part of their orientation program, shall at the school level receive
2 information regarding instructional materials available, use procedures, and a briefing on operating the
3 equipment from a competent media specialist.

4 The principal, or a committee appointed by the principal, shall screen all instructional materials that are
5 being considered for purchase. The principal, or the committee, is to be responsible for coordination of
6 the use of instructional aids at the school and to encourage optimal and equitable use. Textbooks and/or
7 instructional materials shall be available for inspection by parents/guardians upon request. The
8 Superintendent shall develop procedures for inspection of materials and distribute these procedures to
9 each principal.¹

10 Instructional media may be selected and used by the individual teacher as part of regular classroom
11 instruction provided that the media clearly relate to the objectives and content of the scope and sequence
12 or to significant current events. Electronic media used for instructional purposes, including but not
13 limited to software, online subscriptions, e-books and digital texts, must be vetted prior to purchase
14 and/or use in the district to assure products are aligned to the WCS scope and sequence and comply with
15 Board of Education policies, the WCS Computer Guidelines, and stipulations of the Children's Online
16 Protection Act 47 USC Section 231 (COPPA), the Family Education Rights and Privacy Act (FERPA),
17 and the Children's Internet Protection Act (CIPA).

18 Instructional materials supplied to students by the Board are district property, and the teacher shall see
19 that they are taken care of and returned by the close of the school year.

20 Parents and guardians shall accept full responsibility for the proper care, preservation, return, or
21 replacement of instructional materials that are issued to their children.

22 The selection of equipment shall be made according to the instructional needs of the schools and state
23 guidelines.

Legal References

1. 20 USCA § 1232h; 34 CFR § 98.3;
TCA 49-6-7003

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Selection of Instructional Materials	Descriptor Code: 4.402	Issued Date: 06/17/19
		Rescinds: 4.402	Issued: 08/20/01

1 The Board will seek to provide a wide range of instructional materials on all levels of difficulty, with
2 diversity of appeal, and the presentation of different points of view and will provide procedures for
3 review and reconsideration of allegedly inappropriate instructional materials.

4 *Objectives of Selection*

5 In order to assure that instructional materials are an integral part of the educational program, the
6 following selection objectives are adopted:

- 7 1. To provide materials that will enrich and support the curriculum and personal needs of the
8 students, taking into consideration their varied interests, abilities, and learning styles;
9
- 10 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation,
11 aesthetic values, and ethical standards;
12
- 13 3. To provide a background of information which will enable pupils to make intelligent judgments
14 in their daily lives;
15
- 16 4. To provide materials on opposing sides of controversial issues so that students may develop,
17 under guidance, the practice of critical analysis;
18
- 19 5. To provide materials which realistically represent our pluralistic society and reflect the
20 contributions made by these groups and individuals to our American heritage; and
21
- 22 6. To place principles above personal opinion and reason above prejudice in the selection of
23 materials of the highest quality in order to assure a comprehensive media collection appropriate
24 for the users.

25 *Responsibility for Materials Selection*

26 The responsibility for selection of instructional materials is delegated to the professionally-trained
27 personnel employed by the school system.

28 Selection of materials may involve many people including library media specialists, teachers, students,
29 principals, administrators, parents and the community.

30 Gift materials, meeting the selection standards, may be accepted.

1 *Selection Criteria and Procedures for School Media Centers*

- 2 1. Selection should be consistent with the goals and objectives of the instructional program based
3 on knowledge of the students and teachers to be served.
4
- 5 2. Selection should be made to provide balance in materials that present different points of view
6 concerning current problems and issues.
7
- 8 3. Selection should be made based on a knowledge of the existing collections of materials in the
9 media center and in the classrooms.
10
- 11 4. Selection should be made using reputable, unbiased, professionally-prepared selection aids.
12
- 13 5. Selection should be a continuing process throughout the school year as new suggestions of staff
14 members and students are evaluated and materials already purchased are reevaluated to
15 determine their current or lasting contributions to the educational program of the school.
16
- 17 6. Gift materials should be judged upon the same basis as the library media center's own
18 purchases. Gift materials meeting the selection standards may be accepted, although the library
19 media specialist reserves the right to decide whether or not the material shall be placed in the
20 library media center.

