



## Williamson County School Board Meeting

August 19, 2024 6:30 PM

Williamson County Administrative Complex - Auditorium

### 1. Call to Order

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

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

### 3. Approval of Agenda

### 4. Approval of Consent Agenda

- a. Approval of June 17, 2024 School Board Meeting Minutes
- b. Board Policies - First and Final Reading
  - I. 1.501 Code of Conduct for Visitors to Schools
  - II. 1.800 School Calendar
  - III. 2.403 Property Sales
  - IV. 3.202 Emergency Preparedness Plan
  - V. 3.205 Security
  - VI. 4.213 Family Life Curriculum
  - VII. 4.215 Use of Artificial Intelligence Programs
  - VIII. 4.600 Report Cards and Grading Systems
  - IX. 4.603 Promotion and Retention
  - X. 4.700 Testing Programs
  - XI. 5.307 Physical Assault Leave
  - XII. 5.701 Substitute Teachers
  - XIII. 6.309 Zero Tolerance Offenses
  - XIV. 6.4052 Opioid Antagonist
  - XV. 6.409 Reporting Child Abuse
- c. Approval of Page High School Ringstaff Gym Renovation Building Modification Request
- d. Approval of Auburn Community Church Request to Lease Lipscomb Elementary School
- e. August 2024 Recommendation for Field Trip Fee Requests

### 5. Communications to the Board

- a. Superintendent's Report
  - I. Student, Staff and School Spotlights
- b. Board Chair Report

### 6. New Business

- a. 2024-2025 School Board Budget

I. Approval of General Purpose School Fund Amendment

08.24 Carryforward Reserves - \$185,299.52

II. Approval of General Purpose School Fund Amendment

08.24 Transition Grant Carryover - \$38,774.00

III. Approval of Capital Projects Fund Intracategory 08.24

Technology- \$3,400,000.00

b. Approval of Outstanding Purchase Orders for School Activity  
Funds (Annual Agenda Item)

c. Approval of Sick Leave Bank (Annual Agenda Item)

d. Approval of Annual Agenda (Annual Agenda Item)

## **7. Adjournment**



**Williamson County School Board Meeting**  
June 17, 2024 6:30 PM  
Williamson County Administrative Complex - Auditorium

Attendance Taken at 6:31 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. Eric Welch: Present  
Mr. Rick Wimberly: Present

Present: 11.

**1. Call to Order**

Madam Chair Durham called the meeting to order and asked the Board Members to record their attendance. Durham asked Board Member Jen Aprea to lead the Pledge of Allegiance, followed by a moment of silence. Durham thanked Sheriff's Deputies Phil Hunt and Mark Gorman for attending the meeting.

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

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

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

Bill Petty spoke about Title IX.  
Noah Krieg spoke about Title IX.  
Genevieve Pahos spoke about Title IX.  
Izzi Rose spoke about Fine Arts Supplements.  
Grey Rose spoke about Fine Arts Supplements.  
Spencer Lyst spoke about Title IX.  
Revida Rahman spoke about bullying numbers.  
Heather Thomas spoke about Title IX.  
Jenny Caparos spoke about Title IX.  
Josh Scott spoke about Title IX and supporting LGBTQ students.  
Sarah Landing thanked the School Board and central office staff for the work on the budget.

### 3. Superintendent Contract Review and Extension (Annual Agenda Item)

Madam Chair Durham presented Superintendent Golden's contract for renewal and extension (Annual Agenda Item).

Board member Cash originally voted yes in favor of extending the contract and then corrected his vote to nay.

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

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

Yes: 9, Nay: 2

### 4. Approval of Agenda

Madam Chair Durham presented Superintendent Golden's contract for renewal and extension (Annual Agenda Item).

Board member Cash originally voted yes in favor of extending the contract and then corrected his vote to nay.

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

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. Rick Wimberly: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes

Yes: 11, Nay: 0

### 5. Approval of Consent Agenda

Madam Chair Durham presented the agenda for approval. Superintendent Golden recommended approval.

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

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. Rick Wimberly: Yes  
Mr. Eric Welch: Yes

Mr. KC Haugh: Yes

Mr. Drason Beasley: Yes

Yes: 11, Nay: 0

a. Approval of the May 20, 2024 School Board Meeting Minutes

Madam Chair Durham presented the consent agenda for approval. Superintendent Golden recommended approval.

b. Approval of ePlan Applications for FY 2025 to include ESEA Grants, IDEA, Part B, IDEA Pre-School, and Carl Perkins

c. Recommendation for Field Trip Fee Requests

## 6. Communications to the Board

a. Superintendent's Report

Superintendent Golden gave a reminder about pay for teachers and the collaborative conferencing with WCEA that will take place. He talked about safety for all, including a sense of safety, especially for students. He encouraged everyone to look at the work session and review the data that was presented. Golden asked everyone to continue to talk about student safety, not only at meetings but one on one. He said that summer school was going well. Superintendent Golden encouraged the Board members to attend the Wilcos on Tuesday.

### I. Student, Staff and School Spotlights

In Student Spotlights, 27 students were recognized for earning a perfect composite ACT score: Brentwood High's Jaycee Czarnik, Brentwood High's Cole Hawkins, Brentwood High's Rachel Haws, Brentwood High's Pranav Sathu, Brentwood High's Joy Scheuren, Brentwood High's Collin Youngberg, Brentwood High's Dennis DeGennaro, Brentwood High's Andrew, Centennial High's Natalie Blank, Centennial High's Ryan Heidler, Franklin High's Ava Baer, Franklin High's Judy Hsu, Franklin High's Finnegan Saylor, Franklin High's Gabriel Pallekonda, Independence High's Peyton Brandon, Independence High's Elliot Lindsey, Independence High's Carter Marshall, Nolensville High's Benjamin Hewitt, Nolensville High's Samuel McCarthy, Nolensville High's Bryce Russell, Nolensville High's Emily Sherrill, Ravenwood High's Oluwaseyi Amosun, Ravenwood High's Aiden Yeung, Ravenwood High's Sonia Kripalani, Ravenwood High's Prithvi Patil, Summit High's Caroline Constantine and Summit High's Nathan Hoffman.

Middle school student-athletes competed at the State level in the Tennessee Middle School Athletic Association (TMSAA) State Track and Field Tournament. Grassland Middle's Liv Garrett won the Class AA Girls 100-Meter Hurdle, and Grassland Middle also won the Class AA Girls 4x400-Meter Relay. Their coach is Mark Dickinson.

Spring Station Middle's Lorelai Whitten placed first in the Class AA Girls 1,600-Meter Run. Her coach is Elizabeth Yancey.

Page Middle's Savanna Haack won the State title in the Class AA Girls Long Jump category. Her coach is Shawn Carter.

At the high school level, more than a dozen students and teams earned State titles at the Tennessee Secondary School Athletic Association (TSSAA) Spring Fling Tournament. The Brentwood High boys track team won the overall team ranking in the Class AAA category. Hudson Allain won both the Class AAA Boys 200-Meter Dash and 400-Meter Dash. His teammate Canon Kinder won both the Class AAA Pole Vault and Decathlon. The Brentwood High boys track team also won the Class AAA 4x200-Meter Relay and 4x400-Meter Relay. On the girls team, Daisy Oatsvall placed first in the Class AAA Girls High Jump competition and Lydia Cromwell won the Class AAA Girls 3,200-Meter Run. Their coaches are Steve Brock and Michelle Doty.

Brentwood High tennis athletes also saw success at the tournament. The BHS girls team placed first in the Class AA Girls Team Tennis category, and the boys team also won the Class AA Boys Team Tennis State title. Drew Miller and Stephen Smith won the title in the Class AA Boys Doubles Tennis

tournament, and Evelyn Risner placed first in the Class AA Girls Singles Tennis tournament. Their coach is Kristen Young.

Fairview High's girls track and field won the Class AA Girls 4x800-Meter Relay. Their coaches are Cory Phillips and Chris Smith.

Nolensville High's Claire Stegall earned State titles in both the Class AAA Girls 1,600-Meter Run and 800-Meter Run. Her coach is Kyle Manderfield.

Ravenwood High's Donovan Starr placed first in both the Class AAA Boys High Jump and 100-Meter Dash. His coach is Pete Mueller.

In Staff Spotlights, two music educators were recognized for being named County Music Association Music Teachers of Excellence: Franklin High's Michael Holland and Page Middle's Evan Burton.

b. Board Chair Report

Madam Chair Durham reminded the board this was the final meeting for the summer. No meeting is scheduled for July.

**7. New Business**

a. Evaluation of Superintendent (Annual Agenda Item)

Madam Chair Durham presented the Superintendent's evaluation (Annual Agenda Item) for approval. Superintendent recommended approval.

**Motion Passed:** Motion by Mr. Rick Wimberly to approve. A second was made by Mr. Eric Welch.

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. Rick Wimberly: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes

Yes: 11, Nay: 0

b. Approval of 2024-25 Revised Budget

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the 2024-25 Revised Budget.

**Motion Passed:** Motion by Mr. Rick Wimberly to approve. A second was made by Mr. Joshua Brown.

Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Rick Wimberly: 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: 11, Nay: 0

**Motion Failed:** Motion by Mr. Jay Galbreath to approve an allocation of excess funds over the required 3% in fund balance up to \$200,000 to the supplements in section 5.3 of the PECCA MOU to

be approved in August after staff reviews and consults with WCEA. Superintendent Golden did not recommend approval of the amendment. A second was made by Mrs. Jennifer Aprea.

Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Nay  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Nay  
Mrs. Donna Clements: Yes  
Mr. Rick Wimberly: Nay  
Mr. Eric Welch: Nay  
Mr. KC Haugh: Nay  
Mr. Drason Beasley: Nay  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Yes: 5, Nay: 6

c. 2023 2024 School Board Budget

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the 2024-25 Revised Budget.

I. Approval of General Purpose School Fund Amendment 06.24 IDEA - \$25.20

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the General Purpose School Fund Amendment 06.24 IDEA in the amount of \$25.20.

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

Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Rick Wimberly: 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: 11, Nay: 0

II. Approval of General Purpose School Fund Amendment 06.24 Summer Learning Camps Grant - \$10,079

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the General Purpose School Fund Amendment 06.24 Summer Learning Camps Grant in the amount of \$10,079.00.

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

Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Rick Wimberly: 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: 11, Nay: 0

III. Approval of General Purpose School Fund 06.24 Paid Parental Leave Reimbursement - \$1,000,000

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the General Purpose School Fund Amendment 06.24 Paid Parental Leave in the amount of \$1,000,000.00.

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

Mrs. Donna Clements: Yes

Mr. Rick Wimberly: 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: 11, Nay: 0

IV. Approval of Central Cafeteria Fund Amendment 06.24 Commodities - \$621,814.10

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the Central Cafeteria Fund Amendment 06.24 Commodities in the amount of \$621,814.00.

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

Mr. Rick Wimberly: 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

Mrs. Donna Clements: Yes

Yes: 11, Nay: 0

V. Approval of General Purpose School Fund Intra-Category Adjustment and Amendment 06.24

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the General Purpose School Fund Intra Category Adjustment and Amendment 06.24.

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

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  
Mr. Rick Wimberly: Yes  
Yes: 11, Nay: 0

VI. Approval of Central Cafeteria Fund Intra-Category Adjustment and Amendment 06.24

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the General Purpose School Fund Intra Category Adjustment and Amendment 06.24.

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

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. Rick Wimberly: Yes  
Mr. Eric Welch: Yes  
Yes: 11, Nay: 0

VII. Approval of Extended School Program Fund Intra-Category Adjustment and Amendment 06.24

Madam Chair Durham called upon Superintendent Golden, who recommended approval of the Central Cafeteria Fund Intra Category Adjustment and Amendment 06.24.

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

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. Rick Wimberly: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Yes: 11, Nay: 0

VIII. Approval of Capital Resolution Intent to Fund 07.24 - \$13,155,596.

Madam Chair Durham called upon Superintendent Golden, who recommended approval of Capital Resolution Intent to Fund 07.24 in the amount of \$13,155,596.00.

**Motion Passed:** Motion by Mrs. Jennifer Aprea to approve. A second was made by Mrs. Donna Clements.

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. Rick Wimberly: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Yes: 11, Nay: 0

d. Board Policies - Second Reading

I. 4.403 Library Materials

Madam Chair Durham called upon Superintendent Golden, who recommended approval of Board Policy 4.403 Library Materials.

**Motion Passed:** Motion by Mr. Drason Beasley to approve. A second was made by Mr. Joshua Brown.

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. Rick Wimberly: Nay  
Mr. Eric Welch: Nay  
Mr. KC Haugh: Nay  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Yes: 8, Nay: 3

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

Madam Chair Durham called upon Superintendent Golden, who recommended approval of Differentiated Pay Plan (Annual Agenda Item)

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

Mr. Joshua Brown: Yes  
Mrs. Jennifer Aprea: Yes  
Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Rick Wimberly: Yes  
Mr. Eric Welch: Yes  
Mr. KC Haugh: Yes  
Mr. Drason Beasley: Yes  
Mrs. Angela Durham: Yes  
Mr. Dan Cash: Yes  
Yes: 11, Nay: 0

f. Approval of PECCA Memorandum of Understanding (Annual Agenda Item)

Madam Chair Durham called upon Superintendent Golden, who recommended approval of PECCA Memorandum of Understanding (Annual Agenda Item).

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

Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes  
Ms. Sheila Cleveland: Yes  
Mrs. Donna Clements: Yes  
Mr. Rick Wimberly: 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: 11, Nay: 0

**8. Adjournment**

There being no further business, Madam Chair Durham adjourned the meeting at 9:22 pm.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Code of Conduct for Visitors to the Schools and Electronic and Verbal Communication to Employees</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>11/26/18</b>
		Rescinds: <b>1.501</b>	Issued: <b>09/16/02</b>

## 1 *General*

2 Except on occasions such as school programs, athletic events, open house, and similar public events, all  
3 visitors shall report to the school office when entering the school. Visitors must show a photo I.D. and  
4 sign in. Authorization to visit elsewhere in the building or on the school campus will be determined by  
5 the principal/designee. Guest passes shall be issued for all persons other than students and employees of  
6 the school, or any person with a badge issued by Williamson County Schools.<sup>1</sup>

7 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto  
8 the grounds or into the school buildings during the hours of student instruction except students assigned  
9 to that school, the staff of the school, parents/legal guardians of students, and other persons with lawful  
10 and valid business on the school premises.<sup>2</sup>

## 11 *VISITOR CONDUCT*

12 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.  
13 Individuals who come onto school property or who contact employees on school or district business are  
14 expected to behave accordingly. ~~Specifically, action that are prohibited include, but are not limited to~~  
15 *This code of conduct shall prohibit the following:*

- 16 1. Cursing and use of obscenities;
- 17 2. Disrupting or threatening to disrupt school or office operations;
- 18 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 19 4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 20 5. Physical attacks intended to harm an individual or substantially damage property.

21 *The visitor code of conduct shall be posted on the district's website as well as the school's website,*  
22 *and electronic copies of the code shall be provided to all teachers, counselors, administrative staff,*  
23 *and other school employees. In addition, each school entrance shall have the visitor code of conduct*  
24 *posted prominently along with the phone number of someone in the school's administration who*  
25 *can answer questions about the code.*<sup>3</sup>

26

1 ***CONSEQUENCES FOR CODE OF CONDUCT VIOLATION***

2 The principal/designee has the authority to exclude from the school premises any persons disrupting  
3 the educational programs in the classroom or in the school, disturbing the teachers or students on the  
4 premises, or on the premises for the purpose of committing an illegal act.<sup>2</sup>

5 The principal shall contact law enforcement officials when he/she believes the situation warrants such  
6 measures.

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Legal References

1. [TCA 49-2-303\(b\)\(4\)](#)
2. [TCA 49-6-2008](#); [TCA 39-14-406](#)
3. [Public Acts of 2024, Chapter No. 810](#)

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Cross References

Board-Community Relations 1.500  
Section 504 and ADA Grievance Procedures 1.802  
Vendor Relations 2.809  
Safety 3.201  
Security 3.205  
School Volunteers 4.501

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>School Calendar</b>	Descriptor Code: <b>1.800</b>	Issued Date: <b>11/26/18</b>
		Rescinds: <b>1.800</b>	Issued: <b>08/15/16</b>

1 At the September Board meeting, the Board may approve parameters for the calendar committee. The  
2 committee shall be responsible for obtaining feedback and suggestions regarding the school calendar  
3 from employees, students, parents/guardians, and school-related organizations.

