



## Williamson County Board Work Session

January 11, 2024 6:00 PM

Support Services Building - Professional Development Room

### 1. Call to Order

### 2. Consent Agenda

- a. Approval of November 27, 2023 School Board Meeting Minutes
- b. Board Policies - Second Reading
  - I. 1.402 Agendas
  - II. 4.211 Work Based Learning
- c. Annual Review of Board Policies (Annual Agenda Item)
- d. Approval of 2024-25 SACC Fees
- e. Recommendation for Field Trip Fee Requests
- f. Approval of Brentwood High Wrestling School Storage Shed
- g. Approval of Centennial High School Softball Batting Cage
- h. Approval of Nolensville High School Bleacher Fencing
- i. Approval of Nolensville High School Storage Shed
- j. Approval of Ravenwood High School Basketball Locker Room Renovation
- k. Approval of Renaissance High School Outdoor Patio
- l. Approval of Scales Elementary School Outdoor Classroom

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

Jason Golden

### 4. Operations Report (5 minutes)

Brian King

### 5. Board Vice-Chair Report (10 minutes)

Josh Brown

### 6. New Business

- a. 2023 2024 School Board Budget (10 minutes) Rachel Farmer
  - I. Approval of General Purpose School Fund Amendment 01.24 Donation for CTE- \$30,000.00
  - II. Approval of General Purpose School Fund Amendment 01.24 Opioid Task Force Grant - \$5,500.00
  - III. Approval of Education Capital Project Fund 01.24 Intracategory Transfer- Transportation Building- \$1,600,000.00
- b. Board Policies - First Reading (10 minutes) Dana Ausbrooks
  - I. 2.400 Revenues
  - II. 2.601 Fundraising Activities
  - III. 2.8051 Purchasing Cards, Credit Cards & Credit Lines
  - IV. 4.600 Report Cards and Grading Systems, per Board Member request
  - V. 4.604 Credit for Prior Courses

VI. 4.700 Testing Programs

VII. 5.305 Family and Medical Leave (FMLA)

c. Approval of 2024-25 Open and/or Closed Zoned Schools  
(Annual Agenda Item)

**7. Monthly Reports & Miscellaneous Information**

a. December End of the Month Financial Report

b. December Purchasing Report

c. Overnight Fieldtrip Report



**Williamson County School Board Meeting**  
November 27, 2023 6:30 PM  
Williamson County Administrative Complex - Auditorium

Attendance Taken at 6:32 PM.

Mrs. Jennifer Aprea:	Present
Mr. Drason Beasley:	Present
Mr. Joshua Brown:	Present
Mr. Dan Cash:	Present
Mrs. Donna Clements:	Present
Ms. Sheila Cleveland:	Present
Mrs. Angela Durham:	Present
Mr. Jay Galbreath:	Present
Mr. KC Haugh:	Present
Mr. Eliot Mitchell:	Absent
Mr. Eric Welch:	Present
Mr. Rick Wimberly:	Absent

Present: 10, Absent: 2.

**1. Call to Order**

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

Madam Chair Durham called the meeting to order. She asked the Board members to record their attendance. Board member Josh Brown arrived after attendance had been taken. Durham led the Pledge of Allegiance, followed by a moment of silence. She thanked Sheriff's Deputies Randy Coutras and Mitchell Britton for attending the meeting.

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

Madam Chair Durham called on the following individuals who signed up to speak during public comment.

- William Petty spoke about LBGT flags in the classroom.
- Erica Bowton spoke about pride flags in the classroom.
- Carol Neuhauser spoke about the primary curriculum.
- Maggie Maclean spoke about flags in schools.
- Kate Keese spoke about support of teachers.
- Barb Sturgeon spoke about the 5-Year Capital Plan.
- Genevieve Pahos spoke about flags in schools.
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**3. Approval of Agenda**

Madam Chair Durham presented the agenda for approval.

**Motion Passed:** Motion by Mr. Eric Welch to approve. A second was made by Mr. Joshua Brown.

Mr. Eliot Mitchell:	Absent
Mr. Rick Wimberly:	Absent

Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Yes: 10, Nay: 0, Absent: 2

#### 4. Approval of Consent Agenda

Madam Chair Durham presented the consent agenda for approval.

**Motion Passed:** Motion by Mr. Joshua Brown to approve. A second was made by Mrs. Donna Clements.

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes

Yes: 10, Nay: 0, Absent: 2

- a. Approval of the October 23, 2023 School Board Meeting Minutes
- b. Approval of 2023-24 Hearing Officers List
- c. Approval of LEA Compliance Report (Annual Agenda Item)
- d. Recommendation for Field Trip Fee Requests
- e. Approval of Creekside Elementary School Outdoor Classroom
- f. Approval of Page High School Softball Facility
- g. Approval of Summit High School Batting Cage Modification
- h. Approval of City of Franklin Request for a Sanitary Sewer Easement at Legacy Middle School
- i. Approval of City of Franklin Request for a Sanitary Sewer Easement at Oak View Elementary School

#### 5. Communications to the Board

##### a. Superintendent's Report

Superintendent Golden thanked the principals in attendance at the meeting. He talked about the 3rd Grade Retention Law. Golden spoke about each school getting a single letter grade from the state based on TVAAS and TCAP. Golden gave a recap of the bus pilot for the second semester. The pilot will be at Nolensville High, Mill Creek Middle and Mill Creek Elementary Schools. Details will be sent to parents before the winter break. The implementation will be the first student day, January 3, 2024.

Golden thanked all the public speakers.

Superintendent Golden acknowledged Executive Director of Communications, Carol Birdsong, for receiving the inaugural Tennessee Communicator of the Year.

##### I. Student, Staff and School Spotlights

In Student Spotlights, the Brentwood High girls cross-country team was celebrated for its fourth consecutive Tennessee Secondary School Athletic Association (TSSAA) Girls Cross-Country State Championship. The BHS coaches are Robert Pautienus and Michelle Doty.

Nolensville High's Claire Stegall is the TSSAA Girls Class AAA 5K champion. Her coach is Christopher Demetra.

Ravenwood High's Miles Ramer is the TSSAA Boys Class AA 5K State champion. His coach is Pete Mueller.

b. Board Chair Report

Madam Chair Durham stated there are no School Board meetings in December.

**6. New Business**

a. 2023 2024 School Board Budget

I. Approval of General Purpose School Fund Amendment 11.23 State Special Education Preschool Grant - \$765,154.00

Madam Chair Durham called upon Superintendent Golden, who recommended approval of General Purpose School Fund Amendment 11.23 State Special Education Preschool Grant in the amount of \$765,154.00.

**Motion Passed:** Motion by Mr. KC Haugh to approve. A second was made by Mr. Eric Welch.

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes

Yes: 10, Nay: 0, Absent: 2

II. Approval of General Purpose School Fund Amendment 11.23 United Way Grant - \$316,925.00

Madam Chair Durham called upon Superintendent Golden, who recommended approval of General Purpose School Fund Amendment 11.23 United Way Grant in the amount of \$316, 925.00.

**Motion Passed:** Motion by Mrs. Donna Clements to approve. A second was made by Mr. Eric Welch.

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes

Yes: 10, Nay: 0, Absent: 2

III. Approval of Education Capital Projects Fund 11.23 Intracategory Page High Phase IV-  
\$1,175,000.00

Madam Chair Durham called upon Superintendent Golden, who recommended approval of Education Capital Projects Fund 11.23 Intracategory Page High Phase IV in the amount of \$1,175,000.00.

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

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Yes: 10, Nay: 0, Absent: 2

b. Approval of the Five -Year Capital Improvement Plan (Annual Agenda Item)

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the Five Year Capital Improvement Plan (Annual Agenda Item).

**Motion Passed:** Motion by Mr. Eric Welch to approve. A second was made by Mr. Jay Galbreath.

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Nay  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Yes: 9, Nay: 1, Absent: 2

c. Review of Code of Ethics (Board Policy 1.106) ( Annual Agenda Item)

Madam Chair Durham called upon Superintendent Golden, who recommended Review of the Code of Ethics (Board Policy 1.106) (Annual Agenda Item).

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

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes

Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Yes: 10, Nay: 0, Absent: 2

d. Review of Board Norms (Board Policy 1.107) (Annual Agenda Item)

Madam Chair Durham called upon Superintendent Golden, who recommended Review of School Board Norms (Board Policy 1.107) (Annual Agenda Item).

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

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes  
Yes: 10, Nay: 0, Absent: 2

e. Board Policies - First Reading

I. 1.402 Agendas

Madam Chair Durham called upon Superintendent Golden, who recommended approval on first reading of policy 1.402 Agendas

**Motion Passed:** Motion by Mr. Dan Cash to approve. A second was made by Mr. Eric Welch.

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Yes: 10, Nay: 0, Absent: 2

II. 4.211 Work-Based Learning

Madam Chair Durham called upon Superintendent Golden, who recommended approval on first reading of policy 4.211 Work-Based Learning.

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

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Mr. Jay Galbreath: Yes

Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Yes: 10, Nay: 0, Absent: 2

f. Approval of the TISA Accountability Report

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the TISA Accountability Report.

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

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Yes: 10, Nay: 0, Absent: 2

g. Approval of 2024-25 Calendar (Annual Agenda Item)

Madam Chair Durham called upon Superintendent Golden, who recommended approval 2024-25 Calendar

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

Mr. Eliot Mitchell: Absent  
Mr. Rick Wimberly: Absent  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Yes: 10, Nay: 0, Absent: 2

**7. Adjournment**

There being no further business, Madam Chair Durham adjourned the meeting at 8:13 p.m.

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Chairperson

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Superintendent

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>08/21/23</b>
		Rescinds: <b>1.403</b>	Issued: <b>05/17/21</b>

1 The Chair and the Superintendent of Schools shall determine the agenda.<sup>1</sup> While developing the  
2 agenda, the Chair and Superintendent shall identify routine or non-controversial items to be placed on  
3 the consent agenda, which shall become a part of the regular agenda. If any member objects to  
4 including an item on the consent agenda, that item shall be moved to the regular agenda as an action  
5 item requiring discussion. The remaining consent items shall be adopted in a single vote without  
6 discussion.

7 Additional items of business may be placed on the board work session agenda under “Topics for  
8 Discussion” at the request of a board member made in writing. Board members wishing to suggest an  
9 item of business for the agenda shall notify the Superintendent and Chair in writing at least ten (10)  
10 working days before the board work session. The Board may from time to time invite subject matter  
11 experts to provide informational presentations as part of the work session agenda.

12 Regular meetings *of the Board* shall be conducted under the following order of business:

- 13 1. Call to Order, Pledge and Moment of Silence
- 14 2. Items of Public Interest (Public Comment)
- 15 3. Approval of Agenda\*/Items of Consent (Consent Agenda)
- 16 4. Communications to the Board (requiring no action)
- 17 5. Unfinished Business
- 18 6. New Business
- 19 7. Adjournment

20 \*Note: Once the agenda has been approved, it may not be changed without action to set aside Board  
21 policy.

## 22 *Public Comment Period During Regular Meetings*<sup>2</sup>

23 There shall be a public comment period for each meeting with actionable items on the agenda,  
24 ~~including special meetings~~. There shall not be a public comment period for teacher disciplinary  
25 hearings.

26 Thirty (30) minutes will be placed on the agenda for the Chair to recognize individuals to make  
27 comments *on educational topics germane pertaining to Williamson County Schools*. At the  
28 discretion of the Chair, this time may be extended. Williamson County residents and WCS employees  
29 shall have priority. In the event time remains, the Chair may allow nonresidents to speak. All persons  
30 addressing the Board will state his/her name, provide his/her address, and provide the name of the  
31 organization or group he/she represents before addressing the Board. ~~The Board reserves the right to~~

1 ~~limit the time of any speaker.~~ The Chair shall have the authority to terminate the remarks of any  
 2 individual who is disruptive or does not adhere to Board rules.<sup>3</sup>

3 Under the tenure recommendations section of the agenda, if a Board member requests that any specific  
 4 tenure recommendation(s) be acted upon separately, this request will be honored automatically.

5 ~~Agendas for special meetings of the School Board shall be established pursuant to requirements~~  
 6 ~~established by Tennessee law.~~

7 The agenda shall be available at each meeting for visitors. The agenda shall be available online to the  
 8 members, the media, and the public.

9 *Public Comment Period During Special Meetings<sup>2</sup>*

10 *There shall be a public comment period during special meetings. Public comment shall be limited to*  
 11 *the topics on the agenda. Thirty (30) minutes will be placed on the agenda for the Chair to recognize*  
 12 *individuals to make comments. At the discretion of the Chair, this time may be extended. Williamson*  
 13 *County residents and WCS employees shall have priority. In the event time remains, the Chair may*  
 14 *allow nonresidents to speak. All persons addressing the Board will state his/her name, provide*  
 15 *his/her address, and provide the name of the organization or group he/she represents before*  
 16 *addressing the Board. The Chair shall have the authority to terminate the remarks of any individual*  
 17 *who is disruptive or does not adhere to Board rules.<sup>3</sup>*

18 *Agendas for special meetings of the School Board shall be established pursuant to requirements*  
 19 *established by Tennessee law.*

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Legal References

1. TCA 49-2-206
2. ~~Public Acts of 2023, Chapter No. 300~~ *TCA 8-44-112*
3. TCA 39-17-306

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Cross References

- Duties of Officers 1.201  
 Executive Committee 1.301  
*School Board Meetings and Work Sessions 1.400*

# Williamson County Board of Education

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

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

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

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

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

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

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

3        The following student eligibility standards will be required:

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

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

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Legal References

1. [TCA 49-6-420](#); State Board of Education Policy 2.103(5); TN State Dept. of Ed. Work-Based Learning Policy Guide (2017).

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Cross References

Insurance Management 3.600

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



## MEMORANDUM

TO: Williamson County School Board

FROM: Dana M. Ausbrooks, General Counsel

CC: Jason Golden, Superintendent of Schools

DATE: December 15, 2023

SUBJECT: Annual Review of Board Policies

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



## 2024-2025 Tuition Fees

(Fees Effective for the 2024/2025 School Year)

### School Year

Registration Fee	\$45	Per Child
Full-Time Morning Care*	\$70	Per week/ per child
Full-Time Afternoon Care*	\$70	Per week/ per child
Full-Time Morning and Afternoon Care*	\$84	Per week/ per child
Part-Time Care	\$22	Per child/ per session
Full Day Care/ Inclement Weather	\$44	Per day/ per child

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

### Summer Fees

Registration Fee	\$45	Per Child
Full-Time Care	\$192	Per week/ per child
Part-Time Care	\$44	Per day/ per child
Part-Time Care Field Trip Fee	\$5	Per day/ per child

### Fees

Late Payment Fee	\$5	Per family/ per week
Late Pick Up Fee	\$3	Per minute/ per child
NSF Fee	\$10	Per returned transaction
Credit Card Processing Fee	3.5%	Per transaction
E-Check Processing Fee	\$0.50	Per transaction
Late Registration Fee	\$15	Per Break/ per child

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

40% discount for reduced meals, 50% discount for free meals

A limited number of scholarships are available for families experiencing homelessness or children in foster care

## TRIP FINDER - 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
207	3/24/2024	3/27/2024	11/27/2023	Fairview HS - CTE Paid	HOSA State Conference	CTE OVERNIGHT	CTE - HOSA	30	Chattanooga Convention Center
<b>Notes/Fees over100</b> - \$250 per student for food, other expenses and bus driver. Fundraising for hotel rooms. Bus to leave on March 24 to Chattanooga.									
255	2/29/2024	3/2/2024	12/17/2023	Franklin High	DECA SCDC 2024	CTE OVERNIGHT	9th-12th Grade	17	Chattanooga, TN
<b>Notes/Fees over100</b> - Depart Chattanooga on Saturday March 2, 2024 at 9:00 am Eastern Standard Time.									
203	2/28/2024	3/2/2024	11/16/2023	Nolensville High	DECA State Conference	CTE OVERNIGHT	CTE - DECA	42	Chattanooga Convention Center
<b>Notes/Fees over100</b> - Students will pay \$85 registration fee to complete plus \$140 to cover their hotel.									
250	2/29/2024	3/2/2024	12/13/2023	Page HS - CTE Paid	Page DECA State Competition	CTE TRIP	CTE - DECA	57	Chattanooga Convention Center
<b>Notes/Fees over100</b> - \$150 per student. Transportation needed. Hotel is not selected until January so drop off location will be updated.									
262	3/6/2024	3/9/2024	1/4/2024	Page HS - CTE Paid	Page TSA	CTE Trip	CTE - TSA	50	Chattanooga, TN
<b>Notes/Fees over100</b> - \$325 per student									
260	3/24/2024	3/27/2024	1/2/2024	Page Middle	Tennessee FFA State Convention	CTE OVERNIGHT	CTE - FFA	12	Gatlinburg Convention Center
<b>Notes/Fees over100</b> - \$300 per student. No driver needed. Parents will provide transportation to and from the convention. No Driver.									
230	2/29/2024	3/2/2024	12/8/2023	Summit High	SHS DECA State Competition	CTE OVERNIGHT	CTE - DECA	27	Chattanooga Convention Center
<b>Notes/Fees over100</b> - \$130-150 per student for registration, food & hotel depending on hotel location. One bus needed for students, adults & luggage.									
231	4/26/2024	5/1/2024	12/8/2023	Summit High	SHS DECA International Competition	CTE OVERNIGHT	CTE - DECA	20	Anaheim Convention Center
<b>Notes/Fees over100</b> - Not to exceed \$1,000 for students for airline flights, registration, food & hotel. No Driver.									
254	2/18/2024	2/19/2024	12/15/2023	Summit HS - CTE Paid	ProStart Competition	CTE OVERNIGHT	CTE - Programs	5	Holiday Inn and Suites
<b>Notes/Fees over100</b> - Students will pay for food and some of their hotel expenses. CTE is paying for Charter van/bus. Traveling with Nolensville High School. No Driver.									

Thursday, January 4, 2024

# TRIP TRACKER - 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
39994	3/14/2024	3/16/2024	12/15/2023	Brentwood High	Soccer Tournament	Athletic Trip	Varsity Soccer	30	Rocky Top Sports World
<i>Notes/Fees over100. \$150.00/student approx. Request Daryl Kerce as driver. Leaving at 8:00AM on March 14 (Spring Break). Will arrive around 1:00PM.</i>									
39761	1/12/2024	1/13/2024	11/29/2023	Centennial High	TN Thespian Conference	Fine Arts	Drama	50	MTSU
<i>Notes/Fees over100. \$125 per student.The Days Inn and Suites Murfreesboro-182 Chaffin Place, Murfreesboro</i>									
39617	2/22/2024	2/25/2024	12/7/2023	Centennial High	Adv Art Ed Trip NY City	Fine Arts	9th - 12th grade	5	New York City
<i>Notes/Fees over100. \$450 per student. Fundraising will offset costs. No bus needed</i>									
40072	2/29/2024	3/3/2024	1/5/2024	Fairview High	Youth in Government Conference	Academic Field Trip	Youth in Government	16	Doubletree Hotel Nashville
<i>Notes/Fees over100. student cost is \$450; no driver needed.</i>									
39973	1/20/2024	1/20/2024	1/3/2024	Page High	PHS Ski trip	Fine Arts	9th - 12th grade	54	Perfect North Slopes
<i>Notes/Fees over100. charter bus-no bus required; cost to student no more that \$160</i>									

Thursday, January 05, 2024



**MEMORANDUM**

December 15, 2023

**TO: Williamson County Board of Education**  
**CC: Jason Golden, Superintendent of School**  
**Brian King, Assistant Superintendent of Operations**  
**FROM: Eric J. Gardner, P.E., Director of Facilities & Construction**  
**RE: Brentwood High School Storage Shed**

Brentwood High School is requesting permission to construct a storage shed for the wrestling program. The proposed location for the shed is the rear of the school in the courtyard near the loading dock. The project is fully funded by Brentwood High School (Brentwood Athletic Club and the Brentwood High School Wrestling Fund). The following conditions apply to obtaining approval:

- The project must be submitted and approved by the City of Brentwood.
- The shed must be located at least 10' from the building and not near windows or doors.
- The contractor will submit a Certificate of Insurance naming WCS as additional insured and all employees working on WCS property will have passed a background check.
- Construction cannot begin until the City of Brentwood has approved and permits (if applicable) have been issued.