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Credit Recovery for Courses Taken in High School	Descriptor Code: 4.210	Issued Date: 06/17/19
		Rescinds:	Issued:

1 **GENERAL¹**

2

3 The Superintendent of Schools shall ensure that credit recovery facilitators receive training regarding
4 course organization, online instruction management, and related technology.

5 Credit recovery teachers shall comply with all State Board of Education certification requirements.¹

6 **ADMISSION AND REMOVAL²**

7 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

8

- 9 1. The student's parent/guardian gives written consent for the student to enroll in the proposed
10 credit recovery course. Parent(s)/guardian(s) should be informed that not all postsecondary
11 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will
12 not accept credit recovery courses for credit; and
- 13 2. The student has previously taken an initial, non-credit recovery section of the proposed course.
14 Credit recovery is designed to be a remediation option for students, and a credit recovery
15 course shall not be the first time a student is exposed to the course content.
- 16 3. The student mastered at least fifty percent (50%) of the course standards as evidenced by the
17 course grade in non-credit recovery section of the course or a diagnostic assessment. Students
18 who mastered below fifty percent (50%) of the course standards as evidenced by the course
19 grade in a non-credit recovery section of the course or a diagnostic assessment, must re-take the
20 course.

21 If a student is seeking to recover credit for the first semester of a two-semester course, the student may
22 not receive the full credit for the course until he/she has enrolled in and passed the second semester of
23 the course and taken any applicable End of Course examinations.

24 The Board shall track students enrolled in credit recovery courses as directed by the Tennessee
25 Department of Education.

26 **INSTRUCTION AND CONTENT¹**

27 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content
28 and instruction.

1 The Superintendent of Schools shall ensure that all credit recovery courses:

- 2 1. Align with Tennessee’s current academic standards for the relevant course content area, as
3 approved by the State Board of Education; and
4
5 2. Differentiate instruction to address individual student growth needs based on diagnostic
6 assessment or End of Course data.

7 Students in credit recovery programs shall:

- 8
9 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
10
11 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
12 need; and
13
14 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
15 earn credit.

16 **GRADES³**

17 Students passing credit recovery shall receive a grade of *sixty percent (60%)*. ~~seventy percent (70%)~~.

18 Grades awarded in credit recovery courses shall adhere to the State Board of Education’s Uniform
19 Grading Policy.

Legal References

1. State Board of Education Policy 2.103(VII)(2)
2. State Board of Education Policy 2.103(VII)(3)
3. State Board of Education Policy 2.103(VII)(5)(e)

Cross References

Grading System 4.600
Promotion and Retention 4.603

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.214	Issued Date: 01/18/22
		Rescinds: 4.214	Issued: 09/20/21

1 *General*

2 The Williamson County Schools virtual education program is a course or series of courses offered by a
3 school district to provide students a broader range of educational opportunities through the use of
4 technology. Utilizing this program is temporary and shall not replace a student's regular instructional
5 program.¹

6 A student may participate in a virtual education program without enrolling in a virtual school;
7 provided, however, that the student must be enrolled at the school where the student receives the
8 majority of the student's instruction each school year.¹

9 Class size ratios for the virtual education program shall comply with the requirements as outlined in
10 state law.²

11 Virtual education programs³ shall be made available to students for the following purposes:

- 12 1. Continuity of educational service for students who are homebound;⁴ ~~and~~
- 13 2. Continuity of educational service for students who are quarantining; *and*⁵
- 14 3. *Up to two (2) days per semester for continuity of educational service when the district utilizes*
15 *remote instruction due to dangerous or extreme weather conditions, a serious outbreak of*
16 *illness affecting or endangering students or staff, or during the administration of end of*
17 *course examinations or other examinations as allowed per state law.*⁶

20 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

21 Students shall be eligible to utilize a virtual education program if participating in one of the above
22 educational opportunities. The following factors shall also be taken into consideration when
23 determining eligibility:

- 24 1. Attendance;
 - 25 2. Grades; and
 - 26 3. Behavioral record.
- 27
28
29

1 ATTENDANCE

2 Student attendance in the virtual education program shall adhere to the general requirements of board
3 policy 6.200 and any relevant administrative procedures.