4 No later than the end of the school year, the Board will adopt, upon the recommendation of the  
5 Superintendent of Schools, an official school calendar for the succeeding school year. The calendar  
6 will identify holidays, vacation days, summer sessions, and other extensions of the school year. The  
7 calendar may be revised by the Board, upon recommendation of the Director of Schools, due to  
8 inclement weather or other factors.

9 The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

- 10 • A minimum of 180 student attendance days;
- 11 • A minimum of five (5) days in-service education for all certificated personnel;
- 12 • One (1) day for parent-teacher conferences;
- 13 • Four (4) discretionary days; and
- 14 • *School closures for the presidential primary election and/or regular November general*  
15 *election.*<sup>2</sup>

16 The calendar shall be distributed to the school staff at the opening of the school term.

## 17 STUDENT ATTENDANCE DAYS

18 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or  
19 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved  
20 by the State Department of Education.<sup>1</sup>

## 21 IN-SERVICE EDUCATION

22 Each day of in-service education included in the school calendar shall be equivalent to not less than six  
23 (6) hours of planned activities.<sup>3</sup>

## 24 DISCRETIONARY DAYS

25 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as  
26 student attendance days, in-service days, or administrative days which may be used by administrators,  
27 faculty, and staff for preparation for commencement of classes, record keeping, grading examinations,  
28 parent-teacher conferences, and other classroom functions.<sup>1</sup>

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Legal References

1. [TCA 49-6-3004\(a\)\(1\)-\(6\)](#)
2. [Public Acts of 2024, Chapter No. 573](#)
3. [TN Dept. of Education, \*Guidelines for Planning Approvable In-Service Education Activities\*](#)

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Cross References

Compensation Guides and Contracts 5.110  
Attendance 6.200

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>09/16/19</b>
		Rescinds: <b>2.403</b>	Issued: <b>02/18/19</b>

## 1 SURPLUS PROPERTY SALES

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

6 Property which is deemed to be temporarily surplus to the needs of the district may be rented according  
7 to terms suggested by the Superintendent of Schools and approved by the Board. The Board may dispose  
8 of any property to which it has title and upon which it has constructed a building under its vocational  
9 education trades and industries program, such sale to be a public sale or a negotiated sale,  
10 notwithstanding the provisions of any public or private act of the general assembly of the state of  
11 Tennessee. If, in the opinion of a majority vote of the Board members, a negotiated sale will realize the  
12 best price obtainable for any property so sold, the Board shall advertise in a newspaper of general  
13 circulation in the county that the property is for sale, and a negotiated sale shall not be completed until  
14 thirty (30) days after the publication of the legal notice. *Notice shall also be published on a news and  
15 information website in accordance with state law.*<sup>3</sup> The Board shall, by a majority vote of the members  
16 at a regular meeting, approve and record the price and name of the purchaser of any property so sold.<sup>2</sup>

17 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the  
18 Board shall approve other methods of disposal.<sup>4</sup>

## 19 EQUIPMENT SALES

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

## 25 *DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS*<sup>6</sup>

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

- 29 1. Items of equipment with a current per-unit fair market value of five thousand dollars (\$5,000)  
30 or less may be retained, sold, or otherwise disposed of with no further obligation to the  
31 awarding agency; or  
32

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

## 5 **REAL PROPERTY SALE**

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

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

## 24 **Trade-in Property**

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

## 28 **Exchange of Property**

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

## 31 **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

32 Surplus property which has no value or has a value less than five hundred dollars (\$500.00) may be  
33 disposed of without the necessity of bids. In order for such disposal without bids, the Principal of the  
34 school with the surplus property, the Superintendent of Schools and the Chairman of the Board must  
35 all agree in writing that the property is of no value or is of a value less than five hundred dollars  
36 (\$500.00).

37

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Legal References

1. [TCA 49-6-2006\(b\)\(3\); TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [Public Acts of 2024, Chapter No. 793](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

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Cross References

Duties of Officers 1.201  
Inventories 2.702  
Textbooks and Instructional Materials 4.400

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>08/21/23</b>
		Rescinds: <b>3.202</b>	Issued: <b>08/15/22</b>

## 1 *General*

2 The Superintendent of Schools shall be responsible for developing, maintaining, and acquiring board  
3 approval of the district Emergency Preparedness Plan<sup>1</sup> which shall include procedures for bomb  
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall  
7 be approved by the Superintendent of Schools. When appropriate, such drills shall be held in  
8 conjunction with emergency response agencies.

## 9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)  
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
13 throughout the year.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These  
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
17 each school's office.<sup>3</sup>

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and  
19 shall give all school personnel instructions on how to properly use fire extinguishers.

20 *The district shall work with local law enforcement and the local fire department to develop a*  
21 *procedure for identifying the cause of a fire alarm activation. This procedure must be in place by*  
22 *January 1, 2025 and shall be reviewed and updated annually thereafter.*<sup>4</sup>

## 23 **ANNUAL DRILLS**<sup>5</sup>

24 The principal shall ensure that the school safety team conducts each of the following type of drills  
25 annually:

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27
- 28 2. An incident command drill; and
- 29
- 30 3. An emergency safety bus drill.

**1 AED DRILLS<sup>6</sup>**

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in  
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Superintendent of Schools shall develop the necessary administrative procedures on AED and  
5 CPR training, planning, notification, and maintenance to comply with state law.

**6 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>7</sup>**

7 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate  
8 and consult with the local and state health departments and other local emergency or healthcare  
9 providers in protecting students and the community from further infection. The Director of Schools  
10 shall develop procedures for health emergencies in accordance with state law.

**11 REMOTE LEARNING DRILLS<sup>8</sup>**

12 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
13 reflect how students will transition to remote learning in the event of a disruption to school operations.  
14 Students shall not be asked or required to transition to remote learning at any time during the drill.

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**Legal References**

1. [TRR/MS 0520-01-02-.30\(2\); TCA 49-6-804; TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#)
3. [TCA 68-102-137\(f\)](#)
4. [Public Acts of 2024, Chapter No. 563](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122; TCA 49-6-1208; Public Acts of 2024, Chapter No. 625](#)
7. [TCA 49-6-3004\(a\), \(c\); TCA 49-5-404](#)
8. [TCA 49-2-139](#)

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**Cross References**

Safety 3.201  
Community Use of School Facilities 3.206

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>08/21/23</b>
		Rescinds: <b>3.205</b>	Issued: <b>09/16/19</b>

## 1 *General*<sup>1</sup>

2 The Superintendent of Schools shall establish procedures to protect schools which shall include, but  
3 not be limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school  
6 facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys and fobs;
- 8 4. Developing programs that contribute to the proper care and use of school facilities and  
9 equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.<sup>2</sup>

11 All exterior doors leading into a school building shall be locked at all times and access to school  
12 buildings is limited to the school's primary entrance during the school day as well as when students are  
13 present outside of regular school hours.<sup>3</sup>

14 The principal shall immediately *report to* call law enforcement officials *and the Superintendent of*  
15 *Schools* in cases involving illegal entry, *assault and battery resulting in serious personal injury or*  
16 *involving the use of a weapon*, building damage, theft, vandalism *endangering life health, or safety,*  
17 *or valid threats of mass violence.*<sup>4</sup> ~~The principal shall notify the Superintendent of Schools as soon as~~  
18 ~~practical, but no longer than twenty-four (24) hours after a case of vandalism, theft, building damage,~~  
19 ~~and/or illegal entry.~~ The Superintendent of Schools/designee is authorized to sign a criminal complaint  
20 and press charges. The Superintendent shall report all signing of such complaints to the Board.

## 21 **AFTER SCHOOL HOURS**

22 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school  
23 district employee shall be stationed by the door to ensure access is limited to authorized persons.<sup>3</sup>

## 24 **LAW ENFORCEMENT SERVICES**<sup>1</sup>

25 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.  
26 Partnerships may include, but not be limited to, education and recreational programs, delinquency  
27 prevention, and mentoring initiatives.

- 1 The Board may enter into a memorandum of understanding (MOU) with the chief of a law
- 2 enforcement agency to provide school policing.

### 3 **CYBERSECURITY**<sup>6</sup>

- 4 The Superintendent of Schools/designee shall develop an administrative procedure regarding the
- 5 district's cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
- 6 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

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#### Legal References

1. [TCA 49-6-805\(3\)](#)
2. [2 CFR § 200.313](#)
3. [TCA 49-6-817](#)
4. [Public Acts of 2024, Chapter No. 882](#)
5. [TCA 49-6-4217](#)
6. [TCA 49-6-805\(9\)](#)

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#### Cross References

- Visitors to the Schools 1.501  
Inventories 2.702

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Family Life Education</b>	Descriptor Code: <b>4.213</b>	Issued Date: <b>08/16/21</b>
		Rescinds: <b>4.213</b>	Issued: <b>06/17/19</b>

1 *General*

2 A family life education program shall be implemented within the school district in compliance with state  
3 law.<sup>1</sup>

4 A parent/guardian who chooses not to have a student participate in the family life education program  
5 shall submit such request in writing to the principal. A student who is excused from the program shall  
6 be assigned alternative health activities and shall not be penalized academically.

7 **FAMILY LIFE INSTRUCTION**

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and  
9 factually and medically accurate, include the following:<sup>2</sup>

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 11
- 12 2. Encourage sexual health by helping students understand how the whole person is affected by  
13 sexual activity as well as other risk behaviors;
- 14
- 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,  
16 as well as the process of adoption and its benefits;
- 17
- 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual  
19 activity, including the challenges of single teen parenting;
- 20
- 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual  
22 activity;
- 23
- 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual  
25 abuse, including such abuse that may occur in the home, human trafficking in which a victim is  
26 the child, and internet crimes against children;
- 27
- 28 7. Provide instruction on the prevention of dating violence;
- 29
- 30 8. Encourage communication between parent(s)/guardian(s) and students;
- 31

1 9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

2  
3 *10. Include the presentation of a high-quality, computer-generated animation or high-definition*  
4 *ultrasound of a least three (3) minutes in duration that shows the development of the brain,*  
5 *heart, and other vital organs in early fetal development per state academic standards.<sup>3</sup>*

6 *Instruction in topics related to sexual activity are not age-appropriate for students in grades*  
7 *kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This*  
8 *does not prohibit instruction on detection, intervention, prevention, and treatment of child sexual*  
9 *abuse and human trafficking of children.<sup>4</sup>*

10 The family life education program shall be reviewed annually to ensure that the prohibited items of  
11 instruction, as provided for in state law,<sup>5</sup> are not included in the curriculum.

## 12 TRAINING ON INSTRUCTION

13 Personnel providing family life instruction shall receive training prior to presenting such instruction.  
14 Personnel shall conduct such instruction with maturity and discretion.

## 15 REPORTING<sup>2</sup>

16 *At the beginning of each school year, the Superintendent of Schools shall provide the contact*  
17 *information to the Department of Children's Services of each employee or trained professional*  
18 *providing instruction on family life curriculum related to child sex abuse, human trafficking, and*  
19 *internet crimes.*

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### Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of Artificial Intelligence Programs</b>	Descriptor Code: <b>4.215</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the  
3 district.<sup>1</sup>

4 Only approved AI programs may be utilized in student instruction or in completing student work. The  
5 Superintendent of Schools shall develop a procedure for staff to submit additional programs for  
6 approval.

7 District instructional technology staff are tasked with overseeing the implementation of AI programs.  
8 These staff members will review artificial intelligence programs to ensure compliance with district  
9 policies as well as state and federal student data privacy laws and present recommendations to the  
10 Superintendent of Schools/designee for approval.

11 Employees shall not place personally identifiable information, financial information, intellectual  
12 property, or other confidential information into an AI system.

13 The Superintendent of Schools shall incorporate training programs on AI into professional  
14 development for district staff. This training shall focus on responsible use of AI and best practices for  
15 use in school settings and include instruction regarding personally identifiable information and the  
16 need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of  
17 securing and properly storing any data that is collected by the district in compliance with state and  
18 federal law.

19 **STAFF USE**

20 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting  
21 communications, notes, images, and the development of content for instructional or administrative  
22 purposes, as well as analyzing data and information. The following requirements shall be adhered to  
23 when using AI in the completion of work:

- 24 1. Employees shall disclose their use of a generative AI tool if failure to do so would:  
25 a. Violate the terms of the use of the AI tool;  
26 b. Would mislead a supervisor or others as to the nature of the work; or  
27 c. Would be inconsistent with the teacher code of ethics;<sup>2</sup>  
28

- 1 2. Employees shall take all reasonable precautions to ensure the security of private student data  
2 when utilizing AI programs;
- 3
- 4 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in  
5 order to reduce the risk of errors and inaccuracies; and  
6
- 7 4. Outputs shall not be incorporated into proprietary content or works.  
8

## 9 **STUDENT USE**

10 Teachers may allow students to use approved AI programs for instructional purposes. Any such use  
11 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall  
12 ensure students are provided with appropriate instruction on the responsible use of AI.

## 13 **ACADEMIC INTEGRITY**

14 Students shall be instructed on responsible use standards including but not limited to the following:

- 15 1. Effective use of generative AI;
- 16
- 17 2. When it is appropriate to use AI in assignments;
- 18
- 19 3. How to determine whether AI responses are accurate;
- 20
- 21 4. Users assume responsibility for incorporating AI content responsibly; and  
22
- 23 5. The difference between cheating and seeking support.

## 24 **REPORTING**

25 The Superintendent of Schools shall submit a report to the Board of Education each June on how this  
26 policy will be enforced in the upcoming school year. The Board shall approve the report and the  
27 Superintendent shall submit it to the Department of Education by July 1<sup>st</sup>.

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### Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

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### Cross References

Use of the Internet 4.406

# 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>05/16/22</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>**

<u>Grade</u>	<u>Grade Range</u>
19 A	90 - 100
20 B	80 - 89
21 C	70 - 79
22 D	60 - 69
23 F	0 - 59
24 I	Incomplete (must be removed during the next grading period)
25 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 • *Honors Courses and Pre-AP courses, including middle school courses taught at high school*  
 8 *honors level, shall include the addition of three (3) percentage points to the grades used to*  
 9 *calculate the semester average;*
- 10 • *Local and Statewide Dual Credit, Capstone Industry Certification Aligned shall include the*  
 11 *addition of four (4) percentage points to the grade used to calculate the semester average;*  
 12 *and*
- 13 • *Advanced Placement, Cambridge International, College Level Exam Program (CLEP),*  
 14 *International Baccalaureate Courses, and Dual Enrollment Courses shall include the*  
 15 *addition of five (5) percentage points to the grades used to calculate the semester average.*

16 *The methodology used to calculate the dual enrollment percentage points and the conversion chart*  
 17 *shall be included annually in the High School Programming Guide.*

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

23 ~~For courses that include an opportunity for industry certification and dual enrollment, teachers will add~~  
 24 ~~four (4) percentage points for each grading period and each semester exam. For the second semester,~~  
 25 ~~students must sit for the appropriate exam in order to earn the four (4) additional percentage points.~~

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

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

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

33 Middle school students taking high school courses and high school students taking online courses, will have  
 34 their grades recorded on the high school transcript with the earned letter grade and corresponding  
 35 grade point average (GPA).