Staff recommends approval.

# Building Modification Request

\*\*PLEASE PRINT TO COMPLETE\*\*

RECEIVED

Incomplete forms and missing required documents will delay approval or cause denial of the request. NOV 09 2023

Facilities & Construction

**\* Required Fields**

\* School: Brentwood High Requested By: Coach Damon Smith

\* Justification for Request: (Ex: Increased Enrollment, Program Change, New Program Requirement)  
We are in desperate need of storage space for our wrestling facility.  
We are at capacity on space and need a storage building to  
store practice equipment and gear, etc. so we have more room for  
the wrestler to practice.

\* Scope of Work: 12 x 16 Storage building from backyard outfitters  
would be placed on the side of the room. 14 x 20 concrete pad  
for building to sit on it needed.

\* Attach plans and a sketched map showing the exact location. (Attached)

\* Funding Source: \$2500 from BAC (Brain Athletic Club) Remaining \$ from BHS Wrestling Fundraiser  
account.

\* Attach proof of available funding for total project amount.  
\$7,604 total cost \$5104 for Building \$2500 for  
concrete pad

\* Estimated Cost (Attach quotes):

\* Principal Signature: [Signature] Date: 11/7/23

Principal, send this completed form and attachments to your Assistant Superintendent.

This section to be completed by Central Office staff.

Ass't Superintendent Signature: [Signature] Date: 11/9/23

(After reviewing, please send this form and attachments to the Director of Facilities & Construction)

Requires WCS Board Approval: Yes  No

Director of Facilities & Construction Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Director of Facilities & Construction Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded to Maintenance by Director of Facilities & Construction on  
Date: Maintenance Recommendations: \_\_\_\_\_

Director of Maintenance Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Prepared by: Shawn Carder : 09/28/2023 12:14pm (CDT)

**Backyard Outfitters**  
Cust. Service: (615) 807-1386  
www.backyardoutfittersusa.com



Backyard Outfitters of Triune  
8002 Horton Hwy  
Arrington, TN 37014  
615-395-7124

Purchase Type: **ORDER-SHOP BUILT**  
Building Type: **Utility (8' Walls)**  
Size: **12x16**  
Reference #: **1382163**

Date: **09/28/2023**  
Salesman: **Kent Whitaker**

\*Revisions on Custom Orders subject to fee, see below for details

\*All Sizes Nominal\* \*12' wide measured eave to eave\* \*7' & 8' Tall Walls Measured on Outside\*

NOTES/COMMENTS

**Customer Name**

(Name must match ID) **Brentwood High School Wrestling**

Delivery Address: **5304 Murray Ln**

(City) **Brentwood (State)TN (Zip )37027**

(County) **Williamson**

Primary Phone: **(615) 545-6418**

Cell Phone:

Mailing Address:

**5304 Murray Ln**

City:

**Brentwood**

State:

**TN**

ZIP:

**37027**

Work Phone:

Email:

**coachsmith@brentwoodwrestling.com**

**Cash Sale**

*\*Checks payable to:*

*Backyard Outfitters Enterprises, LLC\**

	<b>Amount</b>
Sales Price	\$5,175.00
Option Cost	\$830.00
Discount	\$900.75
Building Materials Surcharge	\$0.00
Total (Pre-Tax)	\$5,104.25
7% Tax	\$0.00
Up to \$1600	\$0.00
Up to \$3200	\$0.00
Tax	\$0.00
Total Cost	\$5,104.25

Free setup includes leveling the building to the specifications on our blocking diagram (customer may request a copy from dealer) starting with the high corner at ground level or one four inch concrete block high. Buildings may then be leveled to a maximum of 2 feet at the highest corner. If leveling requires one (1) foot or less, pressure treated wood may be used. Otherwise, customer may supply concrete blocks which are placed on top of the ground, or our delivery drivers can supply concrete blocks for a fee (check with driver or dealer for prices). In very rare cases, underground footers may be required by local building codes. BYO does not offer digging or footer services, and these services are not included in free setup. Free delivery covers one trip up to thirty (30) miles one way. Trips over 30 miles are subject to a \$2.00/mile (8ft and 10ft wide) or \$3.50 /mile (12ft & 14ft wide) or \$4.50/mile (16ft wide) charge one way. Customer will be responsible to pay the delivery driver for any additional mileage charge as well as the cost of any additional trips to setup or level the building. Any balance due is due on delivery. A non-refundable fee will be charged on cancellations or revisions of custom orders as follows: 10% on cash sales of 8ft, 10ft, & 12ft wide buildings, 20% on cash sales of 14ft & 16ft wide buildings; or, on rent to own sales the security deposit plus first month's rent. If the building is on the sales lot, it should usually be delivered within the next 5-10 weekdays, weather permitting. If it is a special order you will need to check with your dealer to get an estimate on the current lead time. If you have not heard from your driver at the end of the expected time frame, feel free to call them. If you do not receive a return call from the delivery person within 24 hours, please call our office.

**QUOTE ONLY - NOT AN ORDER. PRICES SUBJECT TO CHANGE.**

PAINTED

**Backyard Outfitters Enterprises, LLC - QUOTE SHEET**

Quote Only - Reference #: 1382163

**Sales Lot** Backyard Outfitters of Triune **Date** 09/28/2023

**Customer Name** Brentwood High School Wrestling **Bldg Type/Size** 8' Utility (8' Walls) 12x16

Bldg Type	<b>Painted</b>
Flooring	<b>Engineered Panels T&amp;G</b>
Roof	<b>Charcoal - Metal</b>
Siding Type	<b>LP SmartPanel</b>
Exterior Finish	<b>Painted</b>
Wall Color	<b>Barn White Paint</b>
Trim Color	<b>Barn White Paint</b>
Door Color	
Door Trim Color	
Shutter Color	

Item	Price	Qty	Total Price
12" On Center Floor Joists	INCLUDED		
8' Walls	175.00 EA	1	\$175.00
9' Garage Door (7' Tall)	820.00 EA	1	\$820.00
Double Door	165.00 EA	-1	-\$165.00
<b>TOTAL OPTIONS PRICE</b>			<b>\$830.00</b>

**Notes/Comments**

**QUOTE ONLY - NOT AN ORDER. PRICES SUBJECT TO CHANGE.**

Prepared by: Shawn Carder : 09/28/2023 12:14pm (CDT)

**PAINTED**

**Backyard Outfitters Enterprises, LLC - Options Notice**

Please send along with work order, order sheet, and drawing sheet on all custom orders - Order Number: 1382163

<b>Sales Lot</b>	<u>Backyard Outfitters of Triune</u>	<b>Date</b>	<u>09/28/2023</u>
<b>Customer Name</b>	<u>Brentwood High School Wrestling</u>	<b>Bldg Type/Size</b>	<u>8' Utility (8' Walls) 12x16</u>

---

**CUSTOMER AGREES TO:**

- RECOMMENDED FLOORING IS (JOISTS SPACED AT 12" FOR THE HIGHER LISTED WEIGHT):
  - 5/8" FOR ATVS, GOLF CARTS, AND SMALL MOWERS - LESS THAN 300LB - 500LB PER WHEEL
  - 3/4" FOR LAWN TRACTORS AND LARGE MOWERS - LESS THAN 500LB - 700LB PER WHEEL
  - DOUBLE 3/4" FOR CARS, TRUCKS, AND HEAVY TOOLBOXES - LESS THAN 1050LB - 1500LB PER WHEEL

SEE FLOOR LOAD CHART ON WEBSITE.

5/8" FLOORING WITH JOISTS AT 12 INCHES OC WILL NOT SUPPORT POINT LOADS OF MORE THAN 450 LBS. (SPREAD EVENLY OVER AN AREA NO LESS THAN 5 IN. X 5 IN.). POINT LOADS CAN BE NO CLOSER THAN 2 FEET APART. BACKYARD OUTFITTERS IS NOT LIABLE FOR BROKEN OR CRACKED FLOOR DECKING WHEN LOADS MORE THAN ABOVE ARE PLACED ON FLOORING.

Customer Signature: \_\_\_\_\_

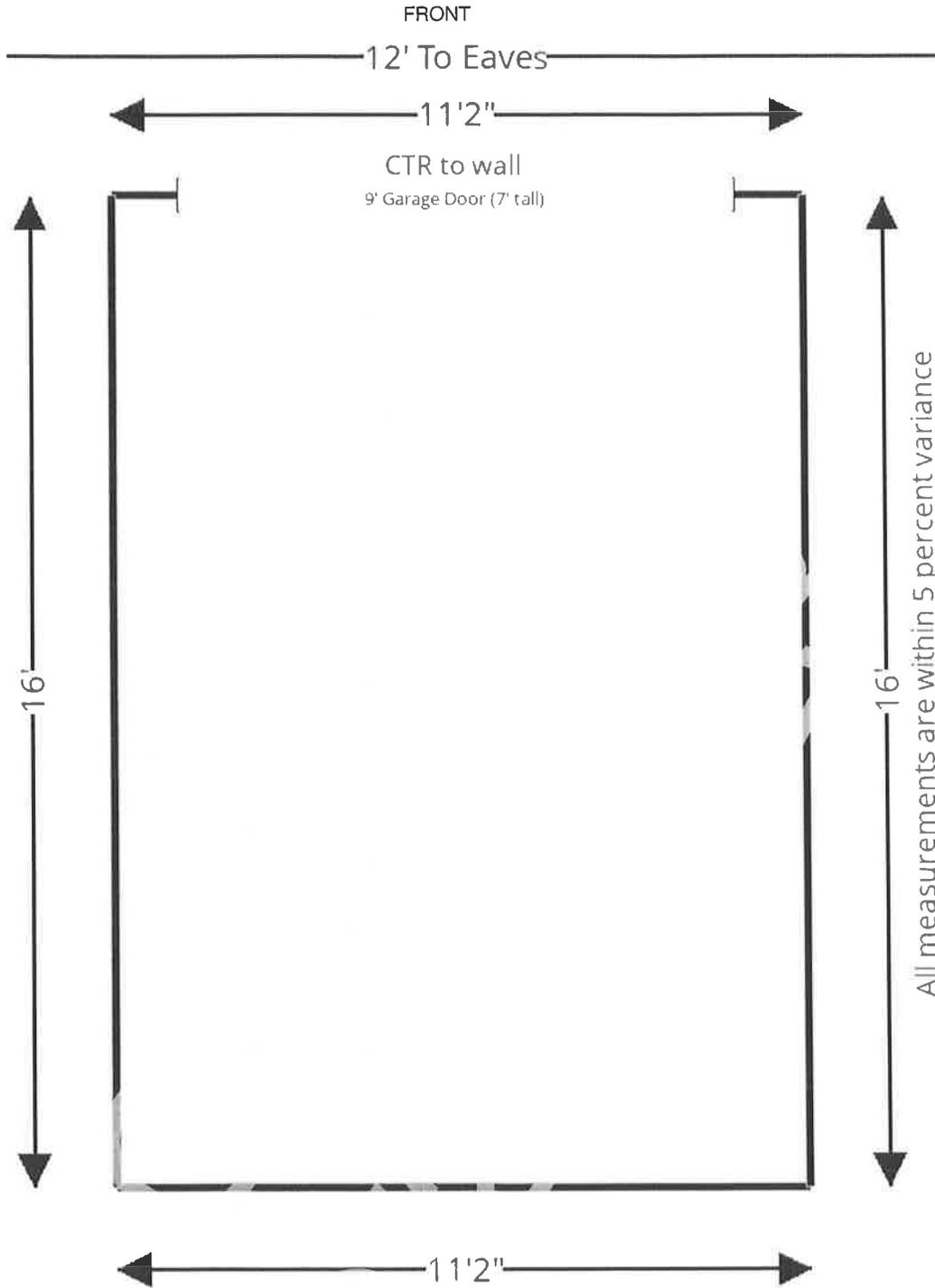
Prepared by: Shawn Carder : 09/28/2023 12:14pm (CDT)

PAIINED

**Backyard Outfitters Enterprises, LLC - DRAWING SHEET**

Please send along with work order and order sheet on all custom orders - Reference #: 1382163

Sales Lot Backyard Outfitters of Triune Date 09/28/2023  
Customer Name Brentwood High School Wrestling Bldg Type/Size 8' Utility (8' Walls) 12x16



All measurements are within 5 percent variance

BACK  
Roof ridge runs from FRONT to BACK

**QUOTE ONLY - NOT AN ORDER. PRICES SUBJECT TO CHANGE.**

Prepared by: Shawn Carder : 09/28/2023 12:14pm (CDT)

**PAIRED**

**Backyard Outfitters Enterprises, LLC - Additional Terms, Conditions, and Warranties**

Please send along with work order, order sheet, and drawing sheet on all custom orders - Reference #: 1382163

<b>Sales Lot</b>	<b>Backyard Outfitters of Triune</b>	<b>Date</b>	<b>09/28/2023</b>
<b>Customer Name</b>	<b>Brentwood High School Wrestling</b>	<b>Bldg Type/Size</b>	<b>8' Utility (8' Walls) 12x16</b>

**Additional Terms, Conditions and Warranties**

- 1. SALE IS NOT FINAL.** This Agreement is subject to approval and execution by Backyard Outfitters's corporate office. Backyard Outfitters has the right to refuse any sale up until the time when the building is set up at customer's location. Backyard Outfitters shall have the right to correct any errors in this Agreement concerning pricing or taxes.
- 2. LIMITED WARRANTY.** Customer will receive a limited five-year warranty. The details of this warranty can be found online at [www.backyardoutfittersusa.com](http://www.backyardoutfittersusa.com). Customer acknowledges that Customer has been provided a copy of this warranty or have had adequate time to review this warranty online. Discounted Buildings do not carry a warranty on cosmetic issues.
- 3. DELIVERY AND SETUP.** Backyard Outfitters strives to deliver all buildings in a timely manner consistent with our customers' expectations; however, Backyard Outfitters does not guarantee dates or times of delivery. Customer expressly understands that inclement weather, vehicle problems, difficulties at other delivery locations, and/or other unforeseen circumstances can affect the date and time of delivery. Backyard Outfitters is not responsible for any of Customer's lost work time associated with any delays or rescheduled deliveries. Customer represents that the delivery location will be accessible by a truck and trailer. It is the Customer's responsibility to decide if ground conditions are unsuitable or too wet for delivery. Customer is responsible for informing the delivery driver of any utility hazards or any other relevant matter prior to commencement of setup.
- 4. LIMITATIONS.** Backyard Outfitters is not responsible for permits, snow/wind load requirements, covenant searches, restrictions, setbacks, yard damage, or underground damage. Please contact your local building inspector and/or homeowner's association for information on requirements and restrictions. Customer shall be solely responsible for and shall obtain any necessary permits PRIOR TO installation. Customer agrees to indemnify and hold harmless Backyard Outfitters and its independent contractor delivery drivers for any yard damage done during installations and/or any violation of any government ordinance or code resulting from the installation of any Backyard Outfitters product at Customer's location. Customer releases Backyard Outfitters and its independent contractor delivery drivers from any claims for punitive, indirect, incidental, special, or consequential damages.
- 5. PAYMENT.** Drivers do not take credit cards. All balances due must be paid by cash or check on delivery. Balance due paid by credit card must be paid prior to delivery. Credit card price is 3% higher than discounted cash price listed on the work order. In the event building is not paid for before or on delivery, driver will not leave building and additional trip charges will be incurred. If delivery has not been made within 90 days, cash customers must pay balance due, rental customers must pay the rent due or other amounts as required by the rental purchase agreement, or the order is subject to cancellation and cancellation fee will be charged. All amounts not paid at delivery will be considered past due. On cash sales, customer may choose option to postpone construction start date and extend requirement to pay within 90 days for an additional 10% non-refundable fee paid at the time of sale. If customer chooses to postpone construction start date, the customer still must pay the balance due within 90 days of construction completion regardless of whether building is delivered.
- 6. CANCELLATIONS AND REFUNDS.** If Customer is dissatisfied with the Backyard Outfitters product upon acceptance of delivery by Customer or Customer's authorized agent, **Customer's sole recourse is to file a warranty claim.**
- 7. LATE PAYMENT, COSTS OF COLLECTION, AND RETRIEVAL.** Unless otherwise prohibited by state law, if Backyard Outfitters must engage in any effort to secure payment or otherwise seek to compel Customer to fulfill any of Customer's obligations under this Agreement, Customer agrees to reimburse Backyard Outfitters for any and all reasonable attorney fees, costs, and other expenses. For cash sales, Backyard Outfitters may charge a monthly late fee equal to 10% of the amount due or the maximum amount allowed by law. **FOR CASH SALES, CUSTOMER EXPRESSLY ACKNOWLEDGES AND AGREES THAT A FAILURE TO PAY ALL AMOUNTS DUE ENTITLES BACKYARD OUTFITTERS THE RIGHT TO RETRIEVE THE BACKYARD OUTFITTERS PRODUCT AND CUSTOMER FURTHER WAIVES ANY AND ALL RIGHTS AND/OR CLAIMS FOR REFUND FOR ANY PAYMENTS MADE PRIOR TO SUCH RETRIEVAL UNLESS THE PAYMENTS MADE EXCEED THE DEPOSIT PLUS EXPENSES INCURRED BY BACKYARD OUTFITTERS IN RETRIEVING THE BACKYARD OUTFITTERS PRODUCT.**
- 8. REPRESENTATIONS AND WARRANTIES.** Customer hereby represents and warrants to Backyard Outfitters, that Customer is the owner, or an authorized agent of the owner, of the property on which the Backyard Outfitters product is to be delivered and set up.
- 9. SEVERABILITY; APPLICABLE LAW AND VENUE; CLASS ACTION WAIVER.** If any provision of this Agreement is invalid, illegal, or incapable of being enforced by reason of any rule of law, public policy, or otherwise, any remaining provisions of this Agreement shall nevertheless remain in full force and effect. Unless otherwise prohibited by state law, this Agreement will be governed and construed by the laws of the State of Tennessee, without giving effect to its choice of law principles, and Customer agrees that any legal action arising out of this Agreement instituted by Customer will be brought, and consents to the jurisdiction and venue in, Rutherford County, Tennessee. Customer specifically agrees that any claims arising out of or relating to this Agreement must be brought by Customer in an individual capacity and expressly waives any right or option for Customer to bring any claim related in any way to this Agreement as a plaintiff or class member in any representative action.
- 10. ELECTRONIC NOTICE; CONSENT TO USE INFORMATION.** Customer and Backyard Outfitters have agreed to conduct all and/or portions of this transaction by electronic means, including, but not limited to, acceptance by Customer of any revisions regarding errors in pricing or taxes. Customer consents to Backyard Outfitters's use of any information disclosed by Customer for the purposes of completing the transactions contemplated in this document, for providing any ongoing support and services, and otherwise in accordance with Backyard Outfitters's privacy policy. Such consent includes the disclosure of such information to third parties which is reasonably necessary for such purposes. Customer may request a copy of Backyard Outfitters's privacy policies and practices through the above contact information.