4 Methods of confirming student attendance shall include two or more of the following:

- 5 1. Students participating in a phone call with a teacher, with parent/guardian support as
6 appropriate for the age of the student;
7
- 8 2. Students participating in synchronous virtual instruction;
9
- 10 3. Students completing work in a learning management system;
11
- 12 4. Students submitting work via hard-copy or virtual formats; or
13
- 14 5. Student completion of an online assessment.

15 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

16 A student may be removed from the virtual education program or denied future enrollment in a virtual
17 education program based on disciplinary issues, attendance issues, or poor academic performance.

18 Before a student is removed based on poor academic performance, the following interventions shall
19 occur:

- 20 1. Notification of parent/guardian; and
21
- 22 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
23 academic performance.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. ***TCA 49-6-3004***

Cross References

- Homebound Instruction 4.206
Credit Recovery 4.210

Williamson County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Credit for Prior Courses	Descriptor Code: 4.604	Issued Date: 09/20/21
		Rescinds: 4.604	Issued: 06/17/19

1 Students enrolled in grades 9 -12 who have completed a course equivalent to a high school level course
2 may earn high school credit toward graduation. Students may earn credit toward graduation upon passing
3 a comprehensive written examination in accordance with standards determined as follows:¹

- 4 1. The examination shall provide evidence that the students have mastered all of the terminal
5 objectives in the applicable curriculum framework adopted by the State Board of Education and
6 shall be scored and graded on the same scale as for high school students who enroll in the
7 course for which credit is being given.
8
- 9 2. Students must score ~~70 or better on~~ *proficient as determined by* the comprehensive written
10 examination in order to receive credit toward high school graduation.
11
- 12 3. The course name and a course grade of pass will be entered on the high school transcript with
13 the notation “Cr. Ex.” for Credit by Exam beside the course.
14
- 15 4. Students eligible to test for credit may include students transferring from a district which does
16 not place high school courses taken at the middle school level on the high school transcript or
17 beginning 9th grade students with no high school transcript. The WCS school must, however,
18 receive an official grade report along with documentation from the previous school that
19 confirms that the student has completed a high school level course at the middle school level
20 before testing for credit can occur.
21
- 22 5. In order for a student to test for credit, the WCS school must receive an official grade report
23 with documentation from the previous school to confirm the student has completed a course for
24 high school credit.

Legal References

1. TCA 49-6-1202; State Board of Education Policy 2.102



TO: Williamson County Board of Education

FROM: Jason Golden

DATE: September 15, 2022

RE: 2023-2024 Calendar Parameters

Board Policy 1.800, School Calendar, requires the Board to consider parameters to the school calendar by September of each year. For the past few years, the Board elected not to establish parameters but rather to consider the calendar brought from the recommendation of the calendar committee.

If you choose to have parameters, the parameters established by consensus at the Board work session will form the basis for the item. The Board may then adopt or amend the item at the full Board meeting on September 19, 2022.

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



MEMORANDUM

TO: Williamson County School Board

FROM: Jason A. Golden, Superintendent

DATE: August 11, 2022

RE: Superintendent's Goals and Objectives

The following are the proposed goals for the Superintendent for 2022-2023, with revised language based on early feedback. Last year, the Board first reviewed the proposed goals in August and voted on them in September. We recommend the same process for this year.

1. Lead the Board of Education in a community-wide effort to develop and adopt a new District Strategic Plan for 2023-2027, through securing participation from all WCS stakeholder groups. This plan will include primary strategic priorities and supporting actions based on WCS' three Strategic Commitments:
 - a. We will invest in team quality and excellence.
 - b. We will improve student centered operational support systems.
 - c. We will prepare students for the future.
2. Present a fiscally sound 2023-24 staffing and pay plan for the 2023 budget to address this region's market changes, optimizing use of the projected new TISA funding, recent increases in sales tax revenue, and priorities identified through the strategic planning process.
3. Present a plan to improve faculty and staff job satisfaction and staffing retention, utilizing data obtained through the Gallup Q12 survey, priorities identified through the strategic planning process and any additional staff feedback obtained by WCS leadership.