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

<u>Grade</u>	<u>Value</u>	<u>Regular</u>	<u>Honors/Pre-AP</u>	<u>Statewide/Local Dual Credit/AP/IB/Dual Enrollment</u>
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1					
2	A	90 – 100	4	4.5	5
3	B	80 – 89	3	3.5	4
4	C	70 – 79	2	2.5	3
5	D	60 – 69	1	1.5	2
6	F	0 – 59	0	0	0

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

### 9 **LOTTERY SCHOLARSHIPS<sup>2</sup>**

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

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

### 16 **LOTTERY SCHOLARSHIP DAY**

17 Each school year, prior to scheduling courses for the following school year, schools teaching students in  
18 grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>3</sup>

### 19 **COLLEGE ADMISSIONS**

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

### 22 **HONORS RECOGNITION**

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

27 Williamson County Schools will not rank students numerically.

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

29	Summa Cum Laude	4.25 and above
30	Magna Cum Laude	4.00-4.24
31	Cum Laude	3.75-3.99

- 1 Valedictorian and Salutatorian will be chosen using the following criteria:
- 2 Student must qualify for the highest Latin System honor awarded in the respective school.
- 3 Student must sit for the AP /IB exam for every course in which enrolled and must achieve a score of 3
- 4 or above on 75% of the AP / IB exams taken.
- 5 Student will participate in at least 20 hours of community service during their four years of high
- 6 school.
- 7 Students must earn the highest overall ACT composite for their graduating class. The highest ACT is
- 8 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 49-4-904, 905, 907](#)
3. [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>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>01/17/23</b>
		Rescinds: <b>4.603</b>	Issued: <b>06/17/19</b>

## 1 **General**

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and  
3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if  
4 applicable.<sup>1</sup>

5 Students who have difficulty in achieving the requirements for promotion may be considered for  
6 retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for  
7 retention shall include:<sup>2</sup>

- 8 1. The student's ability to perform at the expectations of the current grade-level standards;
- 9
- 10 2. The results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports; <sup>3</sup>
- 15
- 16 5. The overall academic achievement of the student;
- 17
- 18 6. The student's likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
24 student is due to:<sup>4</sup>

- 25 1. Date of enrollment; or
- 26
- 27 2. Additional information acquired from state or local assessments or screening data.

## 28 ***VOLUNTARY RETENTION***

29 ***A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain***  
30 ***his/her student in the current grade level if:***

1 *1. The student has a documented academic or behavior delay; and*

2  
3 *2. The parent/guardian believes that retention may benefit the student.<sup>5</sup>*

#### 4 **PROMOTION PLANS<sup>6</sup>**

5 When a student is considered for retention, the student's parent/guardian shall be notified within  
6 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student  
7 avoid retention. The individualized promotion plan shall be developed in coordination with the  
8 student's teachers, IEP or 504 team, if applicable, and may also include input from the student's  
9 parent(s)/guardian(s), school counselor, or other appropriate school personnel.

10 A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the  
11 opportunity for a parent-teacher conference to discuss the plan.

12 Promotion plans shall include evidence-based promotion strategies. Each promotion plan shall also  
13 include expectations and measurements that can be used to verify that a student has made sufficient  
14 progress to be promoted to the next grade level.

15 If a student is not making progress on his/her promotion plan, then the promotion strategies shall be  
16 modified to support the student in the goal of promotion to the next grade level. Parent(s)/guardian(s)  
17 shall be provided with any changes to the promotion plan.

18 A student who demonstrates sufficient academic progress with the strategies included in his or her  
19 promotion plan shall be promoted to the next grade level unless retention is required per additional  
20 requirements for students in third and fourth grade.<sup>7</sup>

21 If a student has not demonstrated sufficient academic progress as defined in his/her promotion plan by  
22 the end of the school year, the student shall be eligible to enroll in a summer reading or learning  
23 program, if available. If a student is enrolled in a summer program, then a decision for retention shall  
24 be made after completion of the summer program. A decision for retention shall be made and  
25 communicated to the student's parent or guardian at least ten (10) calendar days prior to the start of the  
26 next school year. However, if the student wasn't enrolled in a summer program, the  
27 parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior  
28 to the start of the next school year.<sup>8</sup>

29 The notification to the student's parent/guardian of the retention decision shall be in writing and sent  
30 electronically and shall include information regarding the right of the parent/guardian to appeal the  
31 retention decision.

#### 32 **RETENTION<sup>7</sup>**

33 A student may be retained when such retention is in the best interest of the student or when retention is  
34 required per additional requirements for students in third and fourth grade.

#### 35 *Decision of Retention—General<sup>9</sup>*

36 If a retention decision has been made, then the school shall develop an individualized academic  
37 remediation plan for the retained student within thirty (30) calendar days after the beginning of the

1 next school year. A copy of the academic remediation plan shall be provided to the student's  
2 parent/guardian within ten (10) calendar days of development of such plan. The academic remediation  
3 plan shall be developed in coordination with the student's teachers and may also include input from the  
4 student's parents, school counselor, or other appropriate school personnel. The academic remediation  
5 plan shall be implemented to help the retained student attain and demonstrate learning proficiency and  
6 shall include at least one (1) of the following strategies:

- 7 1. Adjustment to the current instructional strategies or high quality instructional materials;
- 8
- 9 2. Additional instructional time;
- 10
- 11 3. Individual tutoring;
- 12
- 13 4. Attendance or truancy interventions; or
- 14
- 15 5. Modification to the student's classroom assignment to ensure the student receives  
16 instruction from a teacher with a level of overall effectiveness of above expectations (level  
17 4) or significantly above expectations (level 5).
- 18

19 Retention shall not:

- 20
- 21 1. Be used without an academic remediation plan;
- 22
- 23 2. Be used as a punitive or disciplinary measure;
- 24
- 25 3. Be based solely on English language proficiency, for student who are identified as English  
26 learners;
- 27
- 28 4. Be based solely on the student's disability or suspected disability; or
- 29
- 30 5. Be based solely on a student's maturity.

31 A student shall not be retained more than one (1) time in any given grade level. The progress of a  
32 retained student shall be closely monitored and reported to parents a minimum of three (3) times  
33 during the school year in which the student is retained.

#### 34 *Decision of Retention—Third Grade<sup>10</sup>*

35 Third grade students shall not be promoted to the next grade unless they are determined to be  
36 proficient (i.e. receive a performance level rating of "*on track*" ~~met expectations~~ or "*mastered*"  
37 ~~exceeded expectations~~) on the English language arts (ELA) portion of the student's most recent TCAP  
38 test.

39  
40 Students who are not proficient in ELA may still be promoted if the following conditions are met:  
41

- 1 1. A student in third grade receiving a performance level rating of “approaching expectations” on  
2 the ELA portion of the student’s most recent TCAP test may be promoted if:  
3
  - 4 a. The student is an English language learner and has received less than two (2) full years  
5 of ELA instruction;
  - 6 b. The student was previously retained in grades K-3;
  - 7 c. The student was retested in accordance with TDOE guidelines before the next school  
8 year and scores proficient in ELA;
  - 9 d. The student attends a learning loss bridge camp before the next school year, maintains a  
10 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-  
11 test at the end of the camp;
  - 12 e. The student receives high-dosage, low-ratio tutoring for the entirety of the next school  
13 year in accordance with state law; or
  - 14 *f. The student demonstrated proficiency in ELA standards by scoring with the fiftieth  
15 percentile (50%) on the most recently administered state-provided benchmark  
16 assessment and the district provides tutoring services to the student during the entire  
17 fourth grade school year and notifies the student’s parent/guardian, in writing, of the  
18 benefits of enrolling the student in summer school.*
- 19  
20 2. A student in third grade receiving a performance level of “below expectations” on the ELA  
21 portion the student’s most recent TCAP test may be promoted if:  
22
  - 23 a. The student is an English language learner and has received less than two (2) full years  
24 of ELA instruction;
  - 25 b. The student was previously retained in grades K-3;
  - 26 c. The student was retested in accordance with TDOE guidelines before the next school  
27 year and scores proficient in ELA; or
  - 28 d. The student attends a learning loss bridge camp before the next school year, maintains a  
29 ninety percent (90%) attendance rate, and receives high-dosage, low-ratio tutoring for  
30 the entirety of the next school year in accordance with state law.

### 31 *Decision of Retention – Fourth Grade<sup>10</sup>*

32 *Students in the following categories may be promoted to fifth grade if they demonstrate adequate*  
33 *growth on the fourth-grade ELA portion of the TCAP test:*

- 34 *1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the*  
35 *fourth-grade school year; and*  
36
- 37 *2. A student who was promoted to fourth grade due to attending a learning loss bridge camp*  
38 *while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the*  
39 *entirety of the fourth-grade school year.*

40 *If a student that was promoted to fourth grade under one of the provisions above does not*  
41 *demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following*  
42 *shall occur:*

- 1 *1. The student's principal shall convene a conference consisting of the following parties: the*  
2 *student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.*
- 3
- 4 *2. The conference shall review the student's fourth grade ELA performance to determine if the*  
5 *student should be promoted to fifth grade.*
- 6
- 7 *3. At the conclusion of the conference, a majority of the parties shall agree to one of the*  
8 *following:*
  - 9 *a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of*  
10 *the student's fifth-grade year; or*
  - 11 *b. The student will be retained in fourth grade. A student shall not be retained more*  
12 *than once in fourth grade.*
- 13

14 ~~A student who is promoted to fourth grade pursuant to the two pathways listed above must show~~  
15 ~~adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to the~~  
16 ~~fifth grade. A student shall not be retained in fourth grade more than once.~~

#### 17 *Decision of Retention—Students with Disabilities*<sup>11</sup>

18  
19  
20 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the  
21 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of  
22 TCAP was due to the student's disability. The school district shall not retain a student with a disability  
23 or suspected disability that impacts their ability to read.

#### 24 **APPEALS**<sup>8, 12</sup>

##### 25 *For Local Retention Decisions Not Required Through the Tennessee Learning Loss Remediation and* 26 *Student Acceleration Act*

27  
28  
29  
30 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
31 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
32 made to a committee appointed by the principal within ten (10) days. The student and his/her  
33 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given  
34 an opportunity to address the committee. The committee shall conduct a hearing within ten (10) days  
35 to determine if the student will be promoted and issue such a decision within ten (10) days. Upon  
36 notification of the committee decision, the principal shall send written notification to the  
37 Superintendent or his/her designee and the parent(s)/guardian(s). The notification shall advise  
38 parent(s)/guardian(s) of their right to appeal such action within five (5) days to the Superintendent or  
39 his/her designee.

40  
41 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
42 decision shall be issued within five (5) days.

43  
44 Within five (5) business days of the Superintendent or his/her designee rendering a decision, the  
45 student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the

1 records. Follow the review, the Board may affirm or overturn the decision of the Superintendent or  
 2 his/her designee. The action of the Board shall be final.

3  
 4 *For Students Required to Be Retained Due to the Tennessee Learning Loss Remediation and Student  
 5 Acceleration Act*

6  
 7 For students where retention is required per the additional requirements for students in third and fourth  
 8 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in  
 9 accordance with state law.<sup>13</sup>

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Legal References

1. [20 USCA § 1400 et seq.](#); [29 U.S.C. § 794 \(Section 504\)](#); [TRR/MS 0520-01-03-.16](#); [TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\)](#); [20 USCA § 1400 et seq.](#); [TRR/MS 0520-01-03-.16\(7\)\(e\)](#); [Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\)](#); [TRR/MS 0520-01-02-.17\(7\)](#); [TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

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Cross References

Credit Recovery 4.210  
 Grading System 4.600  
 Attendance 6.200

# 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>02/20/24</b>
		Rescinds: <b>4.700</b>	Issued: <b>06/17/19</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 by  
2 the State Department of Education.<sup>3</sup>

## 2 **WEIGHTING TCAP SCORES**

3 Student scores for all TCAP Grades 3-8 and End of Course tests shall be calculated as part of  
4 the student's grade at ~~the minimum weight required by the Tennessee State Board of Education and state  
law.~~ *fifteen (15) percent.*

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

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

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

8 Interest inventories shall be made available to middle and high school students. The interest  
9 inventories made available to students include assessments such as YouScience, Kuder  
10 assessment, Myers-Briggs Type Indicator, the ASVAB, the College Board Career Finder, or other  
11 interest or career inventory that assists students in determining the students' interest and in making  
career decisions.

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

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

## 22 **TESTING INFORMATION AND PARENTAL CONSENT**

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

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

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

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

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

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

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

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

#### 27 TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT AND/OR AWARDING CREDIT 28 FOR GRADES 9-12<sup>9</sup>

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

34 For students in grades nine through twelve (9-12), the exam shall only cover the last course completed  
by the student (for example, if a student has completed English I, II, and III, the

1 examination shall only cover English III). The Superintendent of Schools shall provide notice to  
2 parent(s)/guardian(s) of these exams.

### 3 HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES<sup>10</sup>

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

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

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

17 The Superintendent of Schools/designee shall provide information on these exams to the  
18 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>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>08/21/23</b>
		Rescinds: <b>5.307</b>	Issued: <b>06/06/14</b>

## 1 *General*

2 *Employees shall be notified of their right to report a physical assault to the appropriate law*  
3 *enforcement agency.<sup>1</sup>*

4 An *employee* ~~teacher~~ who is absent from assigned duties as a result of personal injury caused by  
5 physical assault or other violent criminal acts committed in the course of the ~~teacher's~~ *employee's*  
6 employment duties shall receive his/her full salary and full benefits until the ~~teacher~~ *employee* is  
7 released by his/her physician to return to work or his/her physician determines the ~~teacher~~ *employee* is  
8 permanently unable to return to work. *Hourly employees shall receive an amount representing the*  
9 *average number of hours the employee works for the district per pay period along with their full*  
10 *benefits, if available, until the employee is released by his/her physician to return to work or his/her*  
11 *physician determines the employee is permanently unable to return to work. An hourly employee is*  
12 *not eligible to receive the continued pay and benefits if he/she has been employed by the district for*  
13 *less than one (1) full pay period.<sup>2</sup>*

14 If the ~~teacher~~ *employee* receives workers' compensation or other similar benefits, the Board shall pay  
15 the difference between that amount and the ~~teacher's~~ *employee's* full salary *or average pay, as*  
16 *applicable.<sup>2</sup> The district shall pay the full salary or average salary, or the difference between the*  
17 *employee's full salary or average pay, as applicable, and the workers' compensation or similar*  
18 *benefits, if any, for up to one (1) year.*

## 19 *PHYSICIAN STATEMENT*

20 A signed statement listing the cause of the absence shall be provided by the employee on forms  
21 furnished by the Superintendent of Schools and shall promptly be given to the immediate supervisor in  
22 support of all claims. A certificate from the physician on forms furnished by the Superintendent of  
23 Schools may also be required to verify the extent of the injury.<sup>3</sup>

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### Legal References

1. [Public Acts of 2024, Chapter No. 915](#)
2. [TCA 49-5-714\(a\); Public Acts of 2024, Chapter No. 839](#)
3. [TRR/MS 0520-01-02-.04\(4\)\(b\)](#)

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### Cross References

Worker's Compensation 3.602  
Sick Leave 5.302

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>09/19/22</b>
		Rescinds: <b>5.701</b>	Issued: <b>09/16/19</b>

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
2 Substitute teachers may be employed and paid directly by the Board.

3 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit  
4 eligibility conditions as substitute teachers employed directly by the Board.<sup>2</sup>

## 5 **APPLICATION/QUALIFICATIONS**

6 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

7 Applicants with revoked or suspended licenses or certificates according to the State Board of Education  
8 shall not be hired.<sup>4</sup>

9 Qualifications for substitute teachers shall be determined by the Superintendent of Schools in compliance  
10 with board policy, state laws, and State Board of Education rules and regulations.

11 A list of substitute teacher(s) will be prepared by the Assistant Superintendent of Human Resources or  
12 designee who will maintain file(s) which may include transcripts, credentials, recommendations, and  
13 other pertinent information.

## 14 **COMPENSATION**

15 If employed directly by the district, the compensation of substitute teachers shall be determined annually  
16 by the Board.