Customer agrees to be bound by the terms, conditions, and warranties set forth herein and expressly acknowledges that there are no agreements of any type or kind other than those set forth herein.

**QUOTE ONLY - NOT AN ORDER. PRICES SUBJECT TO CHANGE.**

# HIDDEN TRAIL EXTERIORS, LLC

4825 Trousdale Dr  
Suite 231  
Nashville, TN 37220 US  
sales@hiddentrailexteriors.com



## Estimate

ADDRESS  
tony mckay

ESTIMATE: 5172  
DATE: 11/06/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Concrete Pad - 14x20 concrete pad install, includes forming up, and compacting the area with gravel. - Includes all labor and materials.	1	2,500.00	2,500.00
TOTAL				<b>\$2,500.00</b>

Accepted By

Accepted Date



**MEMORANDUM**

January 3, 2024

**TO: Williamson County Board of Education**  
**CC: Jason Golden, Superintendent of School**  
**Brian King, Assistant Superintendent of Operations**  
**FROM: Eric J. Gardner, P.E., Director of Facilities & Construction**  
**RE: Centennial High School Softball Batting Cage**

Centennial High School is requesting permission to relocate the existing softball batting cage from its current location behind the right field fence to the third base side near the home dugout. The batting cage is 16'x45'. The existing cage structure will be used and the foundation of the structure will match those of the existing structure. A new net will be installed and artificial turf will be used as the surface. The project is fully funded by Centennial High School. The following conditions apply to obtaining approval:

- Utilities in the area must be located and marked so that they won't be damaged by the installation of the structure.
- The contractor will submit a Certificate of Insurance naming WCS as additional insured and all employees working on WCS property will have passed a background check.

Staff recommends approval.

NOV 09 2023

### Building Modification Request

*Incomplete forms and missing required documents will delay approval or cause denial of the request.*

Facilities & Construction

**\* Required Fields**

\* School: Centennial HS Requested By: Jeff Serbin

\* Justification for Request: (Ex: Increased Enrollment, Program Change, New Program Requirement)  
Moving the batting cage from its current location to the third base side near our home dugout. It is near the shed.

\* Scope of Work: Removing the old cage and cleaned out the area around it. Grass and weeds had grown up around the old cage to where it was not usable. Cage is 16x45 and will have crush and run on top and turf on top of that. We will use the old cage structure and purchase a new net.

\* Attach plans and a sketched map showing the exact location.

\* Funding Source: Fundraising, donations.

\* Attach proof of available funding for total project amount.

\* Estimated Cost (Attach quotes): \$1,500

\* Principal Signature: [Signature] Date: 10/25/2023

*Principal, send this completed form and attachments to your Assistant Superintendent.*

This section to be completed by Central Office staff.

Ass't Superintendent Signature: [Signature] Date: \_\_\_\_\_

*(After reviewing, please send this form and attachments to the Director of Facilities & Construction)*

Requires WCS Board Approval: Yes  No

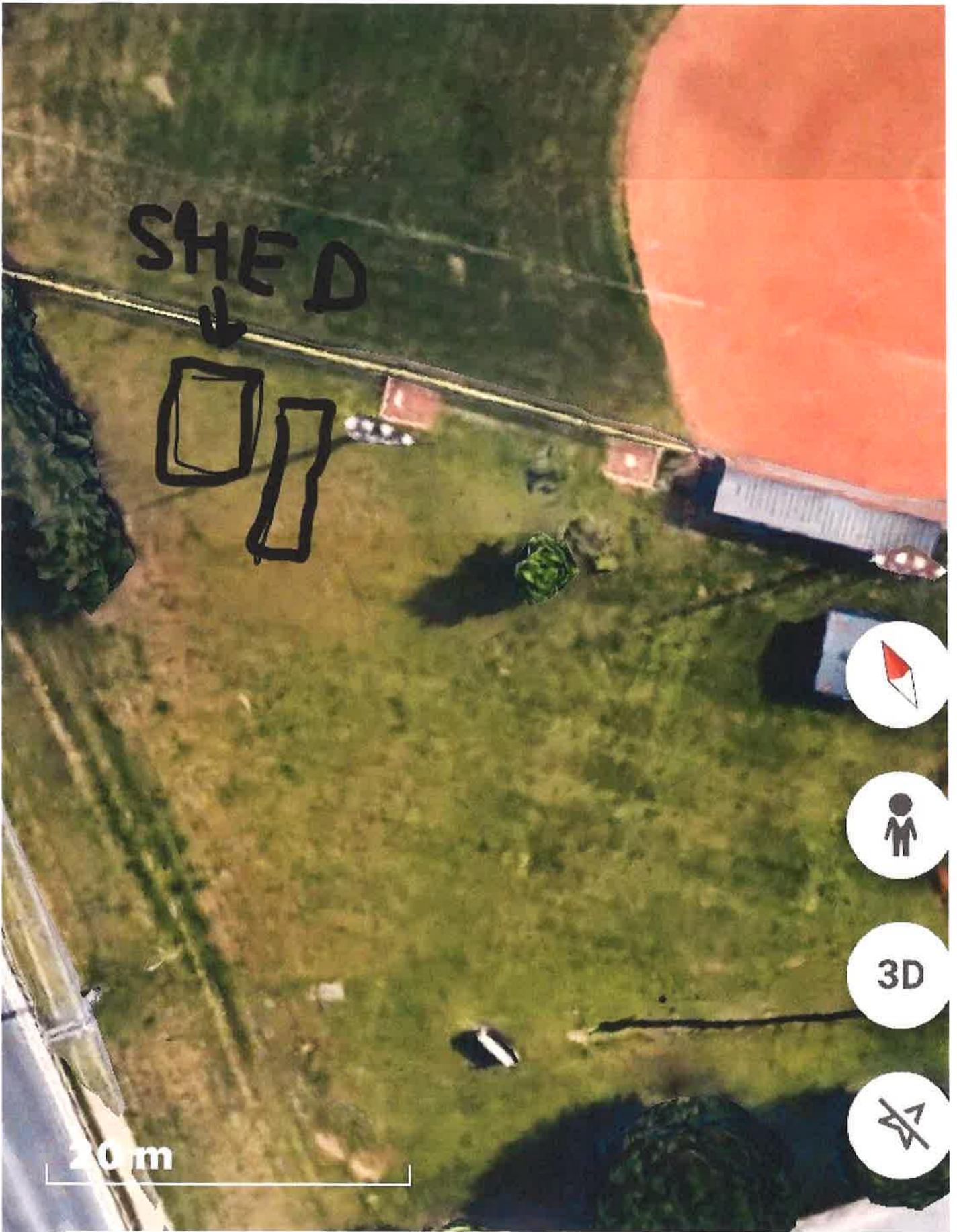
Director of Facilities & Construction Comments: \_\_\_\_\_

Director of Facilities & Construction Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded to Maintenance by Director of Facilities & Construction on \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance Recommendations: \_\_\_\_\_

Director of Maintenance Signature: \_\_\_\_\_ Date: \_\_\_\_\_



SHED



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3D





**MEMORANDUM**

December 15, 2023

**TO: Williamson County Board of Education**  
**CC: Jason Golden, Superintendent of School**  
**Brian King, Assistant Superintendent of Operations**  
**FROM: Eric J. Gardner, P.E., Director of Facilities & Construction**  
**RE: Nolensville High School Bleacher Fencing**

Nolensville High School is requesting permission to add fencing under the home football bleachers to create storage. This would utilize unused space under the bleachers. The project is fully funded by the Nolensville High School PTO (Nolensville Athletic Committee). The following conditions apply to obtaining approval:

- The project must be submitted and approved by the Town of Nolensville.
- The contractor will submit a Certificate of Insurance naming WCS as additional insured and all employees working on WCS property will have passed a background check.
- Construction cannot begin until the Town of Nolensville has approved and permits (if applicable) have been issued.

Staff recommends approval.

# Building Modification Request

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

### \* Required Fields

\* School: Nolensville HS Requested By: Zach Hudson

\* Justification for Request: (Ex: Increased Enrollment, Program Change, New Program Requirement)  
Add fencing to create more storage under home  
football bleachers and protect equipment.

\* Scope of Work: Add fencing under home bleachers at  
football field.

\* Attach plans and a sketched map showing the exact location.

\* Funding Source: NAC

\* Attach proof of available funding for total project amount.

\* Estimated Cost (Attach quotes): \$21,300

\* Principal Signature: [Signature] Date: 11/28/23

*Principal, send this completed form and attachments to your Assistant Superintendent.*

This section to be completed by Central Office staff.

Ass't Superintendent Signature: [Signature] Date: 11/30/23  
*(After reviewing, please send this form and attachments to the Director of Facilities & Construction)*

Requires WCS Board Approval: Yes  No

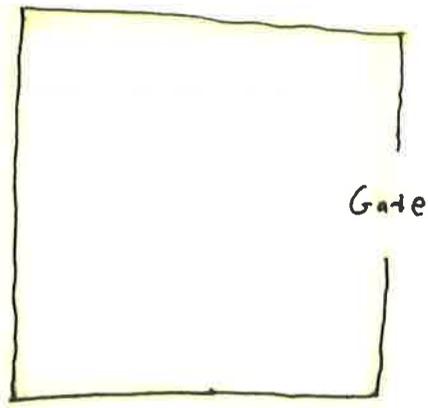
Director of Facilities & Construction Comments: \_\_\_\_\_

Director of Facilities & Construction Signature: \_\_\_\_\_ Date: \_\_\_\_\_

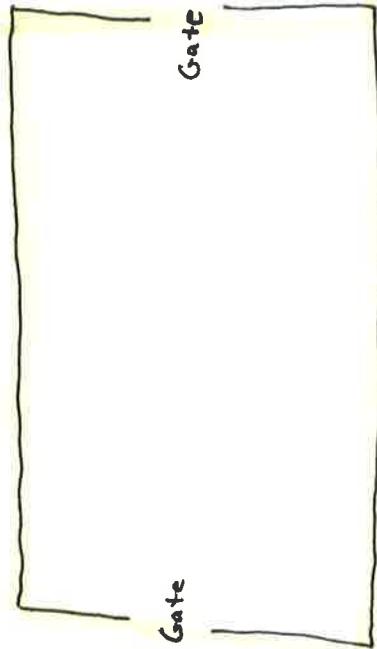
Forwarded to Maintenance by Director of Facilities & Construction on \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance Recommendations: \_\_\_\_\_

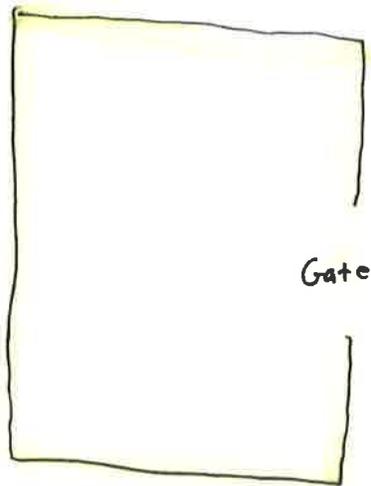
Director of Maintenance Signature: \_\_\_\_\_ Date: \_\_\_\_\_



← Stairs to bleachers



← Stairs to bleachers



Aerial view of under bleachers at football field, home side.

Highlighted parts are where we're adding fencing.

Maury Fence Company of Tennessee, Inc.  
 2621 Leah Circle  
 Columbia, Tennessee 38401

Office: 931-381-2980  
 615-373-3471  
 Fax: 931-381-2986

# ESTIMATE

Estimate Date
August 7, 2023
Estimate Number
27015

Submitted to:  
 NOLENSVILLE HIGH SCHOOL  
 1600 SUMMERLYN DRIVE  
 NOLENSVILLE, TN 37135

ESTIMATED BY / SITE OF INSTALLATION  
 BLAKE LOVELL/WILLIE HURD  
 ZACHARY HUDSON 615-337-8879

Phone: 615-337-8879  
 Fax:

Rock Clause:  
 \$188 PER HR AS NEEDED

TERMS: INVOICE IS DUE AND PAYABLE UPON RECEIPT.  
 Service charge of 1.5% (minimum .50¢) will be charged on any account 30 days after invoice date.

Quantity	Description
104.00	POLE VAULT AREA FT OF 6' CHAIN LINK TO TEAR OUT & HAUL OFF
114.00	FT OF 6' BLACK 8GA CHAIN LINK FENCE W/ 2-1/2" X 8' LINE POST (IN CONCRETE) 1-5/8" TOP RAIL BLACK TIGHT WIRE
1.00	2-1/2" X 9' END POST
1.00	3" X 9' CORNER POST
3.00	2-1/2" HOOK UP (EXTRA) *CUSTOMER WANTS TO REUSE 104' OF 6' BLACK 8GA WIRE
231.00	FOOTBALL BLEACHERS FT OF 5' BLACK 8GA CHAIN LINK FENCE W/ 2" X 5' PLATED LINE POST 1-5/8" TOP RAIL BLACK TIGHT WIRE
6.00	2-1/2" X 5'6" PLATED CORNER POST
6.00	2-1/2" HOOK UPS FOR 5' (WILL CONNECT TO 6' END POST)
279.00	FT OF 6' BLACK 8GA CHAIN LINK FENCE W/ 2" X 6' PLATED LINE POST 1-5/8" TOP RAIL BLACK TIGHT WIRE
6.00	2-1/2" X 6'6" PLATED END POST
6.00	2-1/2" X 6'6" PLATED CORNER POST
4.00	8' X 6' DOUBLE DRIVE GATES W/ 1-5/8" FRAME & 8GA WIRE

**THIS ESTIMATE MAY BE WITHDRAWN BY US IF NOT  
 ACCEPTED WITHIN 15 DAYS.**

Subtotal	Continued
Sales Tax	Continued
<b>Total</b>	<b>Continued</b>

An estimate gives you a reasonable price range for the type of fence and footage amount you are requesting. The final measure after installation could result in the cost being a little more or less than estimated. Any alterations or deviations you request after this estimate in type of materials, amount of footage, change in locations or size of components, could result in a change of cost. All agreements contingent upon weather, suppliers, or any delay beyond the control of Maury Fence Company. We call to locate PUBLIC utility lines before we dig. Location of private utility lines are responsibility of the property owner. Maury Fence is NOT responsible or liable for damages resulting from unlocated or unidentified underground lines of any kind to include water, irrigation, gas, sewer, electric, pool, phone or cable.

Owner agrees to furnish and point out to the Company the property lines upon which the fence is to be located, and further agrees to hold Maury Fence Company harmless from any loss, which might suffer as a result of the fence being placed on the property line erroneously established by Owner. Owner agrees to pay for the work done in the total sum of \$ Continued in cash net upon completion of the work. This is a valid and binding contract and is not subject to cancellation by the Owner without the written consent of the Company; and if Company consents to cancellation it is hereby agreed that the Owner will pay first to the Company the amount of expenses and labor already incurred and such damages as the nature of the case may require. If it becomes necessary to employ an attorney to enforce any provisions of this contract, Owner agrees to pay a reasonable attorney fee. This contract is not binding upon Maury Fence Company until accepted by it in writing, and Owner agrees that when it is so accepted it becomes a valid and binding contract. Owner agrees to be responsible for any and all attorney's fee or court costs pursuant to this contract. This contract contains the entire agreement between the parties. Both parties certify that they have read and understand it and that there are no verbal agreements other than those which have been reduced to writing and included in this contract. The title to the said property is to remain in the Maury Fence Company until paid for.

MAURY FENCE COMPANY

CUSTOMER (PRINT, SIGN, DATE)

Maury Fence Company of Tennessee, Inc.  
 2621 Leah Circle  
 Columbia, Tennessee 38401

Office: 931-381-2980  
 615-373-3471  
 Fax: 931-381-2986

# ESTIMATE

Estimate Date
August 7, 2023
Estimate Number
27015

Submitted to:  
 NOLENSVILLE HIGH SCHOOL  
 1600 SUMMERLYN DRIVE  
 NOLENSVILLE, TN 37135

ESTIMATED BY / SITE OF INSTALLATION  
 BLAKE LOVELL/WILLIE HURD  
 ZACHARY HUDSON 615-337-8879

Phone: 615-337-8879  
 Fax:

Rock Clause:  
 \$188 PER HR AS NEEDED

TERMS: INVOICE IS DUE AND PAYABLE UPON RECEIPT.  
 Service charge of 1.5% (minimum .50¢) will be charged on any account 30 days after invoice date.

Quantity	Description
8.00	2-1/2" X 6'6" PLATED GATE POST LABOR INCLUDED

**THIS ESTIMATE MAY BE WITHDRAWN BY US IF NOT  
 ACCEPTED WITHIN 15 DAYS.**

Subtotal	21,300.00
Sales Tax	
<b>Total</b>	<b>21,300.00</b>

An estimate gives you a reasonable price range for the type of fence and footage amount you are requesting. The final measure after installation could result in the cost being a little more or less than estimated. Any alterations or deviations you request after this estimate in type of materials, amount of footage, change in locations or size of components, could result in a change of cost. All agreements contingent upon weather, suppliers, or any delay beyond the control of Maury Fence Company. We call to locate PUBLIC utility lines before we dig. Location of private utility lines are responsibility of the property owner. Maury Fence is NOT responsible or liable for damages resulting from unlocated or unidentified underground lines of any kind to include water, irrigation, gas, sewer, electric, pool, phone or cable.

Owner agrees to furnish and point out to the Company the property lines upon which the fence is to be located, and further agrees to hold Maury Fence Company harmless from any loss, which might suffer as a result of the fence being placed on the property line erroneously established by Owner. Owner agrees to pay for the work done in the total sum of \$ 21,300.00 in cash net upon completion of the work. This is a valid and binding contract and is not subject to cancellation by the Owner without the written consent of the Company; and if Company consents to cancellation it is hereby agreed that the Owner will pay first to the Company the amount of expenses and labor already incurred and such damages as the nature of the case may require. If it becomes necessary to employ an attorney to enforce any provisions of this contract, Owner agrees to pay a reasonable attorney fee. This contract is not binding upon Maury Fence Company until accepted by it in writing, and Owner agrees that when it is so accepted it becomes a valid and binding contract. Owner agrees to be responsible for any and all attorney's fee or court costs pursuant to this contract. This contract contains the entire agreement between the parties. Both parties certify that they have read and understand it and that there are no verbal agreements other than those which have been reduced to writing and included in this contract. The title to the said property is to remain in the Maury Fence Company until paid for.

MAURY FENCE COMPANY

CUSTOMER (PRINT, SIGN, DATE)



**MEMORANDUM**

December 15, 2023

**TO: Williamson County Board of Education**  
**CC: Jason Golden, Superintendent of School**  
**Brian King, Assistant Superintendent of Operations**  
**FROM: Eric J. Gardner, P.E., Director of Facilities & Construction**  
**RE: Nolensville High School Storage Shed**

Nolensville High School is requesting permission to construct a storage shed for the lacrosse program. The proposed location for the shed is behind the visitor's bleachers at the football stadium. The project is fully funded by the Nolensville Club Lacrosse Program. The following conditions apply to obtaining approval:

- The project must be submitted and approved by the Town of Nolensville.
- The contractor will submit a Certificate of Insurance naming WCS as additional insured and all employees working on WCS property will have passed a background check.
- Construction cannot begin until the Town of Nolensville has approved and permits (if applicable) have been issued.

Staff recommends approval.

# Building Modification Request

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

### \* Required Fields

\* School: Nolensville High School Requested By: Zach Hudson

\* Justification for Request: (Ex: Increased Enrollment, Program Change, New Program Requirement)

Expand storage capacity at no cost to school. Expand enrollment in lacrosse program. Enhance collaboration among elementary, middle and high school lacrosse programs.