TO: Williamson County Board of Education

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

SUBJECT: End of Month Financials

DATE: September 19, 2022

Please find attached the activity statements for all of our funds for August 31, 2022. These statements are prior to reconciliation with the trustee.

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13 JOURNAL DETAIL 2023 1 TO 2023 13

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT USE/COL
141 GENERAL PURPOSE SCHOOL						
40000 REVENUES	-420,449,549	-954,502	-421,404,051	-29,144,526.76	-392,259,524.26	6.9%
71100 REGULAR INSTRUCTION	217,188,828	0	217,188,828	10,116,612.03	205,121,246.89	4.7%
71150 ALTERNATIVE INSTRUCTION	668,047	0	668,047	20,715.93	644,015.08	3.1%
71200 SPECIAL EDUCATION INSTRUCTION	69,726,471	5,750	69,732,221	2,629,859.95	65,982,436.05	3.8%
71300 CAREER AND TECHNICAL EDUCATIO	9,249,942	756,320	10,006,262	554,121.48	8,640,013.66	5.5%
71400 STUDENT BODY EDUC PRGM	1,950,000	0	1,950,000	354,218.21	1,140,968.76	18.2%
72110 ATTENDANCE	554,919	0	554,919	83,190.84	471,728.16	15.0%
72120 HEALTH SERVICES	7,681,098	0	7,681,098	344,809.21	7,304,226.66	4.5%
72130 OTHER STUDENT SUPPORT	15,747,865	0	15,747,865	720,494.25	15,024,032.09	4.6%
72210 INSTRUCTION SUPPORT	15,376,192	60,385	15,436,577	1,383,277.44	13,826,002.39	9.0%
72215 ALTERNATIVE SUPPORT	223,020	0	223,020	33,452.14	189,567.86	15.0%
72220 SPECIAL EDUCATION SUPPORT	8,550,700	0	8,550,700	934,816.64	7,030,816.17	10.9%
72230 CAREER/TECH EDUC SUPPORT	474,156	59,709	533,865	69,303.55	459,951.48	13.0%
72250 TECHNOLOGY	12,359,048	0	12,359,048	2,957,532.71	6,050,320.24	23.9%
72310 BOARD OF EDUCATION	16,507,808	0	16,507,808	181,104.70	16,211,285.49	1.1%
72320 OFFICE OF SUPERINTENDENT	1,963,133	1,001	1,964,134	280,903.12	1,673,908.60	14.3%
72410 OFFICE OF PRINCIPAL	29,195,691	0	29,195,691	3,340,916.36	25,854,774.64	11.4%
72510 FISCAL SERVICES	2,248,824	95,388	2,344,212	398,031.23	1,856,410.77	17.0%
72520 HUMAN SERVICES/PERSONNEL	2,250,546	169,174	2,419,720	301,463.52	2,110,615.43	12.5%
72610 OPERATION OF PLANT	20,781,925	0	20,781,925	3,050,539.85	10,302,232.75	14.7%
72620 MAINTENANCE OF PLANT	10,765,470	202,450	10,967,920	1,543,578.88	8,154,115.09	14.1%
72710 TRANSPORTATION	21,334,272	0	21,334,272	967,149.33	19,953,475.52	4.5%
73300 COMMUNITY SERVICES	1,423,742	0	1,423,742	259,433.18	1,143,119.95	18.2%
73400 EARLY CHILDHOOD/PRE K	960,349	0	960,349	46,669.91	898,167.91	4.9%
99100 TRANSFERS OUT	0	4,282,000	4,282,000	.00	4,282,000.00	.0%
TOTAL GENERAL PURPOSE SCHOOL	46,732,497	4,677,675	51,410,172	1,427,667.70	32,065,907.38	2.8%
TOTAL REVENUES	-420,449,549	-954,502	-421,404,051	-29,144,526.76	-392,259,524.26	
TOTAL EXPENSES	467,182,046	5,632,177	472,814,223	30,572,194.46	424,325,431.64	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13 JOURNAL DETAIL 2023 1 TO 2023 13