17 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same  
18 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired  
19 after July 1, 2011 through July 1, 2016.<sup>5</sup>

## 20 **CERTIFICATION**

21 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
22 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught  
23 or shall be a retired teacher that held the appropriate endorsement.<sup>6</sup> When substituting for a teacher  
24 without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

## 1 EMERGENCY NEEDS

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

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

## 8 TRAINING AND ORIENTATION

9 The Superintendent of Schools shall be responsible for ensuring that there are appropriate training and  
10 development programs for substitute teachers *that includes the annual school safety training required*  
11 *by state law.*<sup>7</sup>

## 12 RESPONSIBILITIES

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

## 15 RE-EMPLOYMENT/TERMINATION

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

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

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### Legal References

1. [TRR/MS 0520-01-02-.04\(5\)](#)
2. [TCA 49-5-709](#)
3. [TCA 49-5-413\(a\)\(2\)](#)
4. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
5. [TCA 49-3-312\(b\)](#)
6. [TCA 49-3-312\(a\); TRR/MS 0520-01-02-.04\(5\)\(b\)](#)
7. [Public Acts of 2024, Chapter No. 735; TCA 49-6-805\(7\)](#)

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### Cross References

- Background Investigations 5.118  
Employment of Retirees 5.119

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Zero Tolerance: Drugs, Drug Paraphernalia, Alcohol, Weapons, and Assault</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>08/21/23</b>
		Rescinds: <b>6.309</b>	Issued: <b>06/20/22</b>

## 1 ZERO TOLERANCE OFFENSES<sup>1</sup>

2 State law and/or the Williamson County Board of Education has classified certain offenses as requiring  
3 a mandatory one calendar year suspension upon a determination by the principal that a student has  
4 committed one of these offenses commonly referred to as zero tolerance offenses. The following are  
5 offenses that automatically result in a suspension of one calendar year, except as otherwise prohibited  
6 by federal law for students with disabilities. On a case-by-case basis the Superintendent of Schools  
7 may modify the one-year suspension for:

- 8 1. **DRUGS.**<sup>3</sup> Students shall not unlawfully possess, handle, transmit, use, be under the influence  
9 of, share, or sell drugs or any controlled substances in any way in school buildings, on school  
10 grounds, or on other grounds used for school purposes, (including parking lots or athletic  
11 facilities), on school buses, or at any school sponsored activity. “Drug” means any controlled  
12 substance, marijuana, legend drug or any other substance whose possession or use is regulated  
13 in any manner by any governmental authority. Exception: Use of tobacco products is not a zero  
14 tolerance offense. See policy 1.803 (Tobacco-Free Schools).  
15
- 16 2. **DRUG PARAPHERNALIA.**<sup>3</sup> Students shall not possess, handle, transmit, use, share or sell  
17 drug paraphernalia in any way in school buildings, on school grounds, or on other grounds used  
18 for school purposes (including parking lots or athletic facilities), on school buses, or at any  
19 school sponsored activity. For purposes of this policy, “drug paraphernalia” shall be as defined  
20 in T.C.A. §49-6-4202(3).  
21
- 22 3. **ALCOHOL.** Students shall not possess, handle, transmit, use, be under the influence of, share  
23 or sell alcohol in school buildings, on school grounds, or other grounds used for school  
24 purposes (including parking lots or athletic facilities), school buses or at any school sponsored  
25 activity.  
26
- 27 4. **WEAPONS.**<sup>2</sup> Students shall not possess, handle, transmit, use or attempt to use firearms or any  
28 dangerous weapon in school buildings or on school grounds, or on any grounds used for school  
29 purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-  
30 sponsored activity, function or event.  
31
- 32 5. **ASSAULT.**<sup>5</sup> Students shall not physically assault or verbally threaten to assault any school  
33 employee or school resource officer while on a school bus, on school property, or on other  
34 grounds used for school purposes, or while attending any school activity or event.  
35

1       6. **THREATS OF SCHOOL-RELATED MASS VIOLENCE.**<sup>6</sup> Students shall not  
 2       *communicate*, by any means of communication, *a valid (credible) threat* to commit an act of  
 3       mass violence on school property or at a school-related activity *as determined by the threat*  
 4       *assessment team*. “Mass violence” means any act which a reasonable person would conclude  
 5       could lead to the serious bodily injury or the death of two (2) or more persons. “Means of  
 6       communication” means ~~direct and indirect verbal, written, or electronic communications,~~  
 7       ~~including graffiti, pictures, diagrams, telephone calls, voice over internet protocol calls, video~~  
 8       ~~messages, voice mails, electronic mail, social media posts, instant messages, chat group posts,~~  
 9       ~~text messages, and any other recognized means of conveying information.~~ “School property”  
 10       means any school building or bus, school campus, grounds, recreational area, athletic field, or  
 11       other property owned, used, or operated by any local education agency, private school board of  
 12       trustees, or directors for the administration of any school.

### 13 **REASONED JUDGEMENT OFFENSES**

14 State law and the WCBOE have identified other zero tolerance offenses that, depending on the  
 15 individual circumstances, may warrant “reasoned” judgment by the principal in assigning punishment.  
 16 These offenses may result in suspensions ranging from twenty (20) days to one calendar year based  
 17 upon the circumstances and other factors in each case.

- 18       1. **ASSAULT.**<sup>5</sup> Students shall not physically assault or verbally threaten to assault a student,  
 19       school volunteer or any school visitor while on a school bus, on school property, or on other  
 20       grounds used for school purposes, or while attending any school activity or event.
- 21  
 22       2. **POSSESSION OF WEAPONS OTHER THAN FIREARMS.**<sup>2</sup> State law allows the school  
 23       administrator to use ‘reasoned’ judgment when determining the punishment for the possession,  
 24       use, handling and/or transmission of items that may be classified as weapons other than  
 25       firearms. The definition of a weapon is a broad one since any object that could be used to inflict  
 26       harm or injury to another falls into that category. In determining punishment, the principal will  
 27       consider the object determined to be the weapon, the circumstances surrounding the incident,  
 28       and the intent of the student charged with the weapons offense when making his decision. The  
 29       principal may assign punishment, including suspension, based on these considerations of up to  
 30       one calendar year.
- 31  
 32       3. **OTHER INSTRUMENTS AND SUBSTANCES.** Students are further forbidden to be in  
 33       possession of or use any instruments or substances, including but not limited to nonprescription  
 34       drugs, chemicals, inhalants, pencils, scissors, razors or compasses, with the intent to do harm to  
 35       self or others or in a manner which renders the item dangerous in school buildings or on school  
 36       grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or  
 37       buses or off the school grounds at a school-sponsored activity, function or event.

38 NOTE: Graduating Seniors who commit a “reasoned” judgment offense that occurs with fewer than 30  
 39 school days remaining in the school year shall be allowed to perform community service in the school,  
 40 (five (5) hours equals one day), to be completed before August 1, to fulfill any remaining unserved  
 41 suspension days.

## 1 ADMINISTRATIVE PROCESSING

- 2 1. If an investigation indicates that a student may have violated this policy, the principal of the  
3 school shall notify the student's parent or guardian and the appropriate law enforcement  
4 officials as required by law.<sup>8</sup>  
5
- 6 2. The principal shall recommend placement in the Alternative Learning Center.<sup>7</sup>  
7
- 8 3. The principal shall notify the appropriate local law enforcement agency.  
9
- 10 4. All contraband shall be given to the local law enforcement agency.  
11
- 12 5. Hearing: the student and parent have access to an administrative hearing under the provisions  
13 of Section IV below. During the suspension period, the student shall not be permitted to attend  
14 or participate in extra-curricular activities.

## 15 APPEAL

- 16 1. Within five (5) days of the date of the suspension an appeal must be requested in writing.  
17
- 18 2. The Disciplinary Hearing Authority shall consist of three county administrators named by the  
19 Superintendent of Schools or designee from among the following: Directors or any Secondary  
20 School Principal. The student's principal will not be a member of the hearing authority. The  
21 Disciplinary Hearing Authority must include the Student Support Services Director and/or  
22 designee if the student has been verified as having a disabling condition. The Superintendent of  
23 Schools or designee will serve as the non-voting chairman of the hearing authority and will be  
24 responsible for scheduling the hearing, conducting the hearing, and preparing the written  
25 findings of the Disciplinary Hearing Authority.  
26
- 27 3. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The  
28 notice of the time and place of this hearing shall be given in writing to the parent and Principal  
29 or assistant principal by the Superintendent of Schools or designee.  
30
- 31 4. After the hearing, the Disciplinary Hearing Authority may:  
32 a. Affirm the decision of the principal;  
33 b. Order removal of the suspension/expulsion unconditionally;  
34 c. Order removal of the suspension/expulsion upon such terms and conditions as it deems  
35 reasonable within the policies of the Board and State law;  
36 d. Recommend the student to the Alternative Learning Center;<sup>7</sup> or  
37 e. Suspend/expel the student from any school or assign to ALC for a specified period of  
38 time.  
39
- 40 5. A record of the proceedings, including a summary of the facts and the reasons supporting the  
41 decision, shall be made by the Disciplinary Hearing Authority.  
42

1 6. Only after exhausting appeal procedures, the principal or the student (or his parents) may  
 2 request review by the Board of Education. The appeal to the Board must be presented to the  
 3 Superintendent of Schools in writing within five (5) days after the date of the Disciplinary  
 4 Hearing Authority hearing. Absent a timely appeal, the decision shall be final.

5  
 6 7. After a review of the record, the Board may:

7 a. Affirm the decision of the hearing authority,

8 b. Modify the decision to a lesser penalty, or

9 c. Grant or deny a hearing before the Board of Education. If a hearing is granted, the  
 10 Board may:

11 i. Affirm the decision of the hearing authority, or

12 ii. Modify the decision in any manner, including imposing a lesser or more severe  
 13 penalty than that of the hearing authority.

14 The action of the Board of Education shall be final.

15 Note: Notwithstanding anything herein to the contrary, if the student is determined to have knowingly  
 16 violated the zero tolerance prohibition against weapons, drugs, drug paraphernalia, alcohol, or assault  
 17 on a school employee or School Resource Officer and has been given fair due process procedures, only  
 18 the Superintendent of Schools may modify the one calendar year suspension from school.

19 **NOTICE**

20 The principal shall include this policy and related school discipline procedures within in the District's  
 21 student handbook and refer parents to the Williamson County Schools' online student handbook.

---

Legal References

1. [TCA 49-6-3401\(g\)](#)
2. [18 USCA § 921\(a\)\(3\)](#); [20 USCA § 7961](#)
3. [TCA 39-17-454](#); [TCA 53-10-101](#)
4. [TCA 39-13-102](#)
5. [TCA 39-13-101\(a\)\(1\)](#)
6. [TCA 39-16-517](#); [TCA 49-6-3401\(g\)\(2\)\(D\)](#); [Public Acts of 2024, Chapter No. 882](#)
7. [TCA 49-6-3401\(g\)\(2\)](#); [TCA 49-6-3402](#)
8. [TCA 49-6-4209](#); [TCA 39-17-1312](#); [20 USCA § 7961\(h\)\(1\)](#); [Public Acts of 2024, Chapter No. 882](#)

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Cross References

- Threat Assessment Team 3.204
- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Student Suspension/Expulsion 6.316
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date: <b>11/18/19</b>
		Rescinds: <b>6.4052</b>	Issued:

1 *General*

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,  
3 secure locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> *The opioid*  
4 *antagonist shall be stored in accordance with the manufacturer's instructions.*<sup>2</sup> School nurses and  
5 other school personnel expected to provide emergency care to students shall be trained according to the  
6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may  
7 utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing  
8 protocol from a physician.

9 *School district staff shall not prohibit a student, employee, or visitor from possessing an opioid*  
10 *antagonist while the person is on school property or attending a school-sponsored activity held at a*  
11 *location that is not school property.*<sup>2</sup>

12 **PARENTAL NOTIFICATION**

13 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist  
14 has been administered.

15 **PROCEDURES**

16 The Superintendent of Schools shall develop procedures for the maintenance and usage of opioid  
17 antagonists as well as procedures regarding record keeping and reporting after any incident.

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Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>08/15/22</b>
		Rescinds: <b>6.409</b>	Issued: <b>09/21/20</b>

1 *General*

2 The Superintendent of Schools shall:<sup>1</sup>

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional  
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school  
5 *and submit this information to the Department of Children's Services;*  
6  
7 2. Require that the Coordinator and the Alternate receive appropriate training;  
8  
9 3. Supply the Coordinator with all necessary resources;  
10  
11 4. Ensure that all employees working directly with students annually complete the child abuse  
12 training program required by state law.<sup>2</sup>

13 The Coordinator shall assist any employee with appropriately reporting and responding to instances of  
14 child abuse or child sexual abuse.

15 **REPORTING**

16 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel  
17 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed  
18 immediately with the Coordinator, the Department of Children's Services (DCS), and law  
19 enforcement.<sup>4</sup> When alleged abuse involves someone employed by, previously employed by, or  
20 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement  
21 prior to notifying the Coordinator.<sup>5</sup>

22 The report shall include, to the extent known by the reporter:<sup>6</sup>

- 23 1. The name, address, telephone number, and age of the child;  
24  
25 2. The name, telephone number, and address of the parents or persons having custody of the child;  
26  
27 3. The nature and extent of the abuse or neglect; and  
28  
29 4. Any evidence to the cause or any other information that may relate to the cause or extent of the  
30 abuse or neglect.

31 The Superintendent of Schools/designee shall develop reporting procedures, including sample  
32 indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.

## 1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance  
3 with state law.

## 4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in  
6 child abuse investigations<sup>7</sup> including permitting DCS teams to conduct interviews while the child is at  
7 school. The principal may control the time, place, and circumstances of the interview but may not  
8 insist that a school employee be present even if the suspected abuser is a school employee or another  
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the  
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

## 11 TRAINING

12 Employees of the school district will be provided with information of this board policy, as well as with  
13 procedures for reporting suspected student abuse or neglect. This information, in addition to staff  
14 development training, will be provided through materials and training offered during a faculty meeting  
15 at each school during the first four weeks of the school term.

16 Staff development training will occur including types of child abuse and neglect, recognizing child  
17 abuse and neglect, and procedures for reporting child abuse and neglect.

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### Legal References

1. [TCA 49-6-1601; Public Acts of 2024, Chapter No. 571](#)
2. [TCA 37-1-408](#)
3. [TCA 37-1-403\(a\)\(1\); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605\(a\)\(4\)](#)
4. [TCA 37-1-403\(a\)\(2\); TCA 49-6-1601](#)
5. [TCA 49-6-1601\(d\)\(1\)\(B\)\(v\)](#)
6. [TCA 37-1-403\(b\)](#)
7. [TCA 37-1-611\(b\)](#)
8. [Tenn. Op. Atty. Gen. No. 87-101 \(June 9, 1987\)](#)

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### Cross References

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Promoting Student Welfare 6.400



**MEMORANDUM**

August 6, 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: Page High School Ringstaff Gym Renovation Request**

Page High School is requesting permission to renovate the bathrooms in the Ringstaff Gym. The proposed improvements include:

- Demolition and removal of existing fixtures, flooring, and other outdated elements
- Replacing soap, paper towel, and toilet paper dispensers
- Replacing floor tile
- Replacing ceiling grid and ceiling tile
- Replacing light fixtures
- Painting

The project is fully funded by the Page High School PTO. The following conditions apply to obtaining approval.

- The project must be submitted and approved by the Williamson County Codes Department.
- 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 Williamson County permits have been issued.

Staff recommends approval.