\* Scope of Work: A third-party to build and install a modular building/shed on school grounds. Color, type, roofing material, etc. can be customized according to the school's preference.

\* Attach plans and a sketched map showing the exact location. (see attachment)

\* Funding Source: Club lacrosse Programs (Crowdad and/or high school)

\* Attach proof of available funding for total project amount. (see bank Stmt. attached).

\* Estimated Cost (Attach quotes): \$9,944

\* Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Principal, send this completed form and attachments to your Assistant Superintendent.*

This section to be completed by Central Office staff.

Ass't Superintendent Signature: [Signature] Date: 12/1/23

*(After reviewing, please send this form and attachments to the Director of Facilities & Construction)*

Requires WCS Board Approval: Yes  No

Director of Facilities & Construction Comments: \_\_\_\_\_

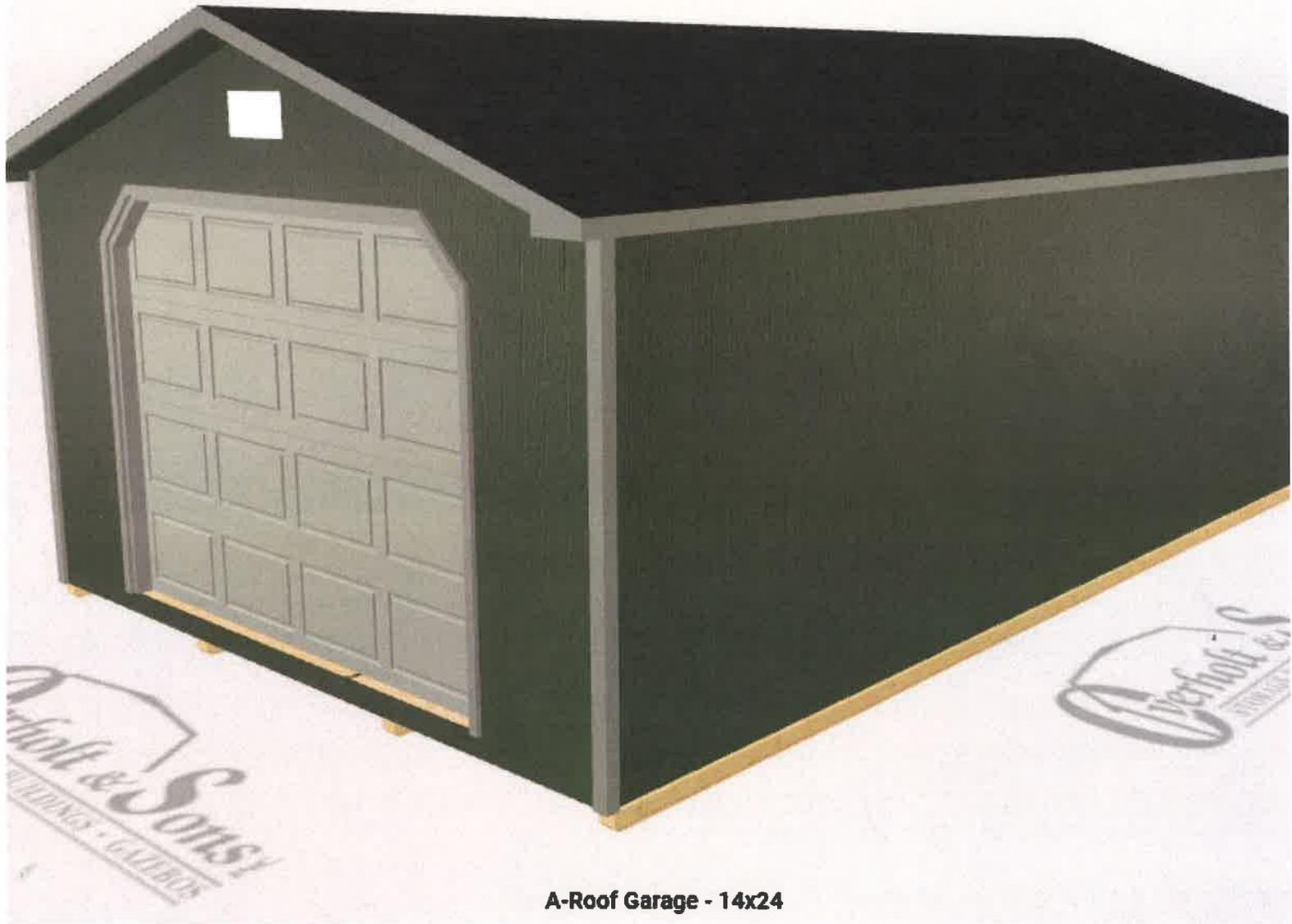
Director of Facilities & Construction Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded to Maintenance by Director of Facilities & Construction on \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance Recommendations: \_\_\_\_\_

Director of Maintenance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Estimate: \$9,944



**A-Roof Garage - 14x24**

Questions? Contact us at 270-726-7948 or [sales@overholtsheds.biz](mailto:sales@overholtsheds.biz)

Estimate: \$9,944

VIEW IN YOUR SPACE SHARE

- COLORS ▾
- FLOORING & INTERIOR ▾
- YOUR ESTIMATE: \$9,944 (expand for details)** ▾



A-Roof Garage - 14x24

**Total Estimate: \$9,944**

**Structure Details**

Style: A-Roof Garage	\$9,815.00
Sidewall Height: 7'4" Walls	
Size: 14x24	
Base: Skids	
Siding: Wood Siding	Included
Siding Color: Avocado	
Trim Color: Light Gray	
Roof Color: Charcoal	
Roof Material: Dimensional Shingles	

**Doors & Ramps**

6 Panel Prehung Door (Credit)	-\$400.00
-------------------------------	-----------

**Garage Doors & Ramps**

Garage Door	Included
Color: Industrial Grey	\$100.00

**Windows & Accessories**

24x30 Window (Credit) (Qty. 2)	-\$300.00
--------------------------------	-----------

**Flooring & Interior**

Flooring: 5/8" Treated Floor	\$504.00
Loft: 4' Loft (back)	\$225.00

HOME SCENE LEFT RIGHT IN OUT UNDO

EMAIL LINK SUBMIT FOR QUOTE





**MEMORANDUM**

December 15, 2023

**TO: Williamson County Board of Education**

**CC: Jason Golden, Superintendent of School**  
**Brian King, Assistant Superintendent of Operations**

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

**RE: Ravenwood High School Basketball Locker Room Renovation**

Ravenwood High School is requesting permission to renovate the Boys Basketball Locker Room. The renovation includes demolition (removal of cinder block benches, removal of existing flooring, and uninstalling existing lockers for reuse) and installation of new flooring (LVT). The project is fully funded by Ravenwood High School. Staff recommends approval.

# Building Modification Request

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

## \* Required Fields

\* School: Ravenwood HS Requested By: \_\_\_\_\_

\* Justification for Request: (Ex: Increased Enrollment, Program Change, New Program Requirement)

Open up space, increased size to allow more open space  
and storage. Make locker room more functional and easier  
to clean

\* Scope of Work: Removal of current rubber flooring and 4  
concrete barriers. Install new flooring and move current  
lockers.

\* Attach plans and a sketched map showing the exact location.

\* Funding Source: Boys Basketball Account

\* Attach proof of available funding for total project amount.

\* Estimated Cost (Attach quotes): 39,251.<sup>24</sup>

\* Principal Signature: [Signature] Date: 11/9/23

Principal, send this completed form and attachments to your Assistant Superintendent.

This section to be completed by Central Office staff.

Ass't Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(After reviewing, please send this form and attachments to the Director of Facilities & Construction)

Requires WCS Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Director of Facilities & Construction Comments: \_\_\_\_\_

Director of Facilities & Construction Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded to Maintenance by Director of Facilities & Construction on \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance Recommendations: \_\_\_\_\_

Director of Maintenance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**C. REFERENCE; BANKING AND INSURANCE**

- .01 First Bank (previous called Franklin Synergy Bank of Tennessee)  
Phone: (615) 656-5904

**D. CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**

- .01 Owner shall schedule any other operations at the site so the work of the Contractor may be carried out in one continuous operation, and in proper sequence.

**E. OCCUPANCY**

- .01 Owner agrees not to interfere with the progress of the work and not to occupy any portion of the project until the construction on that portion is completed and accepted by Owner and authorized personnel.

**F. WARRANTIES**

- .01 We will repair, replace or correct defects as per Industry Standards as shall become necessary by reason of faulty workmanship or building materials which appear within a period of one (1) year from occupancy or completion whichever comes first. This applies to our work and that done by our subcontractors. Longer warranties on any equipment will be as per manufacturer's product literature and not contractor's responsibility. Payments in full must have been received by Premier Design Build, LLC for any warranty to be in effect.

**G. PAYMENT SCHEDULE**

- .01 \$ 19,652.62 50% Down payment upon acceptance.  
\$ 19,652.62 50% Balance upon completion
- .02 Invoices are due upon receipt. Any amount not paid on the due date will bear a service charge at the rate of one and one-half percent (1½%) per month until paid.
- .03 Contractor reserves the right to suspend work if Progress Payments are not made within (10) days. Final payment is received prior to occupancy, which constitutes acceptance, unless prior arrangements are made.

**\*\*\* TOTAL AS LISTED \$ 39,251.24 \*\*\***

This Proposal is private and confidential between you and Premier Design Build, LLC. It should be shared only with those who are in a confidential relationship with you or your company. This Proposal also may be withdrawn by us if not accepted within (10) days. Thank you.

**ACCEPTANCE**

**Owner:**

**Design Builder:**

**Premier Design Build, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Design/Project Management

Date: \_\_\_\_\_

Date: \_\_\_\_\_



10/19/2023

Patrick,

We are pleased to submit our Proposal on your Locker Room. We have specifications of the work to be done for your review and acceptance.

**THIS PROPOSAL IS FOR:**  
**Patrick Whitloc**

**JOB LOCATION:**  
**Ravenwood High School**  
**1724 Wilson Pike**  
**Brentwood, TN 37027**

**1.00 GENERAL INFORMATION:**

**A. ADMINISTRATIVE**

- .01 **Supervision:** We will assign a supervisor to this project who is responsible for the supervision of all contracted field construction in progress. The Supervisor's responsibilities will include the scheduling and direct supervision of contracted field construction forces, interfacing as required with Building Inspection Officials, and ensuring compliance of work in place with drawings and specifications.
- .02 **Safety:** It is Premier Design Build, LLC's position and philosophy to place a high priority on a safe job site. Therefore, we have made the necessary commitment in training, education, knowledge and equipment to be able to comply with OSHA requirements during the construction phase of this project.

**B. PLANS AND PERMITS**

- .01 No Plans or Permits are currently included.

**C. TEMPORARY SERVICES**

- .01 Owner will provide electrical power during construction.
- .02 Owner will provide temporary sanitary facilities.
- .03 We will clean project area to a "broom clean" condition. Professional cleaning not included.

## **2.00 SITE WORK:**

### **A. DEMOLITION**

- .01 Remove the existing middle (2) cinder block benches. This includes demo of block, also the removal of demoed material. Does not include labor if benches are reinforced with rebar and mesh.
- .02 Remove (2) cinder block benches on both sides of locker room. This includes demo of block, also the removal of demoed material. Does not include labor if benches are reinforced with rebar and mesh.
- .03 Uninstall lockers and save for reuse.
- .04 Remove the existing flooring/mats and vinyl base and haul away.
- .05 Dumpster will be located on the backside of school near the locker room / down the hallway.

## **3.00 FINISH WORK**

### **A. FINISH NOTES**

- .01 Concrete Patch floor where the benches are removed.
- .02 Patch masonry block where benches are removed – an allowance of \$450.00 is included.
- .03 Install Luxury Vinyl Tile (glue down method) in Locker Room Area. *To be picked by client.*  
*\*Pricing based off of regular concrete slab under the mats. If any anti-slip coating is applied etc. It may require sanding or underlayment before new flooring is installed.\**
- .04 Install 4" Vinyl Base to be installed in Locker Room Area. *To be picked by client.*

## **4.00 EXCLUSIONS TO THE PROPOSAL:**

- .01 Local building permit.
- .02 Exact color match on additions and remodels is not guaranteed, including but not limited to, siding, windows, etc.

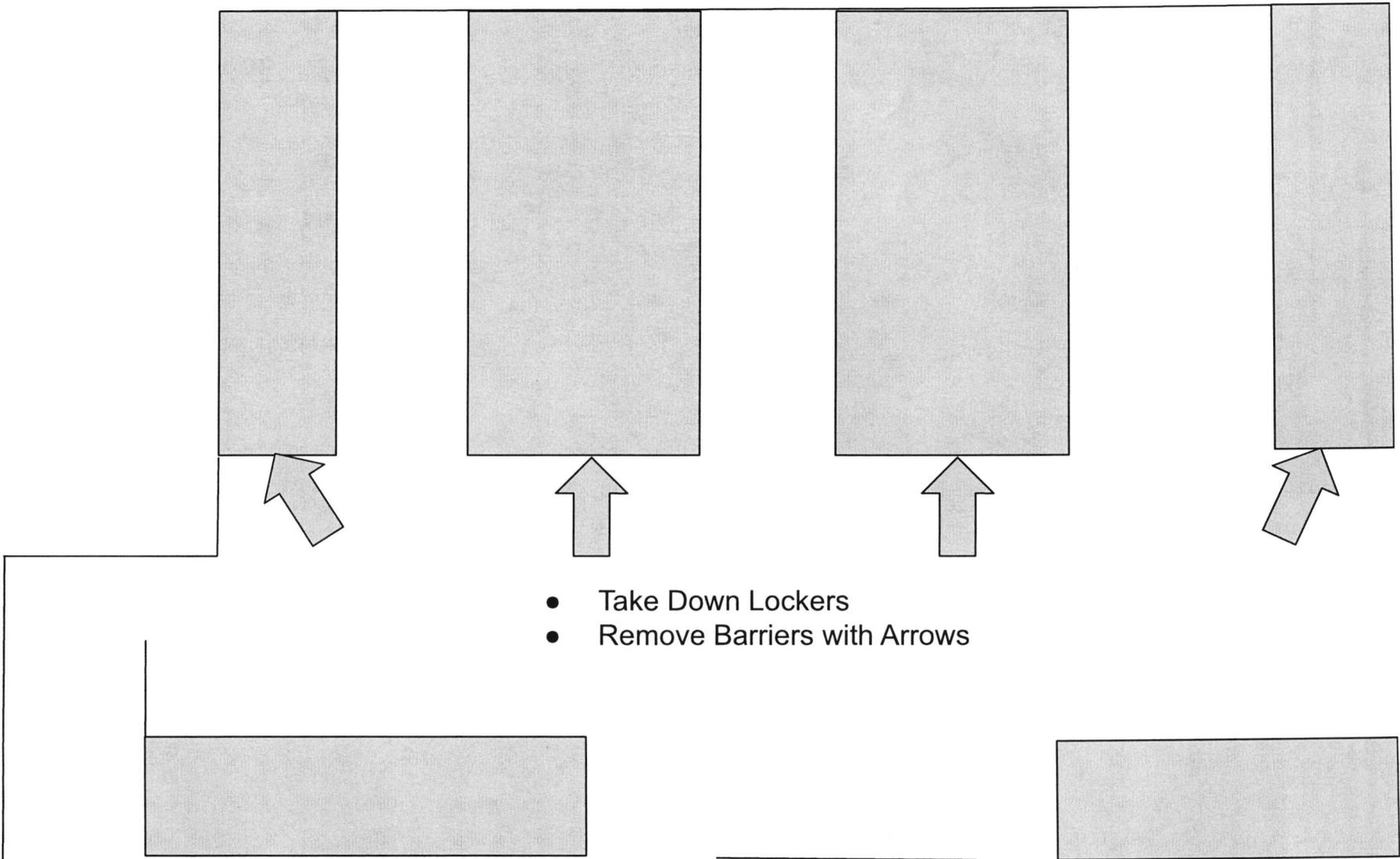
## **OTHER SERVICES:**

### **A. GENERAL**

- .01 Competent supervision throughout project to include superintendent's supervision.
- .02 Assume the role of General Contractor and the responsibilities thereof.
- .03 Workmanship to be completed in a professional and workmanlike manner according to standard industry practices.

### **B. INSURANCE**

- .01 General Liability.
- .02 Builder's Risk Coverage to insure against all risks or physical loss except flood damage or earthquake for work completed by Premier Design Build, LLC only.
- .03 Workman's Compensation.
- .04 We will furnish a Certificate of Insurance upon request.
- .05 It is the owner's responsibility to have Fire & Casualty Insurance prior to occupancy.

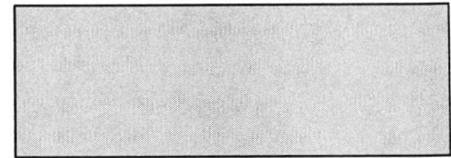
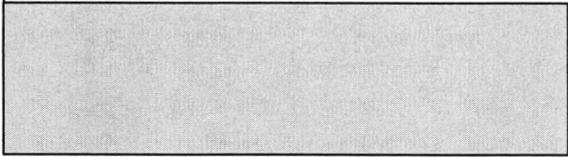


15 Lockers

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- New Flooring
- Move Lockers to New Locations





**MEMORANDUM**

January 3, 2024

**TO: Williamson County Board of Education**  
**CC: Jason Golden, Superintendent of School**  
**Brian King, Assistant Superintendent of Operations**  
**FROM: Eric J. Gardner, P.E., Director of Facilities & Construction**  
**RE: Renaissance High School Outdoor Patio**

Renaissance High School is requesting permission to reconstruct and expand the existing patio located outside of the principal's office. The existing pea-gravel patio is approximately 21'x9' and will be replaced by a 24'x17' concrete pad. The project is fully funded by Renaissance High School. The following conditions apply to obtaining approval:

- Utilities in the area must be located and marked so that they won't be damaged by the installation of the structure.
- Provide written documentation from the property owner (Williamson County Government) allowing the construction of the patio.
- The contractor will submit a Certificate of Insurance naming WCS as additional insured and all employees working on WCS property will have passed a background check.

Staff recommends approval.

## Building Modification Request

*Incomplete forms and missing required documents will delay approval or cause denial of the request.*

**\* Required Fields**

\* School: Renaissance High School Requested By: Brian Bass/Principal

\* Justification for Request: (Ex: Increased Enrollment, Program Change, New Program Requirement)

RnHS needs a patio large enough to host musical concerts, plays, and evening film/animation showcases.

It's getting harder for RnHS to use the front courtyard since the Performing Arts Center is often being rented out for private events during and after school.

\* Scope of Work: RnHS is asking approval for a contracted company to dig out, form, and pour a 24' x 17' concrete pad behind the principal's office replacing the current, small, cracked pea-gravel patio.

\* Attach plans and a sketched map showing the exact location. Submitted

\* Funding Source: Renaissance PTO & School Funds

\* Attach proof of available funding for total project amount.

\* Estimated Cost (Attach quotes): Quotes were submitted ranging from \$8775 to \$10,852,

\* Principal Signature:  Date: 12/15/23

*Principal, send this completed form and attachments to your Assistant Superintendent.*

This section to be completed by Central Office staff.

Ass't Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(After reviewing, please send this form and attachments to the Director of Facilities & Construction)*

Requires WCS Board Approval: Yes  No

Director of Facilities & Construction Comments: \_\_\_\_\_

Director of Facilities & Construction Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded to Maintenance by Director of Facilities & Construction on \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance Recommendations: \_\_\_\_\_

Director of Maintenance Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Sessions Paving Co.