ACCOUNTS FOR: 142 SCHOOL FEDERAL PROJECTS	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT USE/COL
40000 REVENUES	-8,646,083	-264,962	-8,911,046	-312,173.52	-8,598,872.21	3.5%
71100 REGULAR INSTRUCTION	764,936	76,000	840,936	172,340.54	668,595.88	20.5%
71200 SPECIAL EDUCATION INSTRUCTION	3,983,695	0	3,983,695	181,590.31	3,411,705.38	4.6%
71300 CAREER AND TECHNICAL EDUCATIO	239,435	-1,453	237,981	5,864.21	185,116.74	2.5%
72120 HEALTH SERVICES	893,694	0	893,694	51,425.10	842,268.41	5.8%
72130 OTHER STUDENT SUPPORT	131,294	78,465	209,759	1,798.72	207,031.96	.9%
72210 INSTRUCTION SUPPORT	562,551	105,945	668,496	24,429.04	556,639.95	3.7%
72220 SPECIAL EDUCATION SUPPORT	840,137	0	840,137	89,154.91	721,956.69	10.6%
72230 CAREER/TECH EDUC SUPPORT	12,634	5,738	18,372	726.49	17,645.97	4.0%
72710 TRANSPORTATION	1,400	267	1,667	.00	1,667.03	.0%
99100 TRANSFERS OUT	1,216,309	0	1,216,309	.00	1,216,308.99	.0%
TOTAL SCHOOL FEDERAL PROJECTS	0	0	0	215,155.80	-769,935.21	100.0%
TOTAL REVENUES	-8,646,083	-264,962	-8,911,046	-312,173.52	-8,598,872.21	
TOTAL EXPENSES	8,646,083	264,962	8,911,046	527,329.32	7,828,937.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13		JOURNAL DETAIL 2023 1 TO 2023 13					
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
143 CENTRAL CAFETERIA	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	USE/COL	
40000 REVENUES	-17,345,718	-825,284	-18,171,002	-836,741.92	-17,334,260.29	4.6%	
73100 FOOD SERVICE	19,522,056	825,284	20,347,340	1,354,142.72	12,906,843.41	6.7%	
TOTAL CENTRAL CAFETERIA	2,176,338	0	2,176,338	517,400.80	-4,427,416.88	23.8%	
TOTAL REVENUES	-17,345,718	-825,284	-18,171,002	-836,741.92	-17,334,260.29		
TOTAL EXPENSES	19,522,056	825,284	20,347,340	1,354,142.72	12,906,843.41		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13		JOURNAL DETAIL 2023 1 TO 2023 13					
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
146 EXTENDED SCHOOL PROGRAM	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	USE/COL	
40000 REVENUES	-5,692,000	0	-5,692,000	-579,718.11	-5,112,281.89	10.2%	
73300 COMMUNITY SERVICES	5,841,165	0	5,841,165	957,365.60	4,759,399.84	16.4%	
TOTAL EXTENDED SCHOOL PROGRAM	149,165	0	149,165	377,647.49	-352,882.05	253.2%	
TOTAL REVENUES	-5,692,000	0	-5,692,000	-579,718.11	-5,112,281.89		
TOTAL EXPENSES	5,841,165	0	5,841,165	957,365.60	4,759,399.84		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13 JOURNAL DETAIL 2023 1 TO 2023 13

ACCOUNTS FOR: 177 EDUCATION CAPITAL PROJECTS	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT USE/COL
40000 REVENUES	-457,740,429	-541,712,349	-999,452,778	-892,738,007.85	-106,714,770.54	89.3%
82330 OTHER DEBT SERVICE	0	2,400,000	2,400,000	2,400,000.00	.00	100.0%
91300 EDUCATION CAPITAL OUTLAY	673,614,517	352,521,446	*****	815,158,166.77	44,605,560.48	79.4%
TOTAL EDUCATION CAPITAL PROJECTS	215,874,088	-186,790,903	29,083,185	-75,179,841.08	-62,109,210.06	-258.5%
TOTAL REVENUES	-457,740,429	-541,712,349	-999,452,778	-892,738,007.85	-106,714,770.54	
TOTAL EXPENSES	673,614,517	354,921,446	*****	817,558,166.77	44,605,560.48	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13	JOURNAL DETAIL 2023 1 TO 2023 13					
	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT USE/COL
GRAND TOTAL	264,932,088	-182,113,228	82,818,860	-72,641,969.29	-35,593,536.82	-87.7%