**BlueBridge Improvements**  
 Cruz Barragan • +16159056255  
 Franklin, Tennessee, 37064 •  
 License Number: TN HI License #10251

**Bill To**  
 Page High School  
 Casi Hollmann  
 pto4phspresident@gmail.com  
 6281 Arno Rd., Franklin,  
 Tennessee, 37064

**Page High Gym Restrooms**

**Date**  
 May 24, 2024

**Estimate** ES-10062

**Items**

Restrooms Remodel	Qty	Material	Labor	Cost	Tax	Total
<b>Women's Restrooms</b>	8	\$6,425.00	\$20,225.00	\$26,650.00		\$26,650.00
<b>Demolition</b> Includes the careful and methodical removal of existing bathroom fixtures, tiles, flooring, and other outdated elements. Our team ensures that all debris is disposed of responsibly, leaving a clean slate for new bathroom installation.  Includes costs for demolition supplies and 15CY dumpster rental	1	\$1,000.00	\$1,600.00	\$2,600.00	Material	\$2,600.00
<b>Flooring Tile</b> Professional installation of high-quality tiles for the bathroom floor. This includes precise measurement and layout planning, surface preparation, tile cutting and fitting, and grout and sealant application for a durable finish.  Approximate Area: 225 SF  Allowance of tile flooring @ \$3.99/SF	1	\$900.00	\$3,375.00	\$4,275.00	Material	\$4,275.00
<b>Drop Ceiling &amp; Grid System</b> Expert installation of a drop ceiling, including the setup of a sturdy grid system, precise cutting and fitting of ceiling tiles, and secure placement of tiles into the grid.  Includes all required materials and supplies (procurement and delivery costs). Ceiling Tile size 24x48"	1	\$875.00	\$2,500.00	\$3,375.00	Material	\$3,375.00

Restrooms Remodel	Qty	Material	Labor	Cost	Tax	Total
<b>Lighting Fixtures - Allowance</b> Lighting fixtures allowance, including ceiling lights and vanity lights. We work with various styles and designs to enhance the ambiance and practicality of your bathroom, providing both general and task-specific lighting solutions.	1	\$800.00	\$0.00	\$800.00	Material	\$800.00
<b>Painting</b> Expert painting of bathroom walls, including thorough surface preparation (cleaning, light sanding, and priming) to ensure a smooth and durable finish. Our team uses high-quality, moisture-resistant paints specifically designed for bathroom environments. This service includes precise paint application, spray/roll with attention to detail around edges and fixtures, and a clean, professional finish.  Color: TBD (Sherwin Williams) Sheen Semi-Gloss	1	\$350.00	\$1,250.00	\$1,600.00	Material	\$1,600.00
<b>Plumbing Allowance</b> <ul style="list-style-type: none"> <li><b>Plumbing Rough-In:</b> Survey and modify the plumbing, including water supply lines, drain pipes, and vent pipes. This service involves precisely placing and connecting pipes within walls and floors to ensure proper water flow and drainage for all bathroom fixtures. Adhering to building codes and standards to guarantee a safe and efficient plumbing system.</li> <li><b>Plumbing Trim Out:</b> Final installation of visible plumbing fixtures and fittings, such as faucets, valves, and drains. This service includes connecting fixtures to the pre-installed rough-in plumbing, ensuring proper functionality, and testing for leaks.</li> </ul>	1	\$1,500.00	\$3,500.00	\$5,000.00	Material	\$5,000.00
<b>Electrical Allowance</b> <ul style="list-style-type: none"> <li><b>Electrical Rough-In:</b> Installation of the electrical infrastructure, including running wires, setting up electrical boxes, and installing conduits within walls, floors, and ceilings. This service ensures all necessary electrical lines are correctly placed and secured for lighting, outlets, switches, and other electrical components. Following all safety standards and building codes to ensure a reliable and safe electrical system.</li> <li><b>Electrical Trim Out:</b> Final phase of electrical installation, involving the connection and mounting of switches, outlets, light fixtures, and any other electrical devices. This service includes testing all connections to ensure proper functionality and safety.</li> </ul>	1	\$1,000.00	\$2,000.00	\$3,000.00	Material	\$3,000.00

Restrooms Remodel	Qty	Material	Labor	Cost	Tax	Total
<b>Project Planning &amp; Admin</b>	1	\$0.00	\$6,000.00	\$6,000.00	Material	\$6,000.00
<ul style="list-style-type: none"> <li>• <b>Design Fees:</b> Costs associated with the creation of detailed architectural and interior design plans tailored to your vision. This includes initial consultation, conceptual design, 3D renderings, and finalizing design plans that ensure aesthetic appeal and functional efficiency.</li> <li>• <b>Project Management Fees:</b> Fees for overseeing the entire bathroom remodeling project from inception to completion. Our project managers coordinate all aspects of the remodel, including scheduling, procurement of materials, contractor management, and quality control. This ensures the project stays on time, within budget, and meets your expectations.</li> <li>• <b>Engineering Fees:</b> Charges for the necessary engineering services to ensure structural integrity and compliance with ADA and building codes. This includes evaluating existing structures, calculations, and the design of any structural modifications required for the remodel. Our architectural consultants work closely with the design and construction teams to integrate practical solutions seamlessly into the project.</li> </ul>						
<b>Men's Restrooms</b>	8	\$8,000.00	\$22,440.00	\$30,440.00		\$30,440.00
<b>Demolition</b>	1	\$1,000.00	\$1,600.00	\$2,600.00	Material	\$2,600.00
<p>Includes the careful and methodical removal of existing bathroom fixtures, tiles, flooring, and other outdated elements. Our team ensures that all debris is disposed of responsibly, leaving a clean slate for new bathroom installation.</p> <p>Includes costs for demolition supplies and 15CY dumpster rental</p>						
<b>Drop Ceiling &amp; Grid System</b>	1	\$1,100.00	\$3,000.00	\$4,100.00	Material	\$4,100.00
<p>Expert installation of a drop ceiling, including the setup of a sturdy grid system, precise cutting and fitting of ceiling tiles, and secure placement of tiles into the grid.</p> <p>Includes all required materials and supplies (procurement and delivery costs). Ceiling Tile size 24x48"</p>						
<b>Lighting Fixtures - Allowance</b>	1	\$800.00	\$0.00	\$800.00	Material	\$800.00
<p>Lighting fixtures allowance, including ceiling lights and vanity lights. We work with various styles and designs to enhance the ambiance and practicality of your bathroom, providing both general and task-specific lighting solutions.</p>						

Restrooms Remodel	Qty	Material	Labor	Cost	Tax	Total
<b>Plumbing Allowance</b> <ul style="list-style-type: none"> <li>• <b>Plumbing Rough-In:</b> Survey and modify the plumbing, including water supply lines, drain pipes, and vent pipes. This service involves precisely placing and connecting pipes within walls and floors to ensure proper water flow and drainage for all bathroom fixtures. Adhering to building codes and standards to guarantee a safe and efficient plumbing system.</li> <li>• <b>Plumbing Trim Out:</b> Final installation of visible plumbing fixtures and fittings, such as faucets, valves, and drains. This service includes connecting fixtures to the pre-installed rough-in plumbing, ensuring proper functionality, and testing for leaks.</li> </ul>	1	\$2,400.00	\$4,000.00	\$6,400.00	Material	\$6,400.00
<b>Painting</b> Expert painting of bathroom walls, including thorough surface preparation (cleaning, light sanding, and priming) to ensure a smooth and durable finish. Our team uses high-quality, moisture-resistant paints specifically designed for bathroom environments. This service includes precise paint application, spray/roll with attention to detail around edges and fixtures, and a clean, professional finish.  Color: TBD (Sherwin Williams) Sheen Semi-Gloss	1	\$350.00	\$1,250.00	\$1,600.00	Material	\$1,600.00
<b>Project Planning &amp; Admin</b> <ul style="list-style-type: none"> <li>• <b>Design Fees:</b> Costs associated with the creation of detailed architectural and interior design plans tailored to your vision. This includes initial consultation, conceptual design, 3D renderings, and finalizing design plans that ensure aesthetic appeal and functional efficiency.</li> <li>• <b>Project Management Fees:</b> Fees for overseeing the entire bathroom remodeling project from inception to completion. Our project managers coordinate all aspects of the remodel, including scheduling, procurement of materials, contractor management, and quality control. This ensures the project stays on time, within budget, and meets your expectations.</li> <li>• <b>Engineering Fees:</b> Charges for the necessary engineering services to ensure structural integrity and compliance with ADA and building codes. This includes evaluating existing structures, calculations, and the design of any structural modifications required for the remodel. Our architectural consultants work closely with the design and construction teams to integrate practical solutions seamlessly into the project.</li> </ul>	1	\$0.00	\$6,000.00	\$6,000.00	Material	\$6,000.00

<b>Electrical Allowance</b>	1	\$1,200.00	\$2,300.00	\$3,500.00	Material	\$3,500.00
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- **Electrical Rough-In:** Installation of the electrical infrastructure, including running wires, setting up electrical boxes, and installing conduits within walls, floors, and ceilings. This service ensures all necessary electrical lines are correctly placed and secured for lighting, outlets, switches, and other electrical components. Following all safety standards and building codes to ensure a reliable and safe electrical system.
- **Electrical Trim Out:** Final phase of electrical installation, involving the connection and mounting of switches, outlets, light fixtures, and any other electrical devices. This service includes testing all connections to ensure proper functionality and safety.

<b>Flooring Tile</b>	1	\$1,150.00	\$4,290.00	\$5,440.00	Material	\$5,440.00
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Professional installation of high-quality tiles for the bathroom floor. This includes precise measurement and layout planning, surface preparation, tile cutting and fitting, and grout and sealant application for a durable finish.

Approximate Area: 286 SF

Allowance of tile flooring @ \$3.99/SF

<b>Materials Options</b>	2	\$77,346.94	\$0.00	\$77,346.94		\$77,346.94
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<b>Auto Option Package</b> QTE-40166569	1	\$42,993.42	\$0.00	\$42,993.42	Material	\$42,993.42
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<b>Manual Option Package</b> QTE-40166566	1	\$34,353.52	\$0.00	\$34,353.52	Material	\$34,353.52
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<b>Subtotal</b>	\$134,436.94
<b>Tax</b>	\$0.00
<b>Total</b>	\$134,436.94
<b>Amount Paid</b>	\$0.00
<b>Balance Due</b>	\$134,436.94

## Payments

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**\$40,331.08**

 Upcoming

**Deposit**

Due: May 24, 2024

**\$94,105.86**

 Upcoming

**Upon completion**

## Terms and Conditions

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**PAYMENT.** A 30% deposit is required to commence work and progress payment as a project progresses, plus a final payment upon completion and any outstanding amounts owed to Contractor.

**\*EXECUTION OF THE WORK.** The Contractor shall furnish all labor, material, services, tools, equipment, and fixtures necessary to perform and complete in a good and workmanlike manner the Work described in the Agreement. All Work shall be done in accordance with all laws, ordinances, building codes, rules, and regulations applying to the Work, including, but not limited to, the Americans with Disabilities Act, environmental regulations, and the Occupational Safety and Health Act of 1970, as amended. Contractor shall have control over and be solely responsible for all means, methods, and sequences for performing the Work.\*

**WARRANTIES.** Contractor Warrants for a period of one (1) year from the date of substantial completion that all Work performed under this Contract shall be in substantial conformity with the Contract Documents, be performed in a workmanlike manner and free from material defects in material and labor, and shall otherwise meet or exceed all applicable building codes, laws, and regulations, which warranty shall survive the termination of this Agreement except by Contractor for cause or in the event of Owner's first material breach of this Agreement. Contractor disclaims any and all liability for mold, mildew, nonstructural cracking of concrete, and effects of natural settlement. Contractor shall not be responsible for damages to the extent aggravated or contributed to by the Project Site or pre-existing improvements. Contractor does not warrant that the Work shall increase the value of Owner's property nor that the Work shall satisfy any particular needs or expectations of Owner beyond this express limited warranty. **CONTRACTOR MAKES NO OTHER WARRANTIES OF ANY KIND OR NATURE, EXPRESS OR IMPLIED, OTHER THAN THOSE OUTLINED IN THIS AGREEMENT, INCLUDING THE ONE-YEAR WARRANTY FOR NEW CONSTRUCTION IMPLIED BY TENNESSEE LAW, ALL OF WHICH ARE HEREBY EXPRESSLY DISCLAIMED. THERE ARE NO OTHER WARRANTIES SAVE THOSE APPEARING ON THE FACE OF THIS AGREEMENT.** Contractor shall have no warranty obligation of any kind until the entire Contractor Fee and any and all sums that may otherwise be due and payable to Contractor by Owner, whether under this Agreement or otherwise, are paid in full, provided the limited warranty outlined in this section shall not be tolled or extended due to failure of Owner to make payment timely. In the event of any claim under this limited warranty, Owner shall promptly notify Contractor of such breach in writing and Contractor's sole obligation shall be to repair such defective Work within a reasonable time and in a reasonable manner at the discretion of Contractor. In the event Contractor fails to so remedy such defective Work after due notice and reasonable opportunity as provided herein, Owner's sole remedy for breach of this limited warranty shall be the actual, reasonable, and necessary cost to Owner of the repair. Warranty work shall not extend the term of this limited warranty or create any new warranties of any kind or nature.

**SAFETY.** Contractor shall comply with Owner's Safety Guidelines for Contractors and all laws of any governmental authorities for the safety of persons or property. Hazardous Materials may not be used without prior notice to and coordination with Owner. Contractor shall be responsible for any Hazardous Materials brought to the Site by Contractor, Subcontractors, suppliers or anyone else for whom Contractor is responsible. Contractors shall dispose of all Hazardous Materials in accordance with all applicable laws and Owner's Safety Guidelines for Contractors relating to disposal of Hazardous Materials. Notwithstanding anything herein, asbestos-containing products or polychlorinated biphenyl (PCB) shall not be allowed on the Site or used in the Work.\*

\*\*\*\*\*

**ACCESS - CONDITION OF PREMISES.** The Owners shall grant free access to the premises for the Contractor and his workers at all reasonable times, and shall supply any keys as may be necessary for their admittance. The Contractor shall maintain the work site in a reasonably orderly condition, and shall be responsible for the removal and disposal of all debris and excess building materials. The (Owners) shall be solely responsible for removing, securing or protecting personal property, inside and outside, including, but not limited to carpets, rugs, drapes, furniture, shrubs and plantings.\*

**ADDITIONAL WORK - CHANGE ORDERS.** Any change to the specified work or materials may be made only by a written change order signed by both the Owner and the Contractor. Change orders shall be dated and reflect the additional work and materials, any change in the Contract price, and any change in the time of substantial completion.\*

**COMPLETION.** The Work shall be deemed complete after it complies in all respects with the Agreement Documents, Contractor has completed all punch-list items, properly cleaned up its worksite, provided Owner with all required warranties, waivers, and record documents, and otherwise has completed all acts necessary to allow Owner to obtain occupancy or use permits as a result of the Work.\*

**TERMINATION, DISPUTES, SUSPENSION, and REMEDIES.** In the event that Owner commits any first material breach of this Agreement, including failure to make timely payment of any amounts due and payable to Contractor. The Contractor may, after giving written notice to Owner with a 7-day period to cure any financial breach and a 21-day period to cure any

other material breach, stop the Work and exercise any and all remedies which may be available to him. Payments not received within the timeframes of this Agreement shall bear a finance charge and administrative fee of 1.5% per month and shall bear default interest at the rate of 10% per annum or the highest rate permitted by law, whichever is less. Owner agrees to pay Contractor all costs of collection and suit, including reasonable attorney's fees. This Agreement shall be deemed made in **Williamson** County, Tennessee, and shall be governed by Tennessee law without respect to its conflict of laws rules. ANY SUIT OR ACTION BROUGHT FOR THE ENFORCEMENT OF THIS AGREEMENT OR OTHERWISE RELATING TO IT SHALL BE BROUGHT ONLY IN COURTS OF COMPETENT JURISDICTION SITTING IN DAVIDSON OR WILLIAMSON COUNTIES, TENNESSEE, TO WHICH COURTS THE PARTIES HERETO HEREBY CONSENT TO PERSONAL JURISDICTION. THE PARTIES HEREBY WAIVE THE RIGHT TO TRIAL BY JURY.

\*\*\*\*\*

**NOTICE TO OWNER: Do not sign this contract if it is blank. You are entitled to a copy of the contract at the time you sign.**

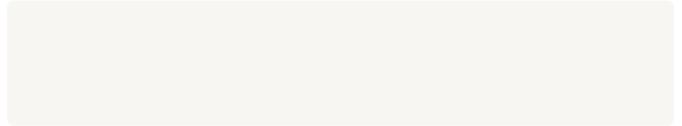
*All home improvement contractors must be licensed by the State of Tennessee Board for Licensing Contractors; inquiries about a contractor should be transmitted to said board's office.*

Signature

[Click here to sign](#)

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**BlueBridge Improvements LLC**



---

Company Signature

Client Signature



**M E M O R A N D U M**

**DATE:** August 15, 2024

**TO:** School Board Members

**FROM:** Eric Gardner  
Director of Facilities & Construction

**CC:** Jason Golden, Superintendent

**RE:** Auburn Community Church at Lipscomb Elementary School

Auburn Community Church has requested use of Lipscomb Elementary School for worship services for an extended period of time. This request is governed under WCS School Board Policy 3.206 and related administrative guidelines. The lease request is for the following:

- Cafeteria and Gym
- Use period – Weekly on Sunday for worship services.
- Term of lease – August 25, 2024, to August 24, 2025, with renewal each year thereafter to a maximum of 6 years total (March 4, 2030).
- The tenant will be required to reimburse WCS for all use fees and building supervision not waived.

Staff recommends approval.



## LEASE

THIS LEASE made and entered into this 15<sup>th</sup> day of August 2024, between Williamson County Board of Education, hereinafter called "Landlord" and Auburn Community Church, hereinafter called "Tenant".