October 27, 2023

Renaissance High School  
108 Everbright Ave.  
Franklin, TN 37064  
Attn: Brian D. Bass

Re: Renaissance High School

Mr. Bass,  
Sessions Paving Company proposes to dig out, form, and pour a concrete pad in area behind your office. We will use Class A concrete with fiber mesh and have a broom finish. We will spread dirt, and seed over any areas disturbed by our crew.

Item 14: 480 SF @ \$ 22.61 per SF \$ 10,852.80

These are pursuant to or in accordance with the bid awarded to Sessions Paving Company on RFB# 1180-C.

If you have any questions, please feel free to call me.

Respectfully,

Gary M. Jones



**MEMORANDUM**

January 3, 2024

**TO: Williamson County Board of Education**

**CC: Jason Golden, Superintendent of School**  
**Brian King, Assistant Superintendent of Operations**

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

**RE: Scales Elementary School Outdoor Classroom**

Scales Elementary School is requesting permission to install ten outdoor benches to create an outdoor classroom setting. Some minor grading (by hand) will be included to level the benches. The project is fully funded by the Scales Elementary School PTO.

Staff recommends approval.

# Building Modification Request

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

**\* Required Fields**

\* School: Scales Elem. Requested By: Drew Perry

\* Justification for Request: (Ex: Increased Enrollment, Program Change, New Program Requirement)  
Additional Outdoor Learning Space for Students.

\* Scope of Work: 10 outdoor benches will be installed allowing a complete class to participate in learning activities. Full compliance w/ ADA guidelines with existing sidewalk to and from building. Benches will only need

\* Attach plans and a sketched map showing the exact location. to go 12-18 inch into ground.  
\* Funding Source: PTO TNSIL has checked all utility lines.

\* Attach proof of available funding for total project amount.

\* Estimated Cost (Attach quotes): \$13,230.00 (10 benches) Bench model approved by Keith King

\* Principal Signature: [Signature] Date: 12/10/23  
*Principal, send this completed form and attachments to your Assistant Superintendent.*

*Playground Inspector*

This section to be completed by Central Office staff.	
Ass't Superintendent Signature: <u>[Signature]</u>	Date: <u>12.13.23</u>
<i>(After reviewing, please send this form and attachments to the Director of Facilities &amp; Construction)</i>	
Requires WCS Board Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Director of Facilities & Construction Comments: _____	
Director of Facilities & Construction Signature: _____	Date: _____
Forwarded to Maintenance by Director of Facilities & Construction on _____	Date: _____
Maintenance Recommendations: _____	
Director of Maintenance Signature: _____	Date: _____

Rec'd 12/11/2023



1-800-390-8438  
[www.GreatSouthernRec.com](http://www.GreatSouthernRec.com)

Beautiful Outdoor Spaces, we can ALL be proud of.

<b>ORGANIZATION:</b>	Williamson County Schools
<b>CONTACT:</b>	Bridget Fulco
<b>ADDRESS:</b>	Brentwood TN
<b>PHONE:</b>	

<b>PROJECT TITLE:</b>	6' Capri Bench-Scales
<b>REVISION:</b>	1
<b>OPTION:</b>	1

## Official Quote from Great Southern Recreation

TERRITORY MANAGER	DATE	TERRITORY	COUNTY	TERMS	COLORS
Kyle Peggram	11/3/2023	1	Williamson	N30	Green

PART NUMBER	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
950SM-V6	10	6' Cari Bench with surface mount or in-ground mount	\$ 1,184.00	\$ 11,840.00
				\$ -
<b>SUBTOTAL FOR EQUIPMENT</b>				\$ 11,840.00
<b>DIRECT SHIP TO CLIENT</b>				

SUBTOTAL \$ 11,840.00

TAX RATE	
SALES TAX	-

BONDS	
EQUIPMENT FREIGHT	1,390.00
SURFACE FREIGHT	

**TOTAL \$ 13,230.00**

Please Note Exclusions and Expectations on Attached Contract Form

Great Southern Recreation: 2441-Q Old Fort Parkway, Murfreesboro, TN 37128





## **MEMORANDUM**

To: Brian King, Assistant Superintendent for Operations  
From: Eric J. Gardner, P.E., Director of Facilities & Construction  
Date: January 3, 2024  
Re: Facilities & Construction Project Updates

### **CONSTRUCTION PROJECTS**

#### **Brentwood Middle School Replacement – Projected Completion Date: June 2025**

- Two-phase construction project to replace and expand the capacity of BMS designed by Johnson & Bailey Architects (J&B).
- Kitchen equipment has been installed.
- LVT floor installation is complete in the Fine Arts and Cafeteria areas. Installation of LVT is approximately 90% complete on the first floor.
- The gymnasium sub-floor installation has begun.
- Painting continues throughout the building.
- The electrical subcontractor continues installing lights and receptacles throughout the building.
- Ceiling grid installation is complete in all areas and ceiling tile is installed on the first two floors.
- Interior doors have been hung on the first floor and hanging has begun on the second floor.
- Interior door hardware installation has begun on the first floor.
- The HVAC subcontractor is 80% complete.
- Locker installation is complete on the first two floors and has begun on the third floor.
- The elevator installation is complete, and the contractor has begun completing the check list to make it operational.
- The asphalt binder installation around the building is complete.
- Fire alarm pre-testing will begin next week.



**Asphalt binder at front entrance**



**Gymnasium Sub-Floor**



**LVT in Cafeteria**



**Kitchen Equipment**



**Aerial View – Front Exterior**

**Page High School Phase 4 - Project Completion Date: February 2025**

- This is the final building phase and includes a new Main Gym and new PE & athletic locker rooms.
- The contractor continues to haul rock and soil material away from the building pad area.
- The building pad is 90% complete.
- Geothermal lateral line installation continues.
- The tennis court construction has been completed and will be ready for play in the upcoming season.
- Footing installation has begun in the southeast area of the building.



**Building Pad area**



**Geothermal Lateral lines**



**Tennis Court**



To: Board of Education

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

RE: Amendment and Resolution for 2023-2024

Date: January 16, 2024

**The following budget amendments for the 2023-2024 fiscal year will require your approval only.**

**General Purpose School Fund Amendment:**

**01.24. Donation for CTE:**

The CTE Department has received a donation of funds from Wilson Bank to be used on the cyber trailer and Esports Program. **\$30,000**

**01.24 Opioid Task Force Grant:**

As part of a National Opioid Settlement, Williamson County received funds to help with opioid abatement. The district was awarded a grant from these funds to purchase NARCAN for our schools. **\$5,500**

**Education Capital Projects Fund:**

**01.24 Intracategory Transfer – Transportation Building:**

The low bid for the transportation building project came in twice as high as the funding that was received for the project, and we need to move funds from contingency in order to award the bid. **\$1,600,000**

**Amendment:**

**AMENDING THE 2023-2024 GENERAL PURPOSE SCHOOL BUDGET  
\$30,000 CTE DONATION**

**WHEREAS,** Williamson County Schools looks to promote excellence and achievement through our CTE Department; and

**WHEREAS,** these funds will be used to support our cyber trailer and eSports program; and

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

**NOW, THEREFORE BE IT RESOLVED that** the Williamson County Board of Education meeting in regular session on January 16, 2024, approve and amend the **2023-2024** General Purpose School Fund budget as follows:

<b>Revenue</b>		
<b>141.40000.445700.385.00.10.P1461</b>	<b>Contributions</b>	<b>\$30,000</b>
<b>Expenditure</b>		
<b>141.71300.573000.385.00.00.P1461</b>	<b>Vocational Instructional Equipment</b>	<b>\$30,000</b>

**ACTION TAKEN:**

**School Board Vote**

**Yes** \_\_\_\_\_

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

**Amendment:**

**APPROPRIATING \$5,500 FOR THE WILLIAMSON COUNTY OPIOID TASK FORCE GRANT**

**WHEREAS,** the Williamson County Opioid Task Force has received funding from distributors, manufacturers, and retailers of opioid medications through the National Opioid Settlement (“Opioid Abatement Funds”) for opioid remediation and abatement purposes to be granted through an application process; and

**WHEREAS,** we have been awarded \$5,500; and

**WHEREAS,** the grant will fund the purchase of NARCAN for our schools; and

**WHEREAS,** funds not fully expended by June 30, 2024 will be carried over into the FY25 budget;

**NOW, THEREFORE BE IT RESOLVED,** that the Williamson County Board of Education meeting in regular session on January 16, 2024, approve the above noted grant and amend the **2023-2024** General Purpose School Fund budget as follows:

<b>Revenue</b>			
141.40000.449900.000.00.31.G24OT	<b>Opioid Task Force Grant</b>	<b>\$5,500</b>	
<b>Expenditure</b>			
141.72120.541300.375.00.00.G24OT	<b>Drugs &amp; Medical Supplies</b>		<b>\$5,500</b>
		<hr/>	
		<b>\$5,500</b>	<b>\$5,500</b>

**ACTION TAKEN:**

School Board Vote

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



To: Board of Education

From: Rachel Farmer, Chief Financial Officer *RF*

RE: Intra-category transfer – Transportation Building

Date: January 16, 2024

Transportation Building Addition funding was approved totaling \$1,500,000 (BR 2-22-3). This funding was to cover the actual building construction, architectural fees, engineering, furniture & fixtures, IT, and utilities. There were architectural costs and site preparation costs totaling \$87,086.03 spent prior to the actual construction bid being awarded. This left \$1,412,913.97 to complete the project. The low bid for the building construction came in at \$2,996,630. In order to award that bid we need to transfer funds from contingency. We were able to close out some older projects and place those funds into contingency funds and therefore we are requesting you approve the move of the additional funds needed to finish the project out of our General Contingency Fund.

<b>From:</b>			
<b>177.91300.579910.510.00.C4925</b>	Contingency		<b>\$ 800,000</b>
<b>177-40000-441100</b>	Interest Earnings		<b>800,000</b>
<b>To:</b>			
<b>177.91300.570600.610.91.C2223</b>	Building Construction		<b>\$ 1,600,000</b>
		<hr/>	
		<b>\$1,600,000</b>	<b>\$1,600,000</b>

**ACTION TAKEN  
SCHOOL BOARD**

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

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Revenues</b>	Descriptor Code: <b>2.400</b>	Issued Date: <b>02/18/19</b>
		Rescinds: <b>2.400</b>	Issued: <b>02/16/04</b>

## 1 *General*

2 The schools may receive funds collected from activities and for events held at or in connection with  
3 the school. All money collected by a school shall be properly receipted and documented as outlined in  
4 the ~~Tennessee Internal School Uniform Accounting~~ *Funds* Policy Manual, 2011 **2023**. It is the  
5 responsibility of each principal to determine the reconciliation method outlined in the manual to be  
6 used for all events which require a ticket.<sup>1</sup>

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

## 10 **FEES**

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

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

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

## 26 **EXTENDED SCHOOL PROGRAM**

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

30

## 31 **FINES**

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

#### 4 **TUITION INCOME**

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

#### 7 **RENTAL INCOME**

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

#### 10 **GRANTS**

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

#### 16 **ACCRUALS**

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

#### 21 **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT<sup>8</sup>**

22 *Approved district staff may use vendors approved in writing by the Superintendent of Schools/  
23 designee for electronic transactions. The Superintendent of Schools/designee shall determine when  
24 this type of transaction may be utilized on a case-by-case basis. At the individual school level, the  
25 principal shall oversee the collection of funds and submit a plan that includes the following:*

- 26 *1. Adequate supporting documentation for the electronic collection method including a plan to*  
27 *provide a total daily receipt summary;*
- 28
- 29 *2. Methods of providing receipts to payers;*
- 30
- 31 *3. Information on maintaining and inspecting any voided receipts;*
- 32
- 33 *4. How daily electronic collections shall be reconciled with the total daily receipt summary and*  
34 *who will be assigned to complete this task; and*
- 35
- 36 *5. Provide adequate internal controls over the use of these methods.*

- 1 *Processing fees for these transactions shall be charged.*
- 2 *The Superintendent of School/designee shall establish adequate internal controls to ensure*
- 3 *compliance with the Internal School Funds Manual.*

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 Legal References

1. TCA 49-2-110(a); *Internal School Funds Manual, Section 5-4*
2. TCA 67-6-102 (77)-(79)
3. TCA 49-6-3001(a); TCA 49-2-110(c)
4. TCA 49-2-114
5. ~~Tennessee Internal School Uniform Accounting Policy~~ *Funds Manual*; Section 4-41
6. TCA 37-10-101, 102
7. ~~Tennessee Internal School Uniform Accounting Policy~~ *Funds Manual*; Section 4-37
8. *Internal School Funds Manual, Section 5-8*

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 Cross References

Fundraising Activities 2.601  
 Student Activity Funds Management 2.900  
 Food Service Management 3.500  
 Textbooks and Instructional Materials 4.401  
 Compensation Guides & Contracts 5.110  
 Student Fees and Fines 6.709

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Fundraising Activities</b>	Descriptor Code: <b>2.601</b>	Issued Date: <b>09/16/19</b>
		Rescinds: <b>6.701</b>	Issued: <b>08/15/11</b>

1 *General*

2 The following general guidelines shall be followed:<sup>1</sup>

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

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

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

## 6 **ACTIVE FUNDRAISERS**

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

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

### 10 1. Active

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

### 15 2. Passive

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

## 20 **LOTTERIES**

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

## 23 **ONLINE FUNDRAISING<sup>1</sup>**

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

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

## 33 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES<sup>4</sup>**

34 On approval of the principal, an employee may be authorized to raise and use funds for the following  
35 noneducational purposes:

- 1 1. Bereavement support;
- 2 2. Award recognition;
- 3 3. Employee morale;
- 4 4. Banquets; or
- 5 5. Other situations at the principal's discretion.

6 These funds shall be derived from vending machine revenue from machines designated for teacher use  
7 only or donations.

## 8 ***RECORDKEEPING'***

9 ***The Superintendent of Schools/designee shall ensure that the appropriate records are maintained***  
10 ***for each fundraising activity and shall be responsible for collecting and maintaining the appropriate***  
11 ***documents that show the approving, tracking, and monitoring of each fundraising activity.***

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### Legal References

1. *Tennessee Internal School **Funds Uniform Accounting Policy Manual**, Sections **4-28 through 4-31***
2. *Tennessee Internal School **Funds Uniform Accounting Policy Manual**, Section 4-29*
3. Tenn. Att'y Gen. Op. No. 03-049 (Apr. 22, 2003)
4. TCA 49-2-134

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### Cross References

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

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="text-align: center;">Purchasing Cards, Credit Cards, &amp; Credit Lines</h2>	Descriptor Code: <b>2.8051</b>	Issued Date: <a href="#">Click here to enter a date.</a>
		Rescinds:	Issued:

1     *General*

2     District purchasing and credit cards shall be maintained by the Superintendent of Schools/designee  
 3     through procedures developed and maintained in the district office for the purchase of appropriate  
 4     goods and services for district or school related purposes only.<sup>1</sup> The purchasing and credit cards will be  
 5     kept in a secure location, and account numbers will remain confidential. Principals shall be the only  
 6     employees authorized to apply for a credit card on a school’s behalf.

7     The Superintendent of Schools/designee shall review and approve card transactions. Purchases which  
 8     are not approved by the Superintendent of Schools or the Assistant Superintendent of Finance will be  
 9     reimbursed to the district within ten (10) days of notification.

10    **AUTHORIZED USE**

11    Purchasing card use shall be limited to small incidental emergency purchases and may not be used for  
 12    normal operating expenditures. Cash withdrawals using district credit cards are prohibited.

13    Credit cards may be used for transactions in which the use of a standard purchase order is either  
 14    impossible or would result in a delay of the delivery of goods or services during an emergency. Credit  
 15    cards may also be used to facilitate out-of-town travel for official school business. Pre-travel  
 16    authorization is required before any charges related to travel are made.

17    Card users shall be held accountable for appropriate use of purchasing and credit cards. Unauthorized  
 18    use of a purchasing card, credit card, or credit line shall be grounds for disciplinary action, including  
 19    termination of employment. Cash advances using district credit cards are prohibited.

20    Any school employee that purchases items with the purchasing card, credit card, or any approved  
 21    credit line shall follow the guidelines outlined below:

- 22       1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working  
 23       days of purchase;
- 24       2. If the credit card is used to pay for a conference or training, a copy of the registration form shall  
 25       be turned in;
- 26       3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory  
 27       that is purchased;
- 28       3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory  
 29       that is purchased;
- 30

- 1 4. All purchases shall be district or school related purchases;
- 2
- 3 5. If there is any incurred finance or late charges, the responsibility will belong to the person or
- 4 program associated with said charges; and
- 5
- 6 6. Under no circumstances will the purchasing card, credit card, or credit line be used to make
- 7 personal purchases.

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Legal Reference

- 1. *Internal School Funds Manual*, Section 4-6;  
Sections 4-11 through 4-13

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Cross References

- Executive Committee 1.301
- Purchasing 2.805
- Purchase Orders and Contracts 2.808

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Report Cards and Grading Systems</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>02/20/23</b>
		Rescinds: <b>4.600</b>	Issued: <b>08/15/22</b>

1 **REPORT CARDS**

2 The Superintendent shall develop an administrative procedure to establish a system of grading and  
3 assessment for evaluating and reporting student progress in conjunction with Tennessee academic  
4 standards for grades K-12.

5 The report cards shall indicate the information necessary to communicate effectively with the parents  
6 concerning their child’s academic progress, conduct and attendance.

7 When a student’s academic performance or behavior noticeably or suddenly changes, the teacher shall  
8 promptly inform the parents, maintain a record of the contact, and make an effort to have a conference  
9 with the parent. Parents will receive interim progress reports or other notification whenever a  
10 significant change in performance occurs or whenever a student is failing.

11 Report cards communicating student academic progress or status (grades) and attendance will be  
12 provided to parents on a regular basis (9 weeks).

13 Teachers may use supplemental reports to communicate additional progress as appropriate.

14 **K-1 STANDARDS-BASED GRADING SCALE**

15 The student consistently demonstrates understanding and application of the standard.

16 The student is making progress toward the standard.

17 The student is not making progress toward the standard

18 **GRADES 2- 12 NUMERICAL GRADING SCALE:<sup>1</sup>**

19	<u>Grade</u>	<u>Grade Range</u>
20	A	90 - 100
21	B	80 - 89
22	C	70 - 79
23	D	60 - 69
24	F	0 - 59
25	I	Incomplete (must be removed during the next grading period)
26	P/F	Credit by Examination

27 This grading system shall be uniform throughout the school district for each grade.

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1 Numerical grades may be used for tests and other daily or weekly work that is readily quantifiable and  
 2 shall be used on report cards. Only LETTER GRADES (A, B, C, etc.) will be used on high school  
 3 transcripts. No plus (+) or minus (-) notations will be used on high school transcripts.

#### 4 **WEIGHTED GRADES**

5 Advanced coursework grades shall be weighted with additional percentage points to calculate the  
 6 semester average. Depending on the course taken, the following percentage points shall be assigned:

7 For Advanced Placement (A.P.) and International Baccalaureate (I.B.) courses, teachers will add five  
 8 (5) percentage points to grade each grading period and each semester exam. For the second semester,  
 9 the student must sit for the exam in order to earn five (5) percentage points for the second semester.  
 10 For Honors and Pre-AP courses, including middle school courses taught at high school honors level,  
 11 teachers will add three (3) percentage points to each grading period and each semester exam.

12 For courses that include an opportunity for industry certification and dual enrollment, teachers will add  
 13 four (4) percentage points for each grading period and each semester exam. For the second semester,  
 14 students must sit for the appropriate exam in order to earn the four (4) additional percentage points.  
 15 The methodology used to calculate the dual enrollment percentage points and the conversion chart  
 16 shall be included annually in the High School Programming Guide.