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

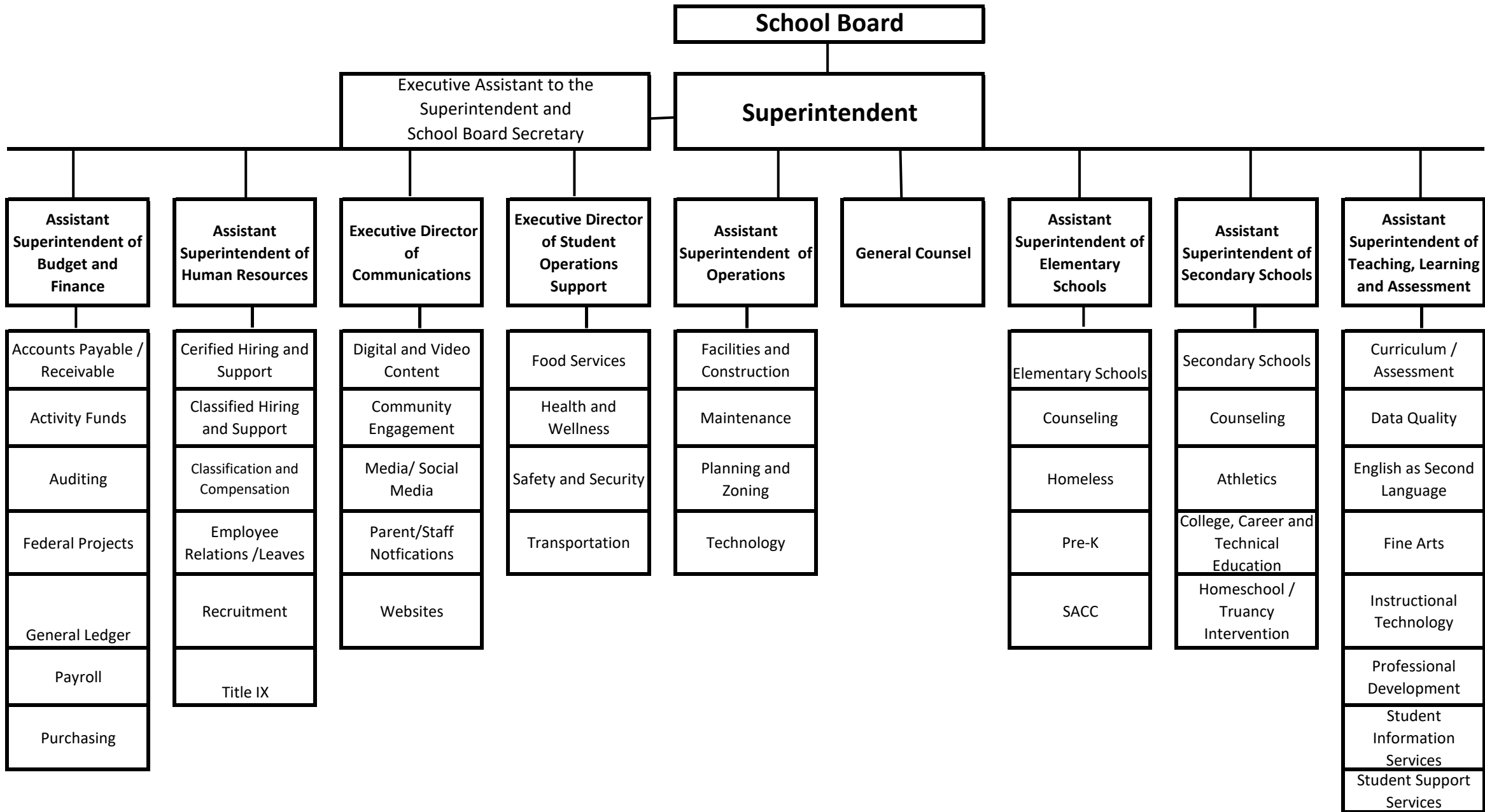
To: Rachel Farmer
 From: Kirk Elliott
 Date: Sept. 1, 2022
 RE: Purchasing Report