### WITNESSETH:

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

Name: Lipscomb Elementary School  
Address: 8011 Concord Road  
Brentwood, TN 37027  
Description of Space: Gym and Café

Said improved real estate is hereinafter referred to sometimes as the "leased premises." TO USE the leased premises, together with the improvements and appurtenances thereto belonging, unto Tenant, its successors and assigns for a term of 12 months, beginning August 25, 2024 and ending August 24, 2025, unless sooner terminated as hereinafter provided. Said lease may be extended for a term not to exceed five (5) annual renewals at the discretion of the Landlord upon application by the Tenant. The terms of this lease shall be subject to all Board of Education policies as amended from time to time.

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

1. Rent. Tenant agrees to pay to Landlord for the leased premises during the term hereof basic rent at the rate of twenty-two thousand seven hundred twenty-four dollars and zero cents (\$22,724.00) per annum, payable in twelve (12) installments of approximately one thousand eight hundred ninety three dollars and sixty seven cents (\$1,893.67) per month. All rentals are payable in advance on the first day of each and every month and shall be payable without notice or demand and without deduction, set-off or abatement except as otherwise provided specifically in this Lease. The amount of rent designated herein is subject to change as the areas requested for use in the premises change. All areas used and charges therefore shall be designated in an exhibit to be attached to the lease. Changes in the rental amount resulting from changes in the space the Tenant wishes to lease shall be effectuated by amendment to the original exhibit and shall not constitute a new lease nor shall it extend any lease into which Landlord and Tenant have entered. Applicable fees will be charged for building supervision, custodial services, supplies, cafeteria use, WCS food service employees, and manager fees. Tenant agrees to pay the amounts billed for any said expenses. The Tenant and

Landlord agree that the following areas of the premises are leased on the days of the week noted for the agreed to period of lease.

Name of School:	Lipscomb Elementary
Areas to be Used:	Gym and Café
Use period:	Sunday Each Week Beginning <u>August 25, 2024</u> , through <u>August 24, 2025</u>
Estimated Supervision Cost:	\$ 6,708.00 per annum
Estimated Custodial Cost:	\$ 5,980.00 per annum

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

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

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

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

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

6. Assumption of Risk. Tenant shall, and does hereby, assume all risks of loss or injury to the property or person of all persons at any time coming upon the leased premises during the term hereof and Tenant shall, and does hereby agree to, indemnify and save harmless Landlord for and from any and all claims, demands, suits, judgment costs or expenses on account of any such loss or injury and any loss or injury which arise from any failure of Tenant, its officers, agents or employees to obey any applicable laws. Tenant shall be responsible for any attorney's fees and costs of Landlord incurred as a result of any such loss. To that end, Tenant shall, at its own cost and expense, maintain general public liability insurance for and on the leased premises, naming itself and Landlord as insured

parties, with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury or death and one million dollars (\$1,000,000) per occurrence for property damage. Such insurance shall be affected by a valid and enforceable policy or policies issued by an insurance company of recognized responsibility licensed to do business in the State of Tennessee and shall contain a provision that coverage cannot be cancelled without ten (10) days' written notice to Landlord. Tenant shall furnish to Landlord a copy of such policy or policies evidencing that the required insurance is in full force and effect.

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

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

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

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

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

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

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

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

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

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

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

Tenant: Auburn Community Church  
9028 Forest Lawn Drive  
Brentwood, TN 37027  
Attn: Micah Lacher, Registered Agent

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

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

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

LANDLORD: Williamson County Board of Education

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

Jason Golden, Director of Schools

TENANT: Auburn Community Church

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

Micah Lacher, Registered Agent



**2024 - 2025 REQUEST FOR USE OF  
WILLIAMSON COUNTY SCHOOLS & FACILITIES  
BY COMMUNITY ORGANIZATIONS**

*Central Office Use*

ID NUMBER \_\_\_\_\_

#140148

School to be Used: Lipscomb Elementary  
 Purpose of Use: Sunday Church Services Expected Attendance \_\_\_\_\_  
 Organization Name: Auburn Community Church  
 Request Made By: Micah Lacher Title in Organization Registered Agent

Mailing Address: 9028 Forest Lawn Drive City Brentwood Zip 37027

Cell Number: 615-477-2155 E-Mail mlacher@anchorinv.com

**BUILDING USAGE**

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

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

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

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

Starting Date Sunday, August 25, 2024 Ending Date Sunday, August 24, 2025

Starting Time 8:00 X AM PM Ending Time 11:00 X AM PM

**FEE SCHEDULE - If applicable**

**\*DO NOT LEAVE BLANK\***

<b>Area(s) Needed</b>			
<input type="checkbox"/>	Classroom(s) Room #s _____ Limited classroom use per board policy	\$16 per day per room	\$ _____
<input type="checkbox"/>	Auditorium Stage Light <u>Y</u> <u>N</u> Sound System <u>Y</u> <u>N</u>	\$296 per day One fee for either or both \$100 plus personnel fee	\$ _____ \$ _____
<input type="checkbox"/>	Gymnasium	\$302 per day	\$ <u>302.00</u>
<input type="checkbox"/>	Auxiliary Gym (High Schools Only)	\$302 per day	\$ _____
<input type="checkbox"/>	Gym for Jr. Sports Only - \$19 per hour up to 8 hrs per day	(Max \$302 per day)	\$ _____
<input type="checkbox"/>	Stadium/Track/or other Game Field		\$ _____
<input type="checkbox"/>	Tennis		\$ _____
<input type="checkbox"/>	Campus (Outside Building)		\$ _____
<input type="checkbox"/>	Cafeteria ( This is for the seating area only) - \$19 per hour up to 8 hrs per day (Max \$135 per day) Kitchen (This is for the serving line area and main kitchen) (One WCS kitchen staff member must be present when the use of the kitchen is requested. They must be present for the entire time you request use of the kitchen. This cost will be determined by each school site.)		\$ <u>135.00</u> \$ _____
<input checked="" type="checkbox"/>	<b>Supervision - Required</b>		
<input type="checkbox"/>	Building Supervision <i>See Note 1</i> Name of Supervisor _____	\$22.62 per hour (incl tax)	\$ _____
<input type="checkbox"/>		<input type="checkbox"/> Check if supervisor is waiving fees.	
<input type="checkbox"/>	<b>Custodial Services</b>	<b>Check here if needed</b>	<input checked="" type="checkbox"/> <b>X</b>
	*Custodial service based on actual time for (for cleaning as needed and determined by contractor		\$ _____
<b>TOTAL ESTIMATED FEE</b>			\$ _____

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

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

## REQUEST FOR USE OF WILLIAMSON COUNTY SCHOOLS & FACILITIES

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

### AGREEMENT

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

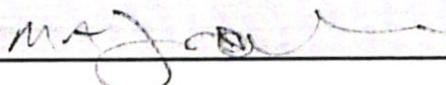
I/We agree to indemnify and hold harmless the WILLIAMSON COUNTY BOARD OF EDUCATION from:

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

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

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

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

Authorized Signature 	Date 7/19/24
Name: (PRINT ONLY): Micah Lacher	

**THIS IS NOT A FINAL INVOICE**

This is not a final invoice – only an estimate. Your invoice will be calculated upon approval of the requested use and a final invoice will be sent at that time.

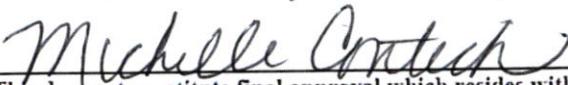
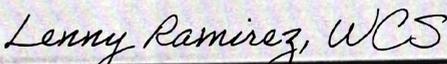
FORWARD COMPLETED REQUEST TO:

SCHOOL PRINCIPAL

QUESTIONS?

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

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

PRINCIPAL SIGNATURE - Facility is available during time and dates requested:	
	
*This does not constitute final approval which resides with Facilities Dept/Central Office*	
7/19/24	
Central Office - Event falls within policy guidelines and insurance sufficient for use	<input type="checkbox"/> <input type="checkbox"/>
 Date 7/19/2024	

**TRIP FINDER - School Board Field Trip Approval Report (Field Trips With Student Fees Over \$100)**

Trip ID	Origin	Trip Date	Return Date	Approved	Cost	Trip Name	Trip Type	Activity Type	#	Destination
1126	Brentwood High	09/13/2024	09/14/2024	07/17/2024	Over \$100 PER STUDENT	Southern Showcase Invitational	ATHLETIC OVERNIGHT	Cross Country	40	John Hunt Soccer Complex
Notes/Fees	<i>\$100.00 per student. Dinner on the way @ Olive Garden - Cool Springs. Staying overnight @ Hampton Inn, 501 Boulevard, Huntsville. Departure time changed from 3:00pm to 4:45pm (7.22)</i>									
1144	Brentwood High	09/20/2024	09/21/2024	07/17/2024	No Cost No Driver	Volleyball A5 Tournament	ATHLETIC OVERNIGHT	Varsity Volleyball	14	A5 Sportscomplex
Notes/Fees	<i>Overnight tournament where players will room with their families</i>									
1234	Brentwood High	10/04/2024	10/05/2024	07/22/2024	Under \$100 PER STUDENT	Jesse Owens Invite- AL	ATHLETIC OVERNIGHT	Cross Country	40	Oakville Indian Mounds Park
Notes/Fees	<i>Will need 1 gen ed bus and 1 driver Please pickup @ front of BHS- will stop for dinner @ Olive Garden in Cool Springs. Staying at Best Western 1305 Front Ave SW, Decatur AL 35603</i>									
1517	Brentwood High	11/25/2024	11/30/2024	07/31/2024	Over \$100 No Driver	Performance Tour of Orlando	FINE ARTS OVERNIGHT	Marching Band	32	Sports
Notes/Fees	<i>\$1,465.00/student. Gateway Tour will take care the bus. This is an optional trip.</i>									
1493	Brentwood HS - CTE Paid	04/24/2025	04/30/2025	07/30/2024	Over \$100 PER STUDENT	DECA ICDC	CTE OVERNIGHT	CTE - DECA	50	Orange County Convention Center
Notes/Fees	<i>Cost not to exceed \$2000</i>									
1624	Brentwood HS - CTE Paid	09/29/2024	09/30/2024	08/05/2024	Over \$100 No Driver	DECA Dollywood Behind The Scenes	CTE OVERNIGHT	CTE - DECA	50	Dollywood Theme Park
Notes/Fees	<i>\$250.00/student maximum. This trip is optional.</i>									
1625	Brentwood HS - CTE Paid	02/25/2025	02/28/2025	08/05/2024	Over \$100 No Driver	DECA State	CTE OVERNIGHT	CTE - DECA	120	Chattanooga Convention Center
Notes/Fees	<i>\$500.00/student maximum</i>									
1502	Centennial HS - CTE Paid	04/25/2025	04/30/2025	07/30/2024	Over \$100 No Driver	DECA International Career Development Conference	CTE OVERNIGHT	CTE - DECA	10	Orange County Convention Center
Notes/Fees	<i>Cost not to exceed \$2000</i>									
1480	Fairview HS - CTE Paid	03/30/2025	04/02/2025	07/30/2024	Over \$100 PER STUDENT	Hosa State Competition	CTE OVERNIGHT	CTE - HOSA	40	Chattanooga Convention Center
Notes/Fees	<i>\$500.00/student maximum</i>									
854	Franklin High	02/26/2025	03/02/2025	07/08/2024	Over \$100 No Driver	National High School Dance Festival	FINE ARTS OVERNIGHT	9th-12th Grade	10	Point Park University
Notes/Fees	<i>Estimated cost of \$2000/per student. Funds to be fundraised. Funding includes airfair, meals, lodging, transportation, and registration. Website: <a href="https://www.pointpark.edu/academics/schools/copa/copadeptsmajors/dance/nationalhighschooldancefestival/deadlines-forms-fees">https://www.pointpark.edu/academics/schools/copa/copadeptsmajors/dance/nationalhighschooldancefestival/deadlines-forms-fees</a> Hotel: Omni William Penn 530 William Penn Place, Pittsburgh, Pennsylvania, 15219. Participation is open to students, currently enrolled in 9th - 12th grades at the time of the festival, and representing the programs in their high schools, both in the United States and abroad. High schools may include public, private or parochial. Independent dance studios and home school students are not eligible for registration. Independent schools working closely with a high school program may also be eligible if their education curriculum satisfies NHSDF standards." It does provide opportunities for students to audition for college &amp; intensive scholarships, visit a recruitment college fair, master classes, student performances, student choreography showcase, &amp; gala. This is NOT a competition and in no way is associated with UDA/NDA or Varsity. It is not associated in any way with dance team.</i>									
1494	Franklin HS - CTE Paid	04/24/2025	04/30/2025	07/30/2024	Over \$100 No Driver	DECA ICDC	CTE OVERNIGHT	CTE - DECA	30	Orange County Convention Center
Notes/Fees	<i>Cost not to exceed \$2000 per student / advisor.</i>									

**TRIP FINDER - School Board Field Trip Approval Report (Field Trips With Student Fees Over \$100)**

Trip ID	Origin	Trip Date	Return Date	Approved	Cost	Trip Name	Trip Type	Activity Type	#	Destination
1172	Independence HS - CTE Paid	02/25/2025	03/01/2025	07/22/2024	Over \$100 PER STUDENT	IHS DECA SCDC 2025	CTE OVERNIGHT	CTE - DECA	40	Chattanooga Convention Center
Notes/Fees	\$500.00/student maximum									
1178	Independence HS - CTE Paid	04/26/2025	04/30/2025	07/22/2024	Over \$100 No Driver	IHS DECA ICDC 2025	CTE OVERNIGHT	CTE - DECA	35	Orange County Convention Center
Notes/Fees	Cost not to exceed \$2000									
1009	Legacy MS Fine Arts	05/10/2025	05/10/2025	07/08/2024	Over \$100 No Driver	LMS Kentucky Kingdom Music in the Parks	FINE ARTS TRIP	Concert	200	Kentucky Kingdom
Notes/Fees	Will hire private bus company. Fund raising to off set cost of charter bus, registration for festival, food and park tickets. Optional Trip for Students.									
1479	Nolensville HS - CTE Paid	03/30/2025	04/02/2025	07/30/2024	Over \$100 PER STUDENT	HOSA State Leadership Conference	CTE OVERNIGHT	CTE - HOSA	25	Chattanooga Convention Center
Notes/Fees	\$500.00/student maximum									
1872	Nolensville HS - CTE Paid	09/29/2024	09/30/2024	08/13/2024	Over \$100 No Driver	HI from Dolly - CTE	CTE OVERNIGHT	CTE - DECA	50	Dollywood Theme Park
Notes/Fees	\$140/student for entry and hotel. DECA will cover any additional costs including bus. This is a CTE field trip for hospitality and innovations that allows students behind the scenes at both Dollywood and Dolly's Dream More Resort. This is a career opportunities field trip to let students explore careers in hospitality and marketing. Here is the link for more information on what students will be experiencing: <a href="https://www.tnctsos.org/dollywood.html">https://www.tnctsos.org/dollywood.html</a>									
778	Page HS - CTE Paid	07/12/2024	07/14/2024	07/17/2024	Over \$100 No Driver	Page DECA Emerging Leaders Summit	CTE OVERNIGHT	CTE - DECA	3	Loews Nashville Hotel
Notes/Fees	Estimated cost per student to attend is \$375. Fundraised money will be used to pay. Parents will arrange travel to the hotel conference center and the return home.									
1481	Ravenwood HS - CTE Paid	11/08/2024	11/08/2024	07/30/2024	Over \$100 PER STUDENT	DECA Districts	CTE TRIP	CTE - DECA	100	Nissan Stadium
Notes/Fees	Charter Bus fee included for morning trip, potentially use school buses for return.									
1484	Ravenwood HS - CTE Paid	04/25/2025	04/30/2025	07/30/2024	Over \$100 No Driver	DECA ICDC	CTE OVERNIGHT	CTE - DECA	80	Orange County Convention Center
Notes/Fees	Cost not to exceed \$1500									
1478	Summit HS - CTE Paid	03/30/2025	04/02/2025	07/30/2024	Over \$100 PER STUDENT	HOSA State Conference	CTE OVERNIGHT	CTE - HOSA	20	Chattanooga Convention Center
Notes/Fees	\$500.00/student maximum									

Thursday, August 15, 2024

[Type here]  
Amendment:

**AMENDING THE 2024-2025 GENERAL PURPOSE SCHOOL BUDGET BY  
\$185,299.52 FOR CARRYFORWARD RESERVES RESTRICTED**

**WHEREAS,** the Board partners with various entities who have contributed funds during the year and restricted funds for various purposes; and