17 For local and statewide dual credit courses, students will receive four (4) additional percentage points  
 18 for each grading period and each semester exam. For the second semester, students must sit for the  
 19 appropriate exam in order to earn the four (4) additional percentage points.

20 I.B. Math Studies shall be treated as an Honors, not an A.P. / I.B. course for GPA and weighting  
 21 purposes.

22 High School courses taken by middle school students will receive honors credit only if taught at the  
 23 honors level.

24 Middle school students taking high school courses and high school students taking online courses will have  
 25 their grades recorded on the high school transcript with the earned letter grade and corresponding  
 26 grade point average (GPA).

27 *Middle school students taking high school courses prior to the 2023 school year who received a*  
 28 *pass/fail grade may request their grades be recorded on the high school transcript with the earned*  
 29 *letter grade and corresponding grade point average (GPA). The request must be supported by*  
 30 *documentation, including the reason for the request and evidence that the student earned the letter*  
 31 *grade.<sup>2</sup>*

32

#### 33 **GPA CALCULATION FOR HIGH SCHOOL COURSES**

34 <u>Grade</u>	<u>Value</u>	<u>Regular</u>	<u>Honors/Pre-AP</u>	<u>Statewide/Local Dual Credit/AP/IB/Dual Enrollment</u>
35 A	90 – 100	4	4.5	5

1	B	80 – 89	3	3.5	4
2	C	70 – 79	2	2.5	3
3	D	60 – 69	1	1.5	2
4	F	0 – 59	0	0	0

5 This weighted grading scale shall be used for all official purposes including report cards, GPA, honor  
6 roll, etc.

### 7 **LOTTERY SCHOLARSHIPS<sup>3</sup>**

8 Each school counselor shall provide incoming freshman with information on college core courses  
9 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT  
10 score, etc.) that must be met to receive a scholarship.

11 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
12 Student Aid (FAFSA). The FAFSA is available at the counseling office or online. Students shall be made  
13 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

### 14 **LOTTERY SCHOLARSHIP DAY**

15 Each school year, prior to scheduling courses for the following school year, schools teaching students in  
16 grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>4</sup>

### 17 **COLLEGE ADMISSIONS**

18 For purposes of communicating with college admissions offices and scholarship granting agencies, grade  
19 point averages (GPA) will be calculated.

### 20 **HONORS RECOGNITION**

21 The weighted GPA will be calculated on all course work using the Williamson County Grading Scale.  
22 GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship  
23 purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on  
24 the transcript.

25 Williamson County Schools will not rank students numerically.

26 For the purposes of honors recognition WCS will use the following Latin System:

27 Summa Cum Laude 4.25 and above

28 Magna Cum Laude 4.00-4.24

29 Cum Laude 3.75-3.99

30 Valedictorian and Salutatorian will be chosen using the following criteria:

31 Student must qualify for the highest Latin System honor awarded in the respective school.

- 1 Student must sit for the AP /IB exam for every course in which enrolled and must achieve a score of 3
- 2 or above on 75% of the AP / IB exams taken.
- 3 Student will participate in at least 20 hours of community service during their four years of high
- 4 school.
  
- 5 Students must earn the highest overall ACT composite for their graduating class. The highest ACT is
- 6 considered the valedictorian(s), and the second highest is considered the salutatorian(s).

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Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; TCA 49-6-407
2. *TCA 49-50-1101*
3. *TCA 49-4-904, 907*
4. *TCA 49-4-932(f)*

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Cross References

Credit Recovery 4.210  
Promotion and Retention 4.603

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Credit for Prior Courses</b>	Descriptor Code: <b>4.604</b>	Issued Date: <b>10/24/22</b>
		Rescinds: <b>4.6041</b>	Issued: <b>06/20/16</b>

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:<sup>1</sup>

- 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 proficient as determined by the comprehensive written examination in  
10 order to receive credit toward high school graduation.  
11
- 12 3. The course name and a course grade of pass *or no credit* will be entered on the high school  
13 transcript with 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.

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## Legal References

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

# Williamson County Schools

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>06/17/19</b>
		Rescinds: <b>4.700</b>	Issued: <b>01/17/17</b>

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and  
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;<sup>1</sup>
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.<sup>2</sup>

21 The Superintendent of Schools shall be responsible for planning and implementing the program which  
22 includes:

- 23 1. Determining specific purposes for each test;
- 24
- 25 2. Selecting the appropriate test to be given;
- 26
- 27 3. Establishing procedures for administering the tests;
- 28
- 29 4. Making provisions for interpreting and disseminating the results;
- 30
- 31 5. Maintaining testing information in a consistent and confidential manner; and
- 32
- 33 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special  
34 learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with guidelines published  
2 by the State Department of Education.<sup>3</sup>

### 3 **WEIGHTING TCAP SCORES**

4 Student scores for all TNReady **TCAP** Grades 3-8 and End of Course tests shall be calculated as part of  
5 the student's grade at the minimum weight required by the Tennessee State Board of Education and state  
6 law.

7 *The Williamson County School System shall use the following methodology: cube root.*

8 The Superintendent of Schools may exclude these scores from students' final grades if results are not  
9 received by the district at least five (5) instructional days before the end of the course.<sup>4,5</sup>

### 10 ***INTEREST INVENTORIES AND CAREER ASSESSMENTS***<sup>6</sup>

11 *Interest inventories shall be made available to middle and high school students. These shall include*  
12 *assessments such as YouScience, Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the*  
13 *College Board Career Finder.*

14 *Career aptitude assessments shall be administered to middle schoolers in order to inform the student's*  
15 *high school plan of study. Upon receiving the results from these assessments, the school shall provide*  
16 *students with information on any available career and technical education opportunities in which the*  
17 *student is eligible to participate in.*

18 *Prior to the dissemination of the survey to students, parent(s)/guardian(s) shall be notified of their*  
19 *ability to review the materials. Such notification shall include information indicating the purpose of*  
20 *the survey as well as who will have access to the results. The survey shall only be administered to*  
21 *students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and*  
22 *voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after*  
23 *he/she provides written, informed, and voluntarily signed consent.*

### 24 **TESTING INFORMATION AND PARENTAL CONSENT**

25 Any test directly concerned with measuring student ability or achievement through individual or group  
26 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee  
27 of the district without first obtaining written consent of the parent(s)/guardian(s).<sup>2</sup>

28 Results of all group tests shall be recorded on students' permanent records and shall be made available  
29 to appropriate personnel in accordance with established board policies.<sup>7</sup>

30 No later than July 31<sup>st</sup> of each year, the Board shall publish on its website information related to state  
31 and board mandated tests that will be administered during the school year. The information shall  
32 include:<sup>8</sup>

33 1. The name of the test;

34

- 1        2. The purpose and use of the test;
- 2
- 3        3. The grade or class in which the test will be administered;
- 4
- 5        4. The tentative date or dates that the test will be administered;
- 6
- 7        5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results
- 8            of the test;
- 9
- 10       6. How parent(s)/guardian(s) can access the questions and answers on their student's state-
- 11            required tests; and
- 12
- 13       7. If a board mandated test, how the test complements and enhances student instruction and
- 14            learning and how it serves a purpose distinct from state-required tests.

15       Testing information shall also be placed in student handbooks or other school publications that are  
16       provided to parent(s)/guardian(s) on an annual basis.

#### 17       ***TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT FOR GRADES 1-8<sup>9</sup>***

18       *Students transferring from a Category IV church-related school, Category V private school, or*  
19       *home school shall be awarded credit upon completion of a written exam with a qualifying score.*  
20       *These exams shall be approved, administered, and graded by the school's principal/designee. Upon*  
21       *request from a parent/guardian, student scores from a nationally standardized achievement test in*  
22       *the relevant subject shall be accepted as a substitute for these exams.*

23       *For students in grades one through eight (1-8), the exam shall only cover the last grade completed.*  
24       *The Superintendent of Schools shall provide notice to parent(s)/guardian(s) of these exams.*

#### 25       ***TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT AND/OR AWARDING CREDIT*** 26       ***FOR GRADES 9-12<sup>9</sup>***

27       *Students transferring from a Category IV church-related school, Category V private school, or*  
28       *home school shall be awarded credit upon completion of a written exam with a qualifying score.*  
29       *These exams shall be approved, administered, and graded by the school's principal/designee. Upon*  
30       *request from a parent/guardian, student scores from a nationally standardized achievement test in*  
31       *the relevant subject shall be accepted as a substitute for these exams.*

32       *For students in grades nine through twelve (9-12), the exam shall only cover the last course*  
33       *completed by the student (for example, if a student has completed English I, II, and III, the*  
34       *examination shall only cover English III). The Superintendent of Schools shall provide notice to*  
35       *parent(s)/guardian(s) of these exams.*

1 ***HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES<sup>10</sup>***

2 *A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the*  
3 *student is not enrolled but attains a qualifying score on the eligible course's credit exam.*

4 *The Superintendent of Schools/designee shall be responsible for determining which eligible courses*  
5 *will have a credit exam and shall provide high school students the opportunity to take a credit exam*  
6 *for an eligible course offered. Each eligible course's credit exam shall be administered to any*  
7 *student seeking course credit no less than once a calendar year. Student must make a request to*  
8 *school counselor in order to take credit exams. Before taking a credit exam, the student shall be*  
9 *notified of the qualifying score needed to receive credit for the eligible course and the grade that will*  
10 *be included in his/her overall grade point average if the student achieves a qualifying score on the*  
11 *credit exam. A student may only take a credit exam once.*

12 *A student may take up to four (4) exams, earning no more than four (4) credits that will be applied*  
13 *to the student's graduation requirements and be included in the student's overall grade point*  
14 *average.*

15 *The Superintendent of Schools/designee shall provide information on these exams to the*  
16 *Department of Education at the end of the school year per state law.*

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Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(10); State Board of Education Policy 2.103; TCA 49-1-617
6. ***TCA 49-6-412; TCA 49-2-211***
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103
9. ***TRR/MS 0520-07-01-.03(3)***
10. ***TCA 49-6-6017; State Board of Education Policy 2.103***

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Cross References

- Student Surveys, Analyses, and Evaluations 6.4001  
Student Records 6.600

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: <b>08/21/23</b>
		Rescinds: <b>5.305</b>	Issued: <b>09/21/20</b>

## 1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who  
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for  
4 service for purposes of FMLA eligibility<sup>1</sup>) during the previous twelve (12) month period shall be eligible  
5 to use FMLA leave.<sup>2</sup>

## 6 GENERAL PRINCIPLES

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a  
8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10 11 2. The placement of a child with the employee for adoption or foster care;
- 12 13 3. A serious health condition of the employee that makes the employee unable to perform the  
14 essential functions of his/her job position;
- 15 16 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and  
17
- 18 19 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the  
20 employee is on covered active duty or has been notified of an impending call or order to  
covered active duty in the Armed Forces.

21 The granting of leave under this policy shall be subject to, and in accordance with, the provisions of  
22 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use  
23 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of  
24 FMLA leave.

## 25 MATERNITY/PATERNITY LEAVE

- 26 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act*- FMLA leave shall run  
27 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible  
28 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,  
29 childbirth, and nursing of a newborn child.<sup>3</sup>  
30
- 31 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity  
32 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for

1 maternity leave purposes. In order to be eligible to use sick leave, written request by the teacher  
2 accompanied by a statement from the teacher's physician verifying the medically necessary time  
3 period shall be submitted. Upon verification by a written statement from an adoption agency or  
4 other entity handling an adoption, a teacher may also be allowed to use accumulated leave for  
5 adoption of a child.  
6

- 7 3. Spouses who are both eligible employees of the school district are limited to a combined total of  
8 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken  
9 for the birth and care of a newborn child, for the placement of a child with the employee for  
10 adoption or foster care, or to care for a parent who has a serious health condition. Under certain  
11 circumstances, spouses who share leave for the birth or adoption of a child may be eligible for  
12 limited amounts of additional leave for other qualifying FMLA reasons.<sup>5</sup>  
13
- 14 4. Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is available  
15 to eligible *licensed* employees after a birth, stillbirth, or adoption of a newly placed minor child.  
16 An eligible employee taking leave under this provision shall not be required to utilize any other  
17 type of accrued leave during this period. Eligible *licensed* employees include teachers, principals,  
18 supervisors, or other individuals required by law to hold a valid license of qualification for  
19 employment who have been employed with a school district full time for at least twelve (12)  
20 consecutive months.

21 *All other full-time employees, who are not required to hold a license for employment, are*  
22 *eligible for an additional six (6) work weeks of paid leave after a birth, stillbirth, or adoption*  
23 *of a newly placed minor child. An eligible, non-licensed employee must have worked for WCS*  
24 *for 12 consecutive months in a full-time status and be FMLA eligible in order to be approved*  
25 *for the 6 weeks of paid parental leave.*  
26

27 Employees shall provide notice to the school district thirty (30) days prior to the intended use of  
28 the leave. If the employee learns about the need for leave less than thirty (30) days in advance,  
29 the employee shall give notice as soon as reasonably possible in order to be eligible for the paid  
30 leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be  
31 used within twelve (12) months of the qualifying event. The leave shall run concurrently with  
32 FMLA leave.<sup>6</sup>

### 33 **LEAVE FOR A SERIOUS HEALTH CONDITION<sup>7</sup>**

34 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she  
35 is unable to work because of a serious health condition or to care for a spouse, child, or parent with a  
36 serious health condition. The granting of such leave shall be subject to the provisions of applicable  
37 federal and state laws. Employees shall contact Human Resources to determine if the reason for leave  
38 qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If  
39 the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable,  
40 generally, either the same or the next business day.

### 41 **LEAVE FOR MILITARY FAMILY MEMBERS**

1 1. *Qualifying Exigency Leave*<sup>8</sup> - Eligible employees are entitled to up to twelve (12) workweeks  
2 of leave because of any “qualifying exigency” arising out of the fact that the spouse, son,  
3 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been  
4 notified of an impending call to active duty or has been notified of an impending call to active  
5 duty status in the Armed Forces. Qualifying exigencies may include:

- 6  
7 a. Issues arising from the service member’s short notice deployment;  
8 b. Military events and related activities (e.g., official ceremonies, support programs);  
9 c. Making or updating financial and legal arrangements;  
10 d. Attending counseling;  
11 e. Taking up to fifteen (15) days leave to spend time with a covered service member who  
12 is on short-term rest and recuperation leave during deployment; or  
13 f. Attending post-deployment activities.

14  
15 2. *Military Caregiver Leave*<sup>9</sup> - An eligible employee who is the spouse, son, daughter, parent, or  
16 next of kin of a covered service member or covered veteran with a serious injury or illness is  
17 entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A  
18 covered service member is a current member of the Armed Forces, including a member of the  
19 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is  
20 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious  
21 injury or illness.

22  
23 A covered veteran is an individual who was a member of the Armed Forces at any time during  
24 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy  
25 that has a serious injury or illness and who is currently receiving medical treatment, recuperation,  
26 or therapy.

27  
28 The “single twelve (12) month period” for military caregiver leave begins on the first day the  
29 employee takes leave for this reason and ends twelve (12) months later. An eligible employee is  
30 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered  
31 service member. The maximum of twenty-six (26) workweeks may include no more than twelve  
32 (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement  
33 of a child for adoption or foster care, for care of a parent who has a serious health condition, or  
34 for the employee's own serious health condition.

## 35 **INTERMITTENT LEAVE**<sup>10</sup>

36 Eligible employees may take FMLA leave intermittently when medically necessary to care for a  
37 seriously ill family member or because of the employee's own serious health condition. When a licensed  
38 employee requests foreseeable leave for planned medical treatment and the employee would be on leave  
39 for greater than twenty percent (20%) of the total number of working days in the period during which  
40 the leave would extend, the school district may require that such employee elect either to take the leave  
41 for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to  
42 transfer temporarily to an available alternative position offered by the school district for which the  
43 employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods  
44 of leave.

## 1 RESTRICTIONS

### 2 1. Notice Requirements

- 3
- 4 a. *Employee Notice*<sup>11</sup>- For foreseeable leave, the employee shall provide the  
5 Superintendent of Schools/designee with at least thirty (30) days written notice before  
6 the beginning of the anticipated leave.  
7
- 8 b. *District Notice*- Once it has been established that the leave requested qualifies for  
9 FMLA, the Superintendent of Schools/designee shall notify the employee within five  
10 (5) business days (absent extenuating circumstances) that any leave taken pursuant to  
11 state leave statutes (paid vacation leave, personal leave, sick leave, or workers'  
12 compensation) shall run concurrently with FMLA leave.<sup>12</sup> The notice may be given  
13 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than  
14 the following pay day.<sup>13</sup>

### 15 2. Certification Requirement<sup>14</sup>

- 16
- 17 a. The Superintendent of Schools/designee may require that a request for leave be  
18 supported by certification issued by a health care provider with the following  
19 information:  
20
- 21 i. The date on which the serious health condition commenced;
  - 22 ii. The probable duration of the condition;
  - 23 iii. The appropriate medical facts within the knowledge of the health care provider  
24 regarding the condition; and
  - 25 iv. A statement that the eligible employee is needed to care for the son, daughter,  
26 spouse, or parent and an estimate of the amount of time that such employee is  
27 needed.
- 28
- 29 b. If there is any reason to doubt the validity of the certification provided, the  
30 Superintendent of Schools may require, at the expense of the school district, an opinion  
31 of a second health care provider.  
32

### 33 3. Period Near the End of an Academic Term (Professional Employees)<sup>15</sup>

- 34
- 35 a. If leave is taken more than five (5) weeks prior to the end of the term, the  
36 Superintendent of Schools may require the employee to continue taking leave until the  
37 end of the term if the leave is at least three (3) weeks of duration and the return of  
38 employment would occur during the three (3) week period before the end of the term.  
39
- 40 b. If the leave is taken five (5) weeks prior to the end of the term, the Superintendent of  
41 Schools may require the employee to continue taking leave until the end of the term if the  
42 leave is greater than two (2) weeks duration and the return to employment would occur  
43 during the two (2) week period before the end of the term.  
44

1     **REQUIREMENTS OF THE BOARD<sup>16</sup>**

- 2           1. The employee shall be restored to the same position of employment or an equivalent position  
3           with no loss of benefits, pay, or other terms of employment.
- 4           2. The employee shall be kept under any group health plan for the duration of the leave.
- 5           3. The Board may recover the premium paid under the following conditions:  
6  
7                 a. The employee fails to return from leave after the period of leave has expired; and  
8  
9                 b. The employee fails to return to work for a reason other than the continuation,  
10                recurrence, or onset of a serious health condition or other circumstances beyond the  
11                control of the employee.

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Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at \*1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)
5. 29 CFR § 825.120(a)(3)
6. TCA 8-50-802
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. Tenn. Att’y Gen. Op. 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

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Cross References

- Sick Leave - Teacher 5.302  
Sick Leave – Classified 5.3022

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## MEMORANDUM

TO: Williamson County School Board

CC: Jason Golden, Superintendent of Schools

FROM: Allison Nunley, Planning & Zoning Manager

DATE: January 3, 2024

RE: Open Zoned Schools and Out of Zone Reports

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

As a reminder, in May 2021, Governor Lee signed an amendment to T.C.A. Section 49-2-128 that requires LEAs to identify each school that has available space to enroll and serve additional students. The amendment allows the LEAs to reserve a reasonable number of enrollment spaces for various situations. It does not specify how LEAs are to make those determinations but does require LEAs to conduct a lottery for each school where open enrollment requests exceed the number of spaces available. All open-zoned school applications are held until after the deadline to determine if a school lottery is required.