Contains bid projects conducted during the month of August 2022

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 # 1294	District Vehicles
Project	This project consisted of procuring bids for the purchase of trucks, and other utility vehicles for, Maintenance, Food Service and Transport Departments.
Department/Director	Maintenance, Adam Christopher, Food Service James Remete, Transportation Jeff Fuller.
Advertised	Thursday, July 28, 2022
Bid Opening	Wednesday, August 24, 2022 at 2:30 pm
Bidders who were solicited or participated in this bid project	Tennessee Fleet Sales, Murfreesboro
	Freeland Chevy lowest and best on all 4 items
	Chrysler, Dodge, Jeep Ram of Columbia multiple bid amounts no bid on 2 items
	Sam Swope Auto
	Walker Chevrolet
	Nissan of Cool Springs
	Mid Tenn Ford
Darrel Waltrip	
Awarded	Freeland Chevrolet

Quick Bid # 1296	CTE project to wrap Volvo Semi Truck with design
Project	This project consisted of having the tractor in the CTE Department wrapped for identification
Department/Director	CTE / Jeremy Qualls
Quick Bid Opening	Thursday, August 4, 2022
	Bid amounts
Bidders	Nomad Autoworks \$6,000.00
	The Wrap Lab / DBA Label Graphics \$5,267.00
Awarded	The Wrap Lab / DBA Label Graphics