**WHEREAS,** the following amounts remained unspent/unencumbered at the end of the prior year and need to be carried forward to the current year as follows: MTSU Tuition Account **(\$35,897.12)**, TCAT Donation **(\$993.63)**, Wilco Athletic Events **(\$76,518.77)**, Music Fund **(\$38,975)**, Wilson Bank and Trust Cyber Truck Donation **(\$30,000)** and Ausbrooks Memorial **(\$2,915)**;

**NOW, THEREFORE BE IT RESOLVED,** that the Williamson County Board of Education meeting in regular session on August 19, 2024, approve the following funds and amend the **2024-2025** General Purpose School Fund budget as follows:

**Revenue**

<b>141.30000.347550</b>	<b>Assigned for Education</b>	<b>\$185,299.52</b>
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**Expenditures**

<b>141.72230.539900.385.P7010</b>	<b>Other Contracted Services</b>	<b>\$ 35,897.12</b>
<b>141.72230.542900.385.P7011</b>	<b>Instruction Materials and Supplies</b>	<b>993.63</b>
<b>141.72210.549900.350.P3123</b>	<b>Other Materials and Supplies</b>	<b>76,518.77</b>
<b>141.72210.572200.382.P3211</b>	<b>Regular Instruction Equipment</b>	<b>38,975.00</b>
<b>141.71300.549900.385.P1461</b>	<b>Other Supplies and Materials</b>	<b>2,000.00</b>
<b>141.71300.573000.385.P1461</b>	<b>Vocational Instruction Equipment</b>	<b>28,000.00</b>
<b>141.72220.549900.389.P3882</b>	<b>Other Supplies and Materials</b>	<b>2,915.00</b>

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**\$185,299.52    \$185,299.52**

**ACTION TAKEN:**  
School Board

For: \_\_\_\_\_ Against: \_\_\_\_\_

Amendment:

**AMENDING THE 2024-2025 GENERAL PURPOSE SCHOOL FUND BUDGET BY  
\$38,774 FOR STATE TRANSITION GRANT**

**WHEREAS,** we applied and received a State Transition grant for the Student Support Services Department which funds a portion of a transition teacher and three workplace readiness specialists; and

**WHEREAS,** these funds run on an October -September timeline like federal funds and we need to appropriate the carryover funds for the months of July through September;

**NOW, THEREFORE BE IT RESOLVED,** that the Williamson County Board of Education meeting in regular session on August 19, 2024, approve and amend the **2024-2025** General Purpose School Fund budget in the following manner:

**Revenue**

141-40000-471390-000-00-31-00-00-G7250	OTHER STATE FUNDS	\$38,774
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**Expenditure**

141-71200-511600-389-00-00-00-00-G7250	TEACHER	\$13,192
141-71200-520100-389-00-00-00-00-G7250	SOCIAL SECURITY	808
141-71200-520400-389-00-00-00-00-G7250	RETIREMENT	1,055
141-71200-521200-389-00-00-00-00-G7250	EMPLOYER MEDICARE	191
141-71200-521700-389-00-00-00-00-G7250	RET-HYB STABILIZATION	132
141-71200-520600-389-00-00-00-00-G7250	LIFE INSURANCE	10
141-71200-520700-389-00-00-00-00-G7250	MEDICAL INSURANCE	3,126
141-71200-520800-389-00-00-00-00-G7250	DENTAL INSURANCE	126
141-71300-518900-389-00-00-00-00-G7250	OTHER SALARIES & WAGES	8,967
141-71300-520100-389-00-00-00-00-G7250	SOCIAL SECURITY	504
141-71300-520400-389-00-00-00-00-G7250	RETIREMENT	759
141-71300-521200-389-00-00-00-00-G7250	EMPLOYER MEDICARE	118
141-71300-520600-389-00-00-00-00-G7250	LIFE INSURANCE	32
141-71300-520700-389-00-00-00-00-G7250	MEDICAL INSURANCE	9,378
141-71300-520800-389-00-00-00-00-G7250	DENTAL INSURANCE	376
		\$38,774
		\$38,774

**ACTION TAKEN:**

School Board

For: \_\_\_\_\_ Against: \_\_\_\_\_

To: Board of Education  
From: Rachel Farmer, Chief Financial Officer *rf*  
RE: Intra-category transfer – IT  
Date: August 19, 2024



As part of our work in presenting a budget the Commission could support, we removed the request for technology costs with the plan to make those purchases through Capital Contingency Funds. This amendment will allow us to move those funds from Contingency into the proper line.

**From:**

177.91300.579910.510.00.C4925      Contingency      \$3,400,000

**To:**

177.91300.570962.129.02. R2025      DPE Computers      \$3,400,000

**ACTION TAKEN:**

School Board

For: \_\_\_\_\_ Against: \_\_\_\_\_

# MEMORANDUM

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Date: August 8, 2024

To: Williamson County Board of Education Members

From: Cindy Todd  
School Fund Accountant  
Budget and Finance Department

Re: Approval of Outstanding Purchase Orders for School Activity Funds

The Tennessee Internal School Uniform Accounting Policy Manual, Section 5, Title 3 (pages 5-16) notes "*the local board must approve accounts payable that will not be liquidated during the current fiscal year.*" Attached is a list of all purchase orders issued by schools to be paid by school funds that were not liquidated as of June 30, 2024.

The reason that a particular item has not been liquidated varies by order, however, the most common reason is that the order and/or invoice was not received as of the cutoff date required for reporting the information. There are also occasions when an order must be placed during June, but the goods will not be shipped until school resumes. Although the Manual calls for reporting *accounts payable*, we are disclosing all open purchase orders if goods are shipped or invoices received before June 30, 2024, without sufficient time to liquidate or in the bookkeeper's absence, thus generating accounts payable.

The attached list includes the purchase order number, vendor, purchase order amount, and the reason the order has not been liquidated. Also included, is the account information including name, number, and type of account the purchase order is charged against. When "G" is noted, the account listed is a general fund expenditure account; "R" indicates a restricted account.

As noted in the Manual, please review and approve the attached list of outstanding purchase orders issued during the 2023-2024 school year that will be paid, upon delivery of goods, confirmation of delivery, and presentation of an invoice, during the 2024-2025 school year. If you have any questions related to the attached list or the requirements of the Tennessee Internal School Uniform Accounting Policy Manual, please feel free to contact me by email at [cindy.todd@wcs.edu](mailto:cindy.todd@wcs.edu) or by telephone at 615-472-4197.

Thank you for your assistance in this matter.

School	Vendor	PO Number	Account (Number & Description)	Fund (G)eneral or (R)estricted	Amount	Reason Not Liquidated
BES	Follett Content Solutions	11597	913.000 Book Fair/Library	R	1,478.38	ITEMS NOT RECEIVED
BHS	REIMBURSEMENTS	14535	401.000 ADMIN EXP	G	720.00	INVOICE NOT RECEIVED
BHS	REIMBURSEMENTS	14535	601.000 ATHLETICS	R	360.00	INVOICE NOT RECEIVED
BHS	NFHS	15653	601.000 ATHLETICS	R	2,500.00	ITEMS NOT RECEIVED
BHS	MATHEWS TEAM SPORTS	16017	601.000 ATHLETICS	R	1,420.00	ITEMS NOT RECEIVED
BHS	MATHEWS TEAM SPORTS	16017	602.000 BASKETBALL FUND-BOYS	R	1,420.00	ITEMS NOT RECEIVED
BHS	MATHEWS TEAM SPORTS	16017	603.000 BASKETBALL FUND-GIRLS	R	1,420.00	ITEMS NOT RECEIVED
BHS	MATHEWS TEAM SPORTS	16017	614.000 VOLLEYBALL FUND	R	1,420.00	ITEMS NOT RECEIVED
BHS	MATHEWS TEAM SPORTS	16064	601.000 ATHLETICS	R	1,250.00	ITEMS NOT RECEIVED
BHS	BSN SPORTS	16068	601.000 ATHLETICS	R	838.74	ITEMS NOT RECEIVED
BHS	GOLF MANAGEMENT GROUP	16067	601.020 ATHLETICS-FIELD MAINT	R	7,000.00	WORK NOT PERFORMED
BHS	MATHEWS TEAM SPORTS	16036	601.106 GIRLS SOCCER UNIFORMS	R	3,600.00	ITEMS NOT RECEIVED
BHS	MATHEWS TEAM SPORTS	16036	610.000 SOCCER FUND-GIRLS	R	4,300.00	ITEMS NOT RECEIVED
BHS	MATHEWS TEAM SPORTS	16013	601.166 GIRLS BASKETBALL UNIFORM	R	4,016.00	ITEMS NOT RECEIVED
BHS	MATHEWS TEAM SPORTS	15833	602.000 BASKETBALL FUND-BOYS	R	4,653.00	ITEMS NOT RECEIVED
BHS	PHOTOGRAPHY BY MICHELLE	16018	602.000 BASKETBALL FUND-BOYS	R	400.00	WORK NOT PERFORMED
BHS	PHOTOGRAPHY BY MICHELLE	16018	603.000 BASKETBALL FUND-GIRLS	R	400.00	WORK NOT PERFORMED
BHS	MATHEWS TEAM SPORTS	16056	609.000 SOCCER FUND-BOYS	R	380.00	ITEMS NOT RECEIVED
BHS	GEORGE MCCLELLAN	16072	610.000 SOCCER FUND-GIRLS	R	84.00	ITEMS NOT RECEIVED
BHS	MATHEWS TEAM SPORTS	16073	610.000 SOCCER FUND-GIRLS	R	1,986.00	ITEMS NOT RECEIVED
BHS	BSN SPORTS	16012	620.000 BAC FUND	R	16,033.97	ITEMS NOT RECEIVED
BHS	VARIOUS VENDORS	16061	630.000 CHEERLEADER FUND	R	264.10	INVOICE NOT RECEIVED
BHS	VARSITY SPIRIT FASHION	16069	632.000 DANCE TEAM FUND	R	6,331.60	ITEMS NOT RECEIVED
BHS	VARSITY SPIRIT FASHION	16078	632.000 DANCE TEAM FUND	R	3,185.25	ITEMS NOT RECEIVED
BHS	POM EXPRESS	16079	632.000 DANCE TEAM FUND	R	1,586.00	ITEMS NOT RECEIVED
BHS	ROBOSOURCE	15800	908.000 CITY OF BRENTWOOD FUND	R	479.98	ITEMS NOT RECEIVED
BHS	FORK'S DRUM CLOSET	15806	908.901 CITY OF BRENTWOOD BAND	R	2,217.00	ITEMS NOT RECEIVED
BHS	BANDWAGON MUSIC AND REP	15809	908.901 CITY OF BRENTWOOD BAND	R	14,581.11	ITEMS NOT RECEIVED
BHS	CENTRAL TECHNOLOGIES	16028	920.900 REST DON-PTO	R	7,770.00	ITEMS NOT RECEIVED
BHS	VARIOUS VENDORS	16070	932.000 YEARBOOK FUND	R	3,750.00	INVOICES NOT RECEIVED
BMS	MATHEWS TEAM SPORTS	1185	604.000 FOOTBALL	R	900.00	ITEMS NOT RECEIVED
BMS	SCHOOL DATEBOOKS	1254	402.029 AGENDAS	R	4,938.57	ITEMS NOT RECEIVED

BMS	LTI, INC	1325	912.00 PTO LEGACY CAMPAIGN	R	25,691.00	SERVICE NOT COMPLETED
CCES	SCHOOLMATE	22-4754	402.000 2nd Grade Student Fees	G	498.00	ITEMS NOT RECEIVED
CCES	SCHOOLMATE	22-4754	402.300 3rd Grade Student Fees	G	507.00	ITEMS NOT RECEIVED
CCES	SCHOOLMATE	22-4754	402.400 4th Grade Student Fees	G	507.00	ITEMS NOT RECEIVED
CCES	SCHOOLMATE	22-4754	402.500 5th Grade Student Fees	G	507.00	ITEMS NOT RECEIVED
CCES	OVERDRIVE INC.	22-4806	900.000 Library	R	700.00	INVOICE NOT RECEIVED
CCES	SAM'S WHOLESALE	22-4844	930.00 ENCORE	R	1,000.00	INVOICE NOT RECEIVED
CES	CDW GOVERNMENT	3776	907.913 EARLY CHILDHOOD PTO	R	840.00	ITEMS NOT RECEIVED
CES	BLINDS AND DESIGNS	3777	907.000 PTO GEN CLASSROOM	R	871.92	ITEMS NOT RECEIVED
CHS	MATHEWS TEAM SPORTS	9997	601.67 (ATHLETICS)	G	1,768.00	ITEMS NOT RECEIVED
CHS	VARSITY SPIRIT FASHIONS	10021	655 (CHEER)	R	1,428.10	ITEMS NOT RECEIVED
CHS	VARSITY SPIRIT FASHIONS	10028	601.656 (GA- CHEER)	G	823.35	ITEMS NOT RECEIVED
CHS	SCOTT LAMINATING	10047	905 (BOOKSTORE)	R	1,000.00	ITEMS NOT RECEIVED
CHS	CORLEW AND PERRY	10057	601.67 (GA/VOLLEYBALL)	G	4,600.00	WORK NOT COMPLETE
CHS	TWINE GRAPHIC DESIGN	10068	867 (COUGAR CREW)	R	601.72	ITEMS NOT RECEIVED
CHS	MATHEWS TEAM SPORTS	10069	601 (ATHLETICS)	G	3,500.00	ITEMS NOT RECEIVED
CHS	SCOTT LAMINATING	10072	403 (OP/MAINT)	G	1,936.00	ITEMS NOT RECEIVED
CHS	SCOTT LAMINATING	10072	601 (ATHLETICS)	G	2,550.00	ITEMS NOT RECEIVED
CSES	CDW GOVERNMENT	1471	901.002 PTA SCHOOL DONATION	R	5,586.98	ITEMS NOT RECEIVED
CSES	VOLLMER CONSTRUCITON, LLC	1464	901.000 RESTRICTED DONATION	R	10,000.00	WORK NOT COMPLETE
CSES	CBI	1462	901.000 RESTRICTED DONATION	R	20,475.00	ITEMS NOT RECEIVED
CSES	FOLLETT	1415	915.002 BOOKFAIR	R	2,341.56	ITEMS NOT RECEIVED
EIC	BEST BUY ADVANTAGE	693	905.092 - MARKIFY	R	1,600.00	ITEMS NOT RECEIVED
EIC	BLINK MARKETING	694	905.092 - MARKIFY	R	1,400.00	ITEMS NOT RECEIVED
EIC	ROBOLINK	695	925.100 - CTE SUMMER CAMPS	R	3,299.99	ITEMS NOT RECEIVED
EIC	RAYA WHITLOCK	696	905.093 - WRITTEN BY RAYA	R	576.37	INVOICE NOT RECEIVED
FHS	Barnes & Noble	59969	903.003 PA DONATION	R	123.92	INVOICE NOT RECEIVED
FHS	Capital One	59955	925.006 CTE CHILDCARE	R	3,000.00	INVOICE NOT RECEIVED
FHS	Capital One	60012	834.000 JROTC	R	200.00	INVOICE NOT RECEIVED
FHS	Capital One	60023	901.000 POOLED TISA	R	80.00	INVOICE NOT RECEIVED
FHS	Capital One	60066	834.000 JROTC	R	42.96	INVOICE NOT RECEIVED
FHS	Capital One	60125	601.000 GENERAL ATHLETICS	R	122.04	INVOICE NOT RECEIVED
FHS	Daniel Moore	59895	834.000 JROTC	R	192.96	INVOICE NOT RECEIVED
FHS	Daniel Moore	60082	834.000 JROTC	R	109.98	INVOICE NOT RECEIVED
FHS	Daniel Moore	60101	834.000 JROTC	R	90.00	INVOICE NOT RECEIVED
FHS	Graphics for Athletics	60079	601.000 GENERAL ATHLETICS	R	255.00	ITEMS NOT RECEIVED