Attached please find our 2024-25 recommendation for open-zoned schools. The third column from the right identifies reserved enrollment spaces with the second column from the right identifying the available open-zoned spots. Once approved, the list must be posted for two weeks prior to accepting applications. The online out of zone portal opens February 1 with the deadline to apply of April 15.

The report of all students attending schools outside their transportation zones for the 2023-24 school year is also attached. The first two pages are the totals for elementary and secondary schools. The zoned schools are the columns with the out of zone schools as the rows. Page three is the list of open-zoned schools with the number of spots filled as of January 2, 2024.

Staff recommends approval.

**2024-25 Open-Zoned Schools**  
**Available Only to Students Residing in Williamson County Schools' District**  
**Out of Zone Request Portal Open from February 1 - April 15**  
**All Open-Zoned School Requests are Processed the Week of April 16**

Schools	EC	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Projected Month 1 Enroll EC - 12	Building Capacity	Projected Month 1 Fill Rate EC-12	Projected Month 1 Available Seats	Reserved Enrollment/ Growth Spaces	Available Open-Zoned Spots 2024-25	Notes
<b>Elementary Schools</b>																						
104 - Allendale ES	0	15	90	89	93	100	110	109	0	0	0	0	0	0	0	606	890	68%	284	200	84	
105 - Bethesda ES	0	0	85	84	99	119	94	89	0	0	0	0	0	0	0	570	780	73%	210	150	60	
119 - Creekside ES	0	0	110	106	157	153	130	153	0	0	0	0	0	0	0	809	890	91%	81	81	0	
120 - College Grove ES	0	0	60	56	74	60	72	78	0	0	0	0	0	0	0	400	730	55%	330	250	80	
122 - Clovercroft ES	0	0	105	107	103	111	128	139	0	0	0	0	0	0	0	693	890	78%	197	150	47	
123 - Chapman's Retreat ES	0	15	90	88	80	87	102	95	0	0	0	0	0	0	0	557	805	69%	248	150	98	
127 - Edmondson ES	0	0	90	85	110	100	113	117	0	0	0	0	0	0	0	615	825	75%	210	150	60	
128 - Crockett ES	129	0	85	84	94	93	122	123	0	0	0	0	0	0	0	730	870	76%	140	125	15	
130 - Fairview ES	50	0	60	59	78	74	102	80	0	0	0	0	0	0	0	503	715	67%	212	150	62	
134 - Amanda H. North ES	0	15	75	80	76	99	97	96	0	0	0	0	0	0	0	538	890	60%	352	250	102	
138 - Arrington ES	90	0	90	99	86	112	98	93	0	0	0	0	0	0	0	668	890	70%	222	200	22	
145 - Grassland ES	0	0	68	67	68	62	86	96	0	0	0	0	0	0	0	447	870	51%	423	250	173	
148 - Heritage ES	0	0	105	106	95	109	104	112	0	0	0	0	0	0	0	631	805	78%	174	150	24	
157 - Hunters Bend ES	0	0	50	51	47	62	75	71	0	0	0	0	0	0	0	356	780	46%	424	150	274	
158 - Jordan ES	0	15	90	89	86	115	114	113	0	0	0	0	0	0	0	622	890	70%	268	200	68	
159 - Kenrose ES	0	0	110	110	109	133	96	151	0	0	0	0	0	0	0	709	910	78%	201	150	51	
160 - Lipscomb ES	0	0	85	82	99	97	91	101	0	0	0	0	0	0	0	555	780	71%	225	150	75	
161 - Longview ES	133	0	85	80	89	100	119	105	0	0	0	0	0	0	0	711	935	69%	224	150	74	
164 - Pearre Creek ES	71	0	80	85	113	113	108	91	0	0	0	0	0	0	0	661	890	70%	229	200	29	
165 - Nolensville ES	0	0	145	150	146	144	148	170	0	0	0	0	0	0	0	903	890	101%	-13	0	0	
168 - Oak View ES	69	0	75	79	81	71	82	93	0	0	0	0	0	0	0	550	695	74%	145	130	15	
171 - Mill Creek ES *	0	0	90	84	105	115	126	140	0	0	0	0	0	0	0	660	800	83%	140	140	0	* See below
176 - Scales ES	0	0	85	80	98	133	139	142	0	0	0	0	0	0	0	677	940	72%	263	150	113	
177 - Sunset ES	0	15	80	86	98	100	107	116	0	0	0	0	0	0	0	602	805	75%	203	175	28	
180 - Trinity ES	0	15	125	124	138	139	113	142	0	0	0	0	0	0	0	796	870	91%	74	74	0	
181 - Thompson's Station ES	0	0	110	115	119	145	134	157	0	0	0	0	0	0	0	780	800	98%	20	20	0	
183 - Walnut Grove ES	0	0	90	86	106	92	121	98	0	0	0	0	0	0	0	593	780	76%	187	150	37	
188 - Westwood ES	0	18	90	88	90	100	116	87	0	0	0	0	0	0	0	589	805	73%	216	175	41	
189 - Winstead ES	0	15	90	90	84	118	116	99	0	0	0	0	0	0	0	612	790	77%	178	150	28	

**2024-25 Open-Zoned Schools**  
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Schools	EC	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Projected Month 1 Enroll EC - 12	Building Capacity	Projected Month 1 Fill Rate EC-12	Projected Month 1 Available Seats	Reserved Enrollment/ Growth Spaces	Available Open-Zoned Spots 2024-25	Notes
<b>Middle Schools and Hillsboro Elementary/Middle</b>																						
233 - Fairview MS	0	0	0	0	0	0	0	0	186	172	181	0	0	0	0	539	764	71%	225	175	50	
241 - Page MS	0	0	0	0	0	0	0	0	488	483	433	0	0	0	0	1,404	1,500	94%	96	96	0	
246 - Grassland MS	0	0	0	0	0	0	0	0	277	287	262	0	0	0	0	826	1,160	71%	334	200	134	
249 - Heritage MS	0	0	0	0	0	0	0	0	307	272	292	0	0	0	0	871	1,185	74%	314	250	64	
250 - Hillsboro EMS	0	0	25	26	21	33	40	24	141	129	89	0	0	0	0	528	597	88%	69	50	19	K-8
254 - Spring Station MS	0	0	0	0	0	0	0	0	217	274	313	0	0	0	0	804	971	83%	167	140	27	
267 - Brentwood MS *	0	0	0	0	0	0	0	0	395	367	360	0	0	0	0	1,122	1,175	95%	53	53	0	* See below
269 - Legacy MS	0	0	0	0	0	0	0	0	197	213	178	0	0	0	0	588	1,000	59%	412	300	112	
272 - Mill Creek MS	0	0	0	0	0	0	0	0	300	313	324	0	0	0	0	937	800	117%	-137	0	0	
278 - Sunset MS	0	0	0	0	0	0	0	0	240	249	253	0	0	0	0	742	869	85%	127	100	27	
282 - Thompson's Station MS *	0	0	0	0	0	0	0	0	161	195	201	0	0	0	0	557	800	70%	243	225	18	* See below
284 - Woodland MS	0	0	0	0	0	0	0	0	304	305	349	0	0	0	0	958	975	98%	17	17	0	
<b>High Schools</b>																						
312 - Brentwood HS *	0	0	0	0	0	0	0	0	0	0	0	402	356	411	431	1,600	1,800	89%	200	200	0	* See below
317 - Centennial HS	0	0	0	0	0	0	0	0	0	0	0	353	343	357	339	1,392	1,758	79%	366	100	266	
335 - Fairview HS	0	0	0	0	0	0	0	0	0	0	0	173	185	189	174	721	1,042	69%	321	150	171	
340 - Franklin HS	0	0	0	0	0	0	0	0	0	0	0	382	402	434	466	1,684	2,000	84%	316	250	66	
342 - Page HS	0	0	0	0	0	0	0	0	0	0	0	404	383	327	369	1,483	2,000	74%	517	400	117	
352 - Independence HS	0	0	0	0	0	0	0	0	0	0	0	526	547	511	547	2,131	2,200	97%	69	69	0	
366 - Nolensville HS	0	0	0	0	0	0	0	0	0	0	0	383	369	404	337	1,493	1,671	89%	178	150	28	
374 - Ravenwood HS	0	0	0	0	0	0	0	0	0	0	0	449	476	518	503	1,946	2,200	88%	254	200	54	
379 - Summit HS	0	0	0	0	0	0	0	0	0	0	0	436	405	431	416	1,688	2,200	77%	512	350	162	

\* Mill Creek Elementary School has classrooms being used by Mill Creek Middle School due to capacity constraints  
\* Brentwood Middle School building capacity reduced due to construction; Fall 2025 scheduled completion  
\* Thompson's Station Middle School has classrooms being used by Thompson's Station Elementary due to capacity constraints  
\* Brentwood High School is not open-zoned due to construction at Brentwood Middle; Fall 2025 scheduled completion

# OUT OF ZONE STUDENTS 2023-2024

## Students Zoned School

School Students are Attending	Allendale ES	Amanda H North ES	Arrington ES	Bethesda ES	Chapman's Retreat ES	Clovercroft ES	College Grove ES	Creekside ES	Crockett ES	Edmondson ES	Fairview ES	FSSD	Grassland ES	Heritage ES	Hillsboro K-5	Hunters Bend ES	Jordan ES	Kenrose ES	Lipscomb ES	Longview ES	Mill Creek ES	Nolensville ES	Oak View ES	Out of County	Pearre Creek ES	Scales ES	Sunset ES	Thompson's Station ES	Trinity ES	Walnut Grove ES	Westwood ES	Winstead ES	TOTAL
	Allendale ES		5		20	15						3		16							4				7				3				2
Amanda H North ES				2	8									3						6				4									23
Arrington ES				2	2	1	2	3				3						1				2	2	7			1		2			2	30
Bethesda ES	3		1		2															1				8				1				1	16
Chapman's Retreat ES	4	1	1	6			1							6						1				8								1	29
Clovercroft ES			3		4		1	5			6						7	4			3	2		6				1	11	2			55
College Grove ES			10	3				2														3	1	8				1					28
Creekside ES			16		1		2							1									1	1	5			2	11				40
Crockett ES		1	4				1			1	4						5	12				2		2		1	2	1					36
Edmondson ES								4			1											2	1	8									16
Fairview ES															1									5							48		54
Grassland ES				1						5	1					2								6	2		1		7	1			26
Heritage ES	1	39		9											4								1	12				4					80
Hillsboro K-5	2				3					9														5	16			2		2		4	45
Hunters Bend ES											2				3									1				2		11	3		22
Jordan ES			4			3		1	2		1	1						3			1	3	4	1				19	2	1			46
Kenrose ES						3		1	3		3						1							4						2			17
Lipscomb ES						1		2	4		2						1					2		6		10	3		1	2		1	35
Longview ES	3	14		4	8									3										11									43
Mill Creek ES							3																26	1	7		3		3				43
Nolensville ES											1						1					7		7			12						28
Oak View ES		3		2	3	1		5						5	4		1	1						3					4	1		16	50
Pearre Creek ES	1			1						2					2	2		2					1	1	1					2	2		16
Scales ES						3				2		4	2					4	3	1				4					1	3	2		29
Sunset ES														2			19	2			3	10		7					2				45
Thompson's Station ES		6		9	6		1							14										11									50
Trinity ES	1	1	22	2		1	3	3	1		1						1					1	1	4	1						3	48	
Walnut Grove ES		1				1					6	2			1	13				1				3	12	3			1		1		45
Westwood ES										21														8									29
Winstead ES				3	1		2				5		1	6										3	4			2	3				30
<b>TOTAL</b>	<b>15</b>	<b>71</b>	<b>61</b>	<b>64</b>	<b>53</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>9</b>	<b>12</b>	<b>37</b>	<b>43</b>	<b>5</b>	<b>51</b>	<b>21</b>	<b>17</b>	<b>28</b>	<b>33</b>	<b>8</b>	<b>32</b>	<b>18</b>	<b>55</b>	<b>11</b>	<b>172</b>	<b>31</b>	<b>14</b>	<b>40</b>	<b>22</b>	<b>42</b>	<b>30</b>	<b>57</b>	<b>29</b>	<b>1,129</b>

# OUT OF ZONE STUDENTS 2023-24

## Students Zoned School

School Students are Attending

	Brentwood HS	Brentwood MS	Centennial HS	Fairview ES	Fairview HS	Fairview MS	Franklin HS	FSSD	Grassland ES	Grassland MS	Heritage MS	Hillsboro 6-8	Independence HS	Legacy MS	Mill Creek MS	Nolensville HS	Out of County	Page HS	Page MS	Ravenwood HS	Spring Station MS	Summit HS	Sunset MS	Thompson's Station MS	Woodland MS	TOTAL
Brentwood HS			8		1		8						1			4	11			13		1				47
Brentwood MS								2		3	1						8		1				1		2	18
Centennial HS	6				6		19	1					22			3	6	25		8		7				103
Fairview HS			3				3						4				6					1				17
Fairview MS										2				1			4				1					8
Franklin HS	13		93		14								85			1	2	13		5		20				246
Grassland MS		2		1	4		2				2	23					2		1					1	2	40
Heritage MS												2		1	1		4				2			6		16
Hillsboro 6-8		1			13		2			3	1						3		1		1					25
Independence HS			16		5		4									1	15	14				55				110
Legacy MS						4		2	1		12	19					4		11		5			6		64
Mill Creek MS								1						1	1		5		3				38			49
Nolensville HS	6		1		1								1			1	8	10		17		2				47
Page HS	1		51										18			1	4			2		15				92
Page MS								3			3	1		2			8				1			2		20
Ravenwood HS	16		20		1		2						8			43	5	34		1		6				136
Spring Station MS											92			1			7							8		108
Summit HS			1		1		2						56				10	4								74
Sunset MS		5								1	2				7		4		4						8	31
Thompson's Station MS											37	1		2			7				5					52
Vanguard Virtual High																	3									3
Woodland MS		6						2		2	2			4	1		4		3				11	1	1	37
<b>TOTAL</b>	<b>42</b>	<b>14</b>	<b>193</b>	<b>1</b>	<b>29</b>	<b>21</b>	<b>38</b>	<b>15</b>	<b>1</b>	<b>11</b>	<b>152</b>	<b>46</b>	<b>195</b>	<b>12</b>	<b>10</b>	<b>54</b>	<b>130</b>	<b>100</b>	<b>24</b>	<b>46</b>	<b>15</b>	<b>107</b>	<b>50</b>	<b>24</b>	<b>13</b>	<b>1,343</b>



**TO:** Williamson County Board of Education

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

**SUBJECT:** End of Month Financials

**DATE:** January 16, 2024

Please find attached the activity statements for all our funds for December 31, 2023. 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 2024 13							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
141 GENERAL PURPOSE SCHOOL	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	USE/COL	
40000 REVENUES	-474,824,550	-18,759,692	-493,584,242	-128,997,537.11	-364,586,704.89	26.1%	
71100 REGULAR INSTRUCTION	234,386,949	5,689,077	240,076,026	90,472,361.32	149,191,564.95	37.7%	
71150 ALTERNATIVE INSTRUCTION	785,382	64,500	849,882	271,780.57	577,540.11	32.0%	
71200 SPECIAL EDUCATION INSTRUCTION	75,606,094	3,882,683	79,488,777	29,650,672.62	49,076,178.06	37.3%	
71300 CAREER AND TECHNICAL EDUCATIO	9,908,222	597,776	10,505,998	4,125,728.20	6,253,362.31	39.3%	
71400 STUDENT BODY EDUC PRGM	1,970,000	0	1,970,000	801,100.83	744,127.87	40.7%	
72110 ATTENDANCE	763,572	15,447	779,019	368,370.53	410,648.47	47.3%	
72120 HEALTH SERVICES	8,758,813	521,656	9,280,469	3,768,774.76	5,501,292.81	40.6%	
72130 OTHER STUDENT SUPPORT	19,529,229	2,005,293	21,534,522	7,318,923.76	11,912,348.05	34.0%	
72210 INSTRUCTION SUPPORT	16,082,761	659,772	16,742,533	7,629,363.87	8,791,205.78	45.6%	
72215 ALTERNATIVE SUPPORT	296,362	78,840	375,202	168,165.32	207,036.68	44.8%	
72220 SPECIAL EDUCATION SUPPORT	11,003,368	146,256	11,149,624	4,614,036.39	6,259,896.87	41.4%	
72230 CAREER/TECH EDUC SUPPORT	547,021	44,331	591,352	248,798.03	339,905.23	42.1%	
72250 TECHNOLOGY	14,002,177	180,301	14,182,478	8,795,288.75	4,433,634.66	62.0%	
72310 BOARD OF EDUCATION	23,888,571	-15,524,121	8,364,450	3,228,237.54	5,028,690.72	38.6%	
72320 OFFICE OF SUPERINTENDENT	2,267,744	144,808	2,412,552	1,077,189.54	1,322,794.91	44.6%	
72410 OFFICE OF PRINCIPAL	31,073,904	1,313,598	32,387,502	14,467,100.04	17,920,401.96	44.7%	
72510 FISCAL SERVICES	2,647,771	130,000	2,777,771	1,413,696.00	1,360,284.80	50.9%	
72520 HUMAN SERVICES/PERSONNEL	2,576,600	138,615	2,715,215	1,289,983.27	1,417,468.22	47.5%	
72610 OPERATION OF PLANT	22,539,183	34,426	22,573,609	10,224,968.74	6,719,356.25	45.3%	
72620 MAINTENANCE OF PLANT	12,415,006	2,158,816	14,573,822	5,331,030.90	6,186,492.95	36.6%	
72710 TRANSPORTATION	24,063,623	3,529,169	27,592,792	9,816,171.16	15,114,658.54	35.6%	
73300 COMMUNITY SERVICES	1,529,394	62,750	1,592,144	744,053.56	810,796.59	46.7%	
73400 EARLY CHILDHOOD/PRE K	947,720	58,983	1,006,703	396,947.71	603,255.27	39.4%	
76100 REGULAR CAPITAL OUTLAY	0	15,249,314	15,249,314	7,750.00	14,499,120.00	.1%	
99100 TRANSFERS OUT	0	3,252,690	3,252,690	3,252,690.00	.00	100.0%	
TOTAL GENERAL PURPOSE SCHOOL	42,764,916	5,675,289	48,440,205	80,485,646.30	-49,904,642.83	166.2%	
TOTAL REVENUES	-474,824,550	-18,759,692	-493,584,242	-128,997,537.11	-364,586,704.89		
TOTAL EXPENSES	517,589,466	24,434,981	542,024,447	209,483,183.41	314,682,062.06		