School Board Overnight Field Trip Report

Trip ID	Trip Date	Return Date	Approved	Origin	Trip Name	Trip Type	Activity Type	#	Destination
34893	8/19/2022	8/20/2022	8/10/2022	Brentwood High	Varsity VB Showdown Tournament	Athletic Trip	Varsity Volleyball	10	Knoxville Convention Center
Notes/Fees <i>No Cost. No bus needed.</i>									
34894	8/19/2022	8/20/2022	8/10/2022	Brentwood High	JV VB Showdown Tournament	Athletic Trip	JV Volleyball	15	Knoxville Convention Center
Notes/Fees <i>No Cost. No bus needed.</i>									
34972	9/16/2022	9/17/2022	8/18/2022	Brentwood High	Cross Country @ Southern Showc	Athletic Trip		44	John Hunt Soccer Complex
Notes/Fees <i>\$100.00/Student for lodging and food. I would like to request Papa G as the driver if possible. I would like to communicate with the driver before the meet, my number is 615-594-0082.</i>									
34973	9/23/2022	9/24/2022	8/18/2022	Brentwood High	Cross Country @ Wingfoot Class	Athletic Trip		28	Sam Smith Park
Notes/Fees <i>\$100.00/Student for lodging and food. NO BUS OR DRIVER IS NEEDED.</i>									
35149	4/12/2023	4/16/2023	8/4/2022	Brentwood High	Choral NYC Performance	Fine Arts	Chorus/Choir	0	New York City - Lincoln Center
Notes/Fees <i>over100. This proposal was created by Harmony Tours. Students will leave after school on Wednesday and travel by plane to New York City. While there, students will rehearse with other choirs from across the country Thursday, Friday and perform at Lincoln Center on Saturday night. They will also attend a Broadway show, visit the National History Museum, and the 9/11 Memorial. Rate per quad occupancy is \$2,039. which includes transportation, hotel, breakfasts, metro cards, admission into all museums and shows, several lunches and dinners. The choir will host fundraiser opportunities to help with these costs.</i>									
34930	9/23/2022	9/25/2022	8/22/2022	Centennial High	Orchestra Fall Retreat	Fine Arts	9th - 12th grade	30	Camp Meribah
Notes/Fees <i>\$60 per student - cost will be covered by fundraising. Transportation only needed to Camp Meribah, parents will pick up students Sunday.</i>									
35522	9/16/2022	9/17/2022	8/29/2022	Fairview High	East Hamilton HS Raider Comp	Athletic Trip	JROTC	30	East Hamilton High School
Notes/Fees <i>No Cost. Bus is not required. JROTC funds will be used. Personal Cell phone for First Sergeant Christopher Turk 216-246-1845. Office 432-4400 Ext: 11309 and 11347. We will depart after school on Friday. This was a last minute notification of the Raider Competition.</i>									
35229	9/16/2022	9/17/2022	8/26/2022	Nolensville High School	XC Meet	Athletic Trip	Cross Country	40	Huntsville
Notes/Fees <i>Depart NHS at 5:00 PM on Friday, 9/16. Staying at the Hilton Garden Inn, 301 Blvd. S SW, Huntsville, AL. Meet is in Huntsville on Saturday, 9/17. Return to NHS when meet is over.</i>									
35465	9/16/2022	9/18/2022	8/26/2022	Nolensville High School	Girl Soccer - Memphis Trip	Athletic Trip	Varsity Soccer	20	Hyatt Place Hotel - Germantown
Notes/Fees <i>No Cost. just donations. No driver needed - Shelton will drive bus</i>									
35465	9/16/2022	9/18/2022	9/7/2022	Nolensville High School	Girl Soccer - Memphis Trip	Athletic Trip	Varsity Soccer	20	Hyatt Place Hotel - Germantown
Notes/Fees <i>No Cost. just donations. No driver needed - Shelton will drive bus</i>									
34791	10/20/2022	10/21/2022	8/12/2022	Nolensville High School	TTA - State One Act Festival	Fine Arts	Drama	40	Austin Peay State Univ.
Notes/Fees <i>No Cost. fundraising and donations. We would like to have a driver if possible. This is an overnight fieldtrip, but wouldn't let me put in for an overnight fieldtrip with the correct times.</i>									
35139	9/23/2022	9/24/2022	8/22/2022	Page High	Volleyball Tournament	Athletic Trip	Varsity Volleyball	15	Dunbar High School
Notes/Fees <i>No driver needed</i>									
35139	9/23/2022	9/24/2022	8/23/2022	Page High	Volleyball Tournament	Athletic Trip	Varsity Volleyball	15	Dunbar High School
Notes/Fees <i>No driver needed</i>									
34965	10/29/2022	10/30/2022	8/8/2022	Page High	BAND CONTEST	Band Trip	9th - 12th grade	61	Jacksonville State University
Notes/Fees <i>NO DRIVERS/BUSSES NEEDED. Using Charter Busses. Cost per student: \$75.</i>									
34965	10/29/2022	10/30/2022	8/8/2022	Page High	BAND CONTEST	Band Trip	9th - 12th grade	61	Six Flags Over Georgia
Notes/Fees <i>NO DRIVERS/BUSSES NEEDED. Using Charter Busses. Cost per student: \$75.</i>									
35358	11/10/2022	11/13/2022	8/22/2022	Ravenwood High	RHS Band to Indianapolis	Band Trip	Marching	160	Lucas Oil Stadium
Notes/Fees <i>No Cost</i>									
35359	11/10/2022	11/13/2022	8/22/2022	Ravenwood High	RHS Band to Indianapolis	Band Trip	Marching	160	Lucas Oil Stadium
Notes/Fees <i>No Cost</i>									
35177	3/13/2023	3/16/2023	9/2/2022	Spring Station Middle	SSMS NY Trip	Fine Arts	8th grade	55	New York City
Notes/Fees <i>over100. COST PER STUDENT IS \$1492.00.FUNDRAISING WILL OCCER WHICH WILL OFFSET THE FINAL COST PER STUDENT. A PAYMENT SCHEDULE HAS BEEN ARRANGED WITH THE TRAVEL AGENCY TO ALLOW FOR 5 INSTALLMENT PAYMENTS. NO BUSES NEEDED</i>									

Williamson County Schools

Athletics and Fine Arts Facilities Assessment, High School Update

September 8, 2022

Update

We are in the process of meeting with high school administrators, coaches, and fine arts teachers. At these meetings, we are presenting the findings of our facility assessment and providing an opportunity for school personnel to offer feedback.

Meeting Schedule:

- **August 31, 2022:** Centennial, Fairview, and Franklin at Franklin High School
- **September 14, 2022:** Brentwood, Nolensville, and Ravenwood at Ravenwood High School
- **September 28, 2022:** Independence, Page, and Summit at Independence High School

Next Steps

- Complete presentations with all 9 high schools
- Feedback from school personnel
- Develop a plan of action with each school, not necessarily a “one size fits all” implementation plan
- Presentation to Board of Education