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 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	-9,687,331	-4,739,852	-14,427,183	-3,896,372.34	-10,530,810.95	27.0%
71100 REGULAR INSTRUCTION	795,120	1,567,186	2,362,306	909,398.34	1,452,907.30	38.5%
71200 SPECIAL EDUCATION INSTRUCTION	4,631,311	1,566,049	6,197,360	1,878,700.15	4,007,485.51	30.3%
71300 CAREER AND TECHNICAL EDUCATIO	210,141	36,947	247,089	96,857.37	49,099.28	39.2%
72120 HEALTH SERVICES	1,032,522	22,059	1,054,581	477,753.23	576,827.77	45.3%
72130 OTHER STUDENT SUPPORT	162,859	190,984	353,843	49,394.61	299,232.04	14.0%
72210 INSTRUCTION SUPPORT	716,492	395,834	1,112,326	268,748.04	810,266.76	24.2%
72220 SPECIAL EDUCATION SUPPORT	1,844,526	502,432	2,346,958	760,828.98	1,534,911.37	32.4%
72230 CAREER/TECH EDUC SUPPORT	18,941	0	18,941	6,525.02	12,416.04	34.4%
72710 TRANSPORTATION	3,000	212,196	215,196	713.85	214,481.66	.3%
99100 TRANSFERS OUT	272,418	246,166	518,584	1,056.00	517,528.33	.2%
TOTAL SCHOOL FEDERAL PROJECTS	0	0	0	553,603.25	-1,055,654.89	100.0%
TOTAL REVENUES	-9,687,331	-4,739,852	-14,427,183	-3,896,372.34	-10,530,810.95	
TOTAL EXPENSES	9,687,331	4,739,852	14,427,183	4,449,975.59	9,475,156.06	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ACCOUNTS FOR: 143 CENTRAL CAFETERIA	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT USE/COL
40000 REVENUES	-18,789,718	0	-18,789,718	-7,238,913.45	-11,550,804.55	38.5%
73100 FOOD SERVICE	19,015,289	1,348,120	20,363,409	8,863,562.22	6,415,876.31	43.5%
TOTAL CENTRAL CAFETERIA	225,571	1,348,120	1,573,691	1,624,648.77	-5,134,928.24	103.2%
TOTAL REVENUES	-18,789,718	0	-18,789,718	-7,238,913.45	-11,550,804.55	
TOTAL EXPENSES	19,015,289	1,348,120	20,363,409	8,863,562.22	6,415,876.31	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 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	-6,206,050	0	-6,206,050	-2,362,573.92	-3,843,476.08	38.1%	
73300 COMMUNITY SERVICES	6,337,642	0	6,337,642	3,167,238.12	3,145,028.73	50.0%	
TOTAL EXTENDED SCHOOL PROGRAM	131,592	0	131,592	804,664.20	-698,447.35	611.5%	
TOTAL REVENUES	-6,206,050	0	-6,206,050	-2,362,573.92	-3,843,476.08		
TOTAL EXPENSES	6,337,642	0	6,337,642	3,167,238.12	3,145,028.73		

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 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	-480,556,475	-578,940,034	*****		10,116,414.30	101.0%
82330 OTHER DEBT SERVICE	0	2,400,000	2,400,000	2,400,000.00	.00	100.0%
91300 EDUCATION CAPITAL OUTLAY	704,886,373	381,293,321	*****	990,358,071.56	42,458,172.73	91.2%
TOTAL EDUCATION CAPITAL PROJECTS	224,329,898	-195,246,713	29,083,185	-76,854,851.56	52,574,587.03	-264.3%
TOTAL REVENUES	-480,556,475	-578,940,034	*****		10,116,414.30	
TOTAL EXPENSES	704,886,373	383,693,321	*****	992,758,071.56	42,458,172.73	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT USE/COL
GRAND TOTAL	267,451,977	-188,223,305	79,228,672	6,613,710.96	-4,219,086.28	8.3%

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



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

To: Rachel Farmer  
 From: Kirk Elliott  
 Date: Dec. 4, 2023  
 RE: Purchasing Report

**Contains bid projects conducted during the month of November 2023**

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. If further details are needed please contact the Purchasing Department to review any of the related bid - project files. In addition to the projects listed in this monthly report the WCS Purchasing Department continues to review, approve and process numerous daily purchase orders that encompass day to day operations as well as negotiate renewals of previously bid contracts.

<b>RFB #1320</b>	<b>Transportation Department Building</b>	
<b>Project Description</b>	This project is to solicit bidders for the construction of a building for the Transportation Department.	
<b>Department/Director</b>	Facilities & Construction, Eric Gardner	
<b>Advertised</b>	Tuesday, October 3, 2023 in the Tennessean Newspaper	
<b>Bid Opening</b>	Friday, November 3, 2023 at 2:30 p.m.	
<b>Bidders who were solicited or participated in this bid project</b>	<b>Company</b>	<b>Base Bid plus Alt #1 and Alt #2</b>
	Bacar Constructors	
	Barton Malow Construction	
	Bell and Associates	
	Biscan Construction	
	Boger Construction	
	Deangelis Diamond Construction	
	D.F. Chase Construction	
	Dosster Construction	
	Dowdle Construction Group	
	<b>Fellowship Construction, Inc.</b>	<b>\$2,996,630.00</b>
	Nabholz Construction	
	Pride Concrete	
	R.G. Anderson	
	Rock City Construction	
	Romach, Inc.	\$3,038,900.00
Sain Construction Company	\$3,288,500.00	
Solomon Builders, Inc.	\$3,017,726.00	
Southland Constructors		
Wellspring Builders, Inc.		
<b>Awarded</b>	<b>The award of this project to Fellowship Construction, Inc. is pending full funding by WCS.</b>	

<b>RFQ #1330</b>	<b>Pre-Qualification of Commercial Roofing Contractors</b>	
<b>Project Description</b>	This project was to qualify several roofing contractors that meet the standards of our district and are fiscally responsible and capable of performing roofing jobs if they are determined to be the low bidder through future competitive bid projects.	
<b>Department</b>	Maintenance, Adam Christopher	
<b>Advertised</b>	Tuesday, October 3, 2023 in the Tennessean	
<b>RFQ Opening</b>	Tuesday, November 7, 2023 at 10:30 a.m.	
<b>Contractors who were solicited or participated in this pre-qualification project</b>	Company	
	AAR of N Carolina	
	<b>Collier Roofing</b>	
	D & J Enterprises	
	<b>Dixie Roofing</b>	
	<b>Don Kennedy Roofing</b>	
	<b>Eskola Roofing</b>	
	JDH Roofing	
	JWC Specialties	
	<b>Maxwell Roofing</b>	
	<b>Porter Roofing</b>	
	Rackley Roofing	
	<b>RSS Roofing</b>	
	<b>Southern Roofing</b>	
Tim Leeper		
Village Roofing		
<b>Awarded</b>	<b>Highlighted Companies meet the standards and will be solicited for future roofing projects with the district.</b>	

<b>RFB #1331</b>	<b>District School Bus Bid 2023 - 24</b>		
<b>Project Description</b>	This project was bid in order to procure our annual school bus needs.		
<b>Department/Director</b>	Transportation, Jeff Fuller		
<b>Advertised</b>	Friday, October 6, 2023 in the Tennessean		
<b>Bid Opening</b>	Thursday, November 16, 2023 at 10:30 a.m.		
<b>Bidders who were solicited or participated in this bid project</b>	Company	Base Bid	
		Gen Ed	Special Ed
	Cumberland International	Alternate brand not accepted	\$152,152.83
	<b>Mid-South Bus Company</b>	<b>\$140,850.00</b>	<b>\$146,581.00</b>
	Central States Bus Company	\$154,582.00	
<b>Awarded</b>	<b>Mid-South Bus Company</b>		

<b>RFB #1332</b>	<b>Door and Window Laminated Security Film</b>	
<b>Project Description</b>	This consisted of soliciting firms to install laminate security film on windows and doors in our facilities.	
<b>Department/Director</b>	Safety & Security, Mike Fletcher	
<b>Advertised</b>	Wednesday, October 25, 2023 in the Tennessean	
<b>Bid Opening</b>	Thursday, November 30, 2023 at 10:30 a.m.	
<b>Bidders who were solicited or participated in this bid project</b>	<b>Company</b>	<b>Base Bid</b>
		<b>Interior Film      Exterior Film</b>
	Defense Lite	
	<b>Ever-Safe USA</b>	<b>clear 9.00 sf 12mil      tinted 7.00 sf 12 mil</b>
	Window Film Depot	
	Columbus Film	
	Percision Tint	
	Solar Insulations	clear 23.50 sf 12mil      clear only 22.00 sf 7 mil
	Total Security Solutions	
	Blink Signs	
	PWX	
	National Glazing Solutions	clear 14.00 sf 12mil      clear only 12.00 sf 12 mil
Tandem Construction	clear 24.00 sf 22mil      tinted 17.50 sf 15 mil	
<b>Awarded</b>	<b>Ever-Safe USA</b>	

<b>RFB #1333</b>	<b>Hillsboro WWTP Project</b>	
<b>Project Description</b>	This project was to solicit bidders for construction of the Hillsboro K-8 Wastewater Treatment Plant.	
<b>Department</b>	Maintenance, Adam Christopher	
<b>Advertised</b>	Friday, October 27, 2023	
<b>Bid Opening</b>	Tuesday, November 28, 2023 at 10:30 p.m.	
<b>Bidders who were solicited or participated in this bid project</b>	<b>Company</b>	<b>Base Bid</b>
	B.A.M.2, Inc.	
	Civil Constructors	
	Contracting Services, Inc	
	Dynamis, Inc.	
	J. Brennan Construction	\$2,790,000.00
	Jones Brothers Contractors	
	Mid State Construction Co.	
	Morgan Contracting, Inc.	
	Pernell Excavating	
	Romach	
	Roy Joe Angel Construction	
	Rutherford Utility Co. LLC	
	Underground Pipe & Const.	
<b>W &amp; O Construction</b>	<b>\$2,389,000.00</b>	
<b>Awarded</b>	<b>W &amp; O Construction</b>	

## TRIP FINDER - School Board Field Trip Approval Report

(Overnight Field Trips)

Trip ID	Trip Date	Return Date	Approved	Origin	Trip Name	Trip Type	Activity Type	#	Destination
207	3/24/2024	3/27/2024	11/27/2023	Fairview HS - CTE Paid	HOSA State Conference	CTE OVERNIGHT	CTE - HOSA	30	Chattanooga Convention Center
<b>Notes/Fees</b> over100 - \$250 per student for food, other expenses and bus driver. Fundraising for hotel rooms. Bus to leave on March 24 to Chattanooga.									
255	2/29/2024	3/2/2024	12/17/2023	Franklin High	DECA SCDC 2024	CTE OVERNIGHT	9th-12th Grade	17	Chattanooga, TN
<b>Notes/Fees</b> over100 - Depart Chattanooga on Saturday March 2, 2024 at 9:00 am Eastern Standard Time.									
203	2/28/2024	3/2/2024	11/16/2023	Nolensville High	DECA State Conference	CTE OVERNIGHT	CTE - DECA	42	Chattanooga Convention Center
<b>Notes/Fees</b> over100 - Students will pay \$85 registration fee to complete plus \$140 to cover their hotel.									
204	3/24/2024	3/27/2024	11/17/2023	Page HS - CTE Paid	HOSA State Leadership Conference	CTE OVERNIGHT	CTE - HOSA	45	Chattanooga Convention Center
<b>Notes/Fees</b> - No Cost. You can also contact sarah.statsenko@wcs.edu and 843-685-2274									
250	2/29/2024	3/2/2024	12/13/2023	Page HS - CTE Paid	Page DECA State Competition	CTE TRIP	CTE - DECA	57	Chattanooga Convention Center
<b>Notes/Fees</b> over100 - \$150 per student. Transportation needed. Hotel is not selected until January so drop off location will be updated.									
262	3/6/2024	3/9/2024	1/4/2024	Page HS - CTE Paid	Page TSA	CTE Trip	CTE - TSA	50	Chattanooga, TN
<b>Notes/Fees</b> over100 - \$325 per student									
260	3/24/2024	3/27/2024	1/2/2024	Page Middle	Tennessee FFA State Convention	CTE OVERNIGHT	CTE - FFA	12	Gatlinburg Convention Center
<b>Notes/Fees</b> over100 - \$300 per student. No driver needed. Parents will provide transportation to and from the convention. No Driver.									
230	2/29/2024	3/2/2024	12/8/2023	Summit High	SHS DECA State Competition	CTE OVERNIGHT	CTE - DECA	27	Chattanooga Convention Center
<b>Notes/Fees</b> over100 - \$130-150 per student for registration, food & hotel depending on hotel location. One bus needed for students, adults & luggage.									
231	4/26/2024	5/1/2024	12/8/2023	Summit High	SHS DECA International Competition	CTE OVERNIGHT	CTE - DECA	20	Anaheim Convention Center
<b>Notes/Fees</b> over100 - Not to exceed \$1,000 for students for airline flights, registration, food & hotel. No Driver.									
254	2/18/2024	2/19/2024	12/15/2023	Summit HS - CTE Paid	ProStart Competition	CTE OVERNIGHT	CTE - Programs	5	Holiday Inn and Suites
<b>Notes/Fees</b> over100 - Students will pay for food and some of their hotel expenses. CTE is paying for Charter van/bus. Traveling with Nolensville High School. No Driver.									

Thursday, January 4, 2024

# TRIP TRACKER - School Board Field Trip Approval Report

(Overnight Field Trips)

Trip ID	Trip Date	Return Date	Approved	Origin	Trip Name	Trip Type	Activity Type	#	Destination
39916	12/16/2023	12/17/2023	12/11/2023	Brentwood High	TN JSA Conference	Academic Field Trip	Debate Team	5	Embassy Suites Knoxville
	<b>Notes/Fees</b>	<i>No Cost. This is a student led club. Attendance at the conference is optional.</i>							
39955	1/12/2024	1/14/2024	12/15/2023	Brentwood High	Cavalier Invitational	Academic Field Trip	Forensics	10	Durham Academy
	<b>Notes/Fees</b>	<i>No Cost. NO DRIVER NEEDED.</i>							
39956	1/12/2024	1/14/2024	12/15/2023	Brentwood High	Sunvite	Academic Field Trip	Forensics	4	NSU University School
	<b>Notes/Fees</b>	<i>No Cost. NO DRIVER NEEDED.</i>							
39957	1/19/2024	1/21/2024	12/15/2023	Brentwood High	Bama Speech Competition	Academic Field Trip	Forensics	8	University of Alabama
	<b>Notes/Fees</b>	<i>No Cost. NO DRIVER NEEDED. Student travel and accommodations arranged and provided by approved parent chaperones.</i>							
39958	1/26/2024	1/29/2024	12/15/2023	Brentwood High	The Barkley Forum at Emory	Academic Field Trip	Forensics	10	Emory University
	<b>Notes/Fees</b>	<i>No Cost. NO DRIVER NEEDED.</i>							
39994	3/14/2024	3/16/2024	12/15/2023	Brentwood High	Soccer Tournament	Athletic Trip	Varsity Soccer	30	Rocky Top Sports World
	<b>Notes/Fees</b>	<i>over100. \$150.00/student approx. Request Daryl Kerce as driver. Leaving at 8:00AM on March 14 (Spring Break). Will arrive around 1:00PM.</i>							
39761	1/12/2024	1/13/2024	11/29/2023	Centennial High	TN Thespian Conference	Fine Arts	Drama	50	MTSU
	<b>Notes/Fees</b>	<i>over100. \$125 per student. The Days Inn and Suites Murfreesboro-182 Chaffin Place, Murfreesboro</i>							
39617	2/22/2024	2/25/2024	12/7/2023	Centennial High	Adv Art Ed Trip NY City	Fine Arts	9th - 12th grade	5	New York City
	<b>Notes/Fees</b>	<i>over100. \$450 per student. Fundraising will offset costs. No bus needed</i>							
39809	1/18/2024	1/20/2024	11/15/2023	Central Office	Mid State Band	Fine Arts	Concert	168	Siegel High School
	<b>Notes/Fees</b>	<i>No cost. Over night. Funds provided through Donations, fundraisers and boosters. Following schools are going. BMS, BHS, CHS, FVHS, FHS, PHS, PMS, GMS, HMS, HILLS, INHS, MCMS, NHS, RHS, SSMS, SHS, SMS, TSMS, WMS. Bands will rehearse at Siegel HS, Northside Baptist Church, and First United Baptist Church. Students will be housed at Embassy Suites Hotel.</i>							
40072	2/29/2024	3/3/2024	1/5/2024	Fairview High	Youth in Government Conference	Academic Field Trip	Youth in Government	16	Doubletree Hotel Nashville
	<b>Notes/Fees</b>	<i>over100. student cost is \$450; no driver needed.</i>							
40017	2/14/2024	2/18/2024	1/3/2024	Independence High	NAIMUN Georgetown	Academic Field Trip	Model UN	13	Hilton Washington D.C.
	<b>Notes/Fees</b>	<i>No Driver Needed</i>							
39860	12/19/2023	12/22/2023	11/28/2023	Page High	Cherokee Invitational	Athletic Trip	Varsity Girls Basketball	19	Cherokee Convention Ctr
	<b>Notes/Fees</b>	<i>No cost No driver needed</i>							
39868	1/12/2024	1/13/2024	12/8/2023	Page High	Tennessee State Thespian Con	Academic Field Trip	Drama	37	Hyatt Place Murfreesboro
	<b>Notes/Fees</b>	<i>Cost covered with board approved fees.</i>							
39868	1/12/2024	1/13/2024	12/8/2023	Page High	Tennessee State Thespian Con	Academic Field Trip	Drama	37	MTSU
	<b>Notes/Fees</b>	<i>Cost covered with board approved fees.</i>							
40011	4/19/2024	4/20/2024	1/3/2024	Page High	State Vet Science Competiton	CTE Trip	Career/Technical FFA	5	UT-Martin
	<b>Notes/Fees</b>	<i>No driver needed, parents will arrange travel. Cost to students will be no more than \$50.</i>							
39975	12/26/2023	12/29/2023	12/15/2023	Ravenwood High	RHS GBB- Pensacola Tourney	Athletic Trip	Varsity Girls Basketball	15	Hampton Inn Pensacola
	<b>Notes/Fees</b>	<i>Overnight trip for basketball tournament. Parents providing transportation.</i>							
39898	1/12/2024	1/13/2024	11/29/2023	Ravenwood High	Thespian Conference	Fine Arts	Drama	37	MTSU
	<b>Notes/Fees</b>	<i>No cost - paid for through approved fees and fundraising. FRIDAY 1/1211:15- Leave Ravenwood to SleepInn, Murfreesboro12:00 - Arrive at SleepInn12:30- Leave SleepInn to head to MTSU 12:45- Arrive at MTSU for Thescon 10:00PM- Leave MTSU head to SleepInn Saturday 1/137:00- Leave SleepInn to head to MTSU7:15 - Arrive at MTSU10:00 PM- Leave MTSU to head to Ravenwood HS10:30/45 - Arrive at Ravenwood</i>							
39898	1/12/2024	1/13/2024	11/29/2023	Ravenwood High	Thespian Conference	Fine Arts	Drama	37	Ravenwood High
	<b>Notes/Fees</b>	<i>No cost - paid for through approved fees and fundraising. FRIDAY 1/1211:15- Leave Ravenwood to SleepInn, Murfreesboro12:00 - Arrive at SleepInn12:30- Leave SleepInn to head to MTSU 12:45- Arrive at MTSU for Thescon 10:00PM- Leave MTSU head to SleepInn Saturday 1/137:00- Leave SleepInn to head to MTSU7:15 - Arrive at MTSU10:00 PM- Leave MTSU to head to Ravenwood HS10:30/45 - Arrive at Ravenwood</i>							
39898	1/12/2024	1/13/2024	11/29/2023	Ravenwood High	Thespian Conference	Fine Arts	Drama	37	Sleep Inn Murfreesboro
	<b>Notes/Fees</b>	<i>No cost - paid for through approved fees and fundraising. FRIDAY 1/1211:15- Leave Ravenwood to SleepInn, Murfreesboro12:00 - Arrive at SleepInn12:30- Leave SleepInn to head to MTSU 12:45- Arrive at MTSU for Thescon 10:00PM- Leave MTSU head to SleepInn Saturday 1/137:00- Leave SleepInn to head to MTSU7:15 - Arrive at MTSU10:00 PM- Leave MTSU to head to Ravenwood HS10:30/45 - Arrive at Ravenwood</i>							