FHS	Home Depot	59882	613.000 FOOTBALL	R	476.16	INVOICE NOT RECEIVED
FHS	JCLC	60100	834.000 JROTC	R	1,000.00	INVOICE NOT RECEIVED
FHS	Mathews Team Sports	59673	613.000 FOOTBALL	R	3,800.00	ITEMS NOT RECEIVED
FHS	Mathews Team Sports	59907	601.000 GENERAL ATHLETICS	R	1,410.00	ITEMS NOT RECEIVED
FHS	Mathews Team Sports	60048	613.000 FOOTBALL	R	150.00	ITEMS NOT RECEIVED
FHS	Mathews Team Sports	60060	601.000 GENERAL ATHLETICS	R	5,350.00	ITEMS NOT RECEIVED
FHS	Mathews Team Sports	60090	603.000 BOYS BASKETBALL	R	900.00	ITEMS NOT RECEIVED
FHS	Mathews Team Sports	60106	601.000 GENERAL ATHLETICS	R	2,280.00	ITEMS NOT RECEIVED
FHS	Mathews Team Sports	60120	603.000 BOYS BASKETBALL	R	159.99	ITEMS NOT RECEIVED
FHS	ODP	60128	905.000 GUIDANCE	R	92.53	INVOICE NOT RECEIVED
FHS	Premier Athletics Cheer	60139	607.000 CHEER	R	1,000.00	INVOICE NOT RECEIVED
FHS	Reimbursement	59523	884.000 BEST BUDDIES	R	1,000.00	VOID COULD NOT VOID
FHS	Riddell	58263	601.000 GENERAL ATHLETICS	R	4,650.00	FALL BILLING
FHS	Riddell	59724	601.000 GENERAL ATHLETICS	R	5,680.00	FALL BILLING
FHS	Sams	59912	924.000 TEACHER MORALE	R	200.00	INVOICE NOT RECEIVED
FHS	Sams	60117	603.000 BOYS BASKETBALL	R	500.00	INVOICE NOT RECEIVED
FHS	Speed Pro	58924	804.000 LEGACY BRICKS/818.000 ATH	R	1,500.00	VOID COULD NOT VOID
FHS	That's Printing	59367	603.000 BOYS BASKETBALL	R	890.78	VOID COULD NOT VOID
FHS	That's Printing	59982	603.000 BOYS BASKETBALL	R	1,279.28	INVOICE NOT RECEIVED
FHS	Twine Graphic	59530	601.000 GENERAL ATHLETICS	R	529.97	INVOICE NOT RECEIVED
FHS	Twine Graphic	59637	604.000 GIRLS BASKETBALL	R	239.69	INVOICE NOT RECEIVED
FHS	Varsity	59997	607.000 CHEER	R	10,275.00	NOT RECEIVED
FVHS	Varsity Spirit Fashions	8109	612.000 Cheer	R	3,865.88	ITEMS NOT RECEIVED
FVHS	Mathews Team Sports	8088	922.000 Staff Morale	R	1,782.00	ITEMS NOT RECEIVED
GES	SYSTEM INTEGRATIONS INC	106971	914-GSCA DONATIONS	R	11,469.00	ITEMS NOT RECEIVED
GMS	MATHEWS TEAM SPORTS	046-90551	601.000 ATHLETICS	R	1,733.00	ITEMS NOT RECEIVED
GMS	MATHEWS TEAM SPORTS	046-90764	601.000 ATHLETICIS	R	2,283.00	ITEMS NOT RECEIVED
GMS	CAPITAL ONE	046-90771	805.000 CI3T	R	42.98	INVOICE NOT RECEIVED
GMS	THE FURNITURE FACTORY	046-90772	601.000 ATHLETICS	R	5,800.00	ITEMS NOT RECEIVED
GMS	MATHEWS TEAM SPORTS	046-90779	620.000 INVEST FUNDS	R	397.00	ITEMS NOT RECEIVED
GMS	VARSITY SPIRIT FASHIONS	046-90783	621.002 VARSITY CHEER FEES	R	559.52	ITEMS NOT RECEIVED
GMS	VARSITY SPIRIT FASHIONS	046-90783	621.000 VARSITY CHEER	R	175.48	ITEMS NOT RECEIVED
HBES	Kate Lasseter	2831	912.100 PTO Professional Develop.	R	196.00	INVOICE NOT RECEIVED
HBES	Kelley Wheeler	2832	912.100 PTO Professional Develop.	R	196.00	INVOICE NOT RECEIVED
HBES	Mary Catherine Flemming	2834	912.100 PTO Professional Develop.	R	581.86	INVOICE NOT RECEIVED
HBES	Harriet Kissel	2835	912.100 PTO Professional Develop.	R	196.00	INVOICE NOT RECEIVED

HBES	Catherine Dawn Gonsalve	2836	912.100 PTO Professional Develop.	R	196.00	INVOICE NOT RECEIVED
HBES	Krista Kraemer	2839	912.100 PTO Professional Develop.	R	929.86	WAITNG ON PTO FUNDING
HBES	Quantum Learning LLC	2915	913.603 Sophia Peebles PTO	R	130.13	ITEMS NOT RECEIVED
HBES	Amazon	2928	905.000 Encore	R	416.03	ITEMS NOT RECEIVED
HBES	Amazon	2929	905.000 Encore	R	982.43	ITEMS NOT RECEIVED
HBES	Amazon	2930	905.000 Encore	R	719.41	ITEMS NOT RECEIVED
HBES	Amazon	2931	905.000 Encore	R	587.43	ITEMS NOT RECEIVED
HBES	Amazon	2932	905.000 Encore	R	1,108.08	ITEMS NOT RECEIVED
HBES	Krista Kraemer	2934	912.100 PTO Professional Develop.	R	174.00	WAITNG ON PTO FUNDING
HBES	Amazon	2935	401.000 Administration	G	89.60	ITEMS NOT RECEIVED
HBES	CBI	2936	913.000 PTO pooled	R	1,755.00	ITEMS NOT RECEIVED
HBES	Spring Tree Media Svs	2937	913.00 PTO Pooled	R	88.00	ITEMS NOT RECEIVED
HBES	Amazon	2938	401.000 Administration	G	25.99	ITEMS NOT RECEIVED
HBES	Amazon	2939	905.000 Encore	R	130.46	ITEMS NOT RECEIVED
HBES	Capitol One	2940	905.000 Encore	R	500.00	ITEMS NOT RECEIVED
HBES	Kroger	2941	905.000 Encore	R	500.00	ITEMS NOT RECEIVED
HBES	Capitol One	2942	905.000 Encore	R	1,000.00	ITEMS NOT RECEIVED
HEMS	VEX ROBOTICS, INC.	4625	902.910 TISA -LEJEUNE	R	154.98	ITEMS NOT RECEIVED
HEMS	VEX ROBOTICS, INC.	4625	700.707 RELEATED ARTS ROBOTICS	G	155.00	ITEMS NOT RECEIVED
HEMS	CBI	4671	960.000 RESTRICTED DONATIONS	R	852.49	ITEMS NOT RECEIVED
HEMS	VARSITY SPIRIT FASHIONS, LLC	4722	612.000 CHEER PARTICIPATION FEES	R	4,694.45	ITEMS NOT RECEIVED
HEMS	CAPITAL ONE (WALMART)	4717	922.000 STUDENT INCENTIVES	R	23.94	WAITING ON INVOICE
HES	WCBOE	1388	ENCORE 933.000	R	42,000.00	ENCORE 7/8-7/12/2024
HES	AMANDA HARWELL	1389	ENCORE 933.000	R	500.00	ENCORE 7/8-7/12/2024
HES	JACQUELINE GOMOLJAK	1390	ENCORE 933.000	R	1,700.00	ENCORE 7/8-7/12/2024
HES	MARCO'S PIZZA	1391	ENCORE 933.000	R	600.00	ENCORE 7/8-7/12/2024
HES	AMAZON	1406	ENCORE 933.000	R	200.00	ENCORE 7/8-7/12/2024
HES	AMAZON	1414	ENCORE 933.000	R	500.00	ENCORE 7/8-7/12/2024
HES	AMAZON	1415	ENCORE 933.000	R	500.00	ENCORE 7/8-7/12/2024
HES	AMAZON	1417	ENCORE 933.000	R	251.98	ENCORE 7/8-7/12/2024
HES	AMAZON	1418	ADMIN EXPENSE	R	69.01	WAITING ON INVOICE
HMS	BANDWAGON MUSIC	123878	901.001 BAND FUNDRAISER	R	5,000.00	ITEMS NOT RECEIVED
HMS	VARSITY ATHLETICS	123935	612.000 CHEERLEADING	R	750.00	ITEMS NOT RECEIVED
HMS	BANDWAGON MUSIC	123938	901.001 BAND	R	50.00	ITEMS NOT RECEIVED
HMS	PANDA INK	123758	805.000 CHOIR	R	100.00	INVOICE NOT RECEIVED
HMS	ALL SPORTS FLOORING	123951	401.000 ADMIN EXPENSE	G	1,187.50	INVOICE NOT RECEIVED

HMS	KROGER	123987	601.000 ATHLETICS	G	42.88	KEPT OPEN FOR MOWER GASOLINE
HMS	TSSAA	124000	604.001 FOOTBALL FUNDRAISER	R	150.00	WAITING ON INVOICE
HMS	MATTHEWS TEAM SPRTS	124003	612.001 CHEER FUNDRAISING	R	4,500.00	WAITING ON UNIFORMS
HMS	CHICK FIL A	124004	612.001 CHEER FUNDRAISING	R	300.00	ITEMS NOT RECEIVED
HMS	PUBLIX	124005	612.001 CHEER FUNDRAISING	R	300.00	ITEMS NOT RECEIVED
HMS	DOMINO'S	124006	612.001 CHEER FUNDRAISING	R	300.00	ITEMS NOT RECEIVED
HMS	KROGER	124007	612.001 CHEER FUNDRAISING	R	300.00	ITEMS NOT RECEIVED
HMS	A&S OUTDOOR IRRIGAT	124009	611.000 SOCCER	R	1,000.00	WAITING ON INVOICE
HMS	SMITH TURF	124010	611.000 SOCCER	R	200.00	WAITING ON INVOICE
HMS	TRACTOR SUPPLY	124012	611.000 SOCCER	R	100.00	WAITING ON RECEIPTS
IHS	WILLIAMSON MED CTR	11748	TRAINERS FOR BASEBALL	R	2,000.00	INVOICE NOT RECEIVED
IHS	BARON CHAMP RINGS	11862	BSKBL CHAMP RINGS	R	6,535.00	ITEMS NOT RECEIVED
IHS	MATHEWS	11866	VOLLEYBALL UNIFORMS	R	1,922.00	ITEMS NOT RECEIVED
IHS	VARSITY APPAREL	11898	CHEER UNIFORMS	R	3,653.55	ITEMS NOT RECEIVED
IHS	NEVCO	11923	TIMERS FOR FBALL	R	11,093.00	ITEMS NOT RECEIVED
IHS	AMPLIFY AWARDS	11935	REPLACEMENT PLAQUES	R	1,510.00	ITEMS NOT RECEIVED
IHS	GRAPHICS FOR ATHLETES	11939	SPORTS BANNERS	R	3,245.00	ITEMS NOT RECEIVED
IHS	JOSH HOUSTON AND	11985	SOCCER BARS	R	820.00	ITEMS NOT RECEIVED
IHS	NASHVILLE MEDICAL	12005	HYDROCOLLATOR REPAIR	R	625.38	ITEMS NOT RECEIVED
IHS	BSN SPORTS	12022	SCHOOL BANNERS	R	2,448.00	ITEMS NOT RECEIVED
IHS	VARSITY APPAREL	12028	DANCE UNIFORMS	R	5,869.40	ITEMS NOT RECEIVED
IHS	VARSITY APPAREL	12029	DANCE UNIFORMS	R	986.05	ITEMS NOT RECEIVED
JES	PUBLIX	2346	909.000 - ENCORE	R	800.00	ITEMS NOT RECEIVED
KES	CENTRAL TECHNOLOGIES	16091	910.012 - DONATION FROM PTO - TEC	R	3,885.00	ITEMS NOT RECEIVED
KES	PROFIT THROUGH PRINT	16130	932.000 - ENCORE	R	1,936.33	ITEMS NOT RECEIVED
KES	CAPITAL ONE	16134	932.000 - ENCORE	R	60.00	ITEMS NOT RECEIVED
LES	CBI	21601	915.000 CITY OF BRENTWOOD	R	7,987.00	ITEMS NOT RECEIVED
LES	CBI	21648	423.000 SCHOOL WIDE EXPENDITURE	G	10,979.90	ITEMS NOT RECEIVED
LMS	TRISTAR ENERGY LLC	1106	601.000 GENERAL ATHLETICS	G	837.40	GAS NEEDED FOR SUMMER MOWING
LMS	MATHEWS TEAM SPORTS	1291	604.100 FOOTBALL FUNDRAISER	R	1,171.24	ITEMS NOT RECEIVED
LMS	MATHEWS TEAM SPORTS	1291	604.500 FOOTBALL DONATIONS	R	300.00	ITEMS NOT RECEIVED
LMS	MATHEWS TEAM SPORTS	1291	604.000 FOOTBALL FEES	G	2,819.76	ITEMS NOT RECEIVED
LMS	MATHEWS TEAM SPORTS	1291	604.101 FOOTBALL FUNDRAISER	R	175.00	ITEMS NOT RECEIVED
LMS	MATHEWS TEAM SPORTS	1291	601.000 GENERAL ATHLETICS	G	34.00	ITEMS NOT RECEIVED
LMS	CBI	1383	905.111 PTO DONATION - TROPHY CA	R	7,120.28	ITEMS NOT RECEIVED
LMS	VARSITY SPIRIT FASHIONS	1387	612.003 CHEER FUNDRAISER	R	982.50	ITEMS NOT RECEIVED

LMS	VARSITY SPIRIT FASHIONS	1387	612.002 CHEER FUNDRAISER	R	821.87	ITEMS NOT RECEIVED
LMS	VARSITY SPIRIT FASHIONS	1387	612.007 CHEER FUNDRAISER	R	3,490.00	ITEMS NOT RECEIVED
LMS	VARSITY SPIRIT FASHIONS	1387	612.100 CHEER FEES	G	1,632.98	ITEMS NOT RECEIVED
LMS	MATHEWS TEAM SPORTS	1427	606.000 TENNIS FEES	G	274.00	ITEMS NOT RECEIVED
LMS	AMBER WHITING	1432	812.000 TSA CLUB	R	400.00	WAITING FOR REIMBURSEMENT FORM
MCMS	VARSITY SPIRIT FASHION	3622	612.002 BASKETBALL CHEER FUNDRA	R	2,451.60	ITEMS NOT RECEIVED
NES	MID-SOUTH RECREATION, INC	2152	905.023 2023/2024 NES WISH LIST	R	2,896.00	ITEMS NOT RECEIVED
NES	SCHOOL SPECIALTY, LLC	2200	905.023 2023/2024 NES WISH LIST	R	1,693.64	ITEMS NOT RECEIVED
NHS	VARSITY	6921	612.100 CHEERLEADING - FOOTBALL	R	180.40	ITEMS NOT RECEIVED
NHS	VARSITY	6942	612.100 CHEERLEADING - FOOTBALL	R	324.35	ITEMS NOT RECEIVED
NHS	HOWIE'S ATHLETIC TAPE	7024	601.000 ATHLETICS	R	130.00	ITEMS NOT RECEIVED
NHS	FIELD TURF INC	7026	601.000 ATHLETICS	R	3,534.29	INVOICE NOT RECEIVED
NHS	MATHEW'S TEAM SPORTS	7035	601.000 ATHLETICS	R	8,416.00	ITEMS NOT RECEIVED
NHS	FROSTY FRUIT LLC	7039	803.000 DECA CLUB	R	3,575.00	ITEMS NOT RECEIVED
NHS	URQUID LINEN	7052	818.000 STUDENT COUNCIL	R	715.00	ITEMS NOT RECEIVED
OVES	PROFIT THROUGH PRINT	68-2505	985.000 ENCORE	R	780.00	ITEMS NOT RECEIVED
OVES	SAM'S CLUB	68-2506	985.000 ENCORE	R	300.00	ITEMS NOT RECEIVED
OVES	CAPITAL ONE	68-2507	985.000 ENCORE	R	1,200.00	ITEMS NOT RECEIVED
OVES	KROGER	68-2508	985.000 ENCORE	R	300.00	ITEMS NOT RECEIVED
OVES	PROFIT THROUGH PRINT	68-2509	985.000 ENCORE	R	448.85	ITEMS NOT RECEIVED
OVES	WCBOE	68-2510	985.000 ENCORE	R	550.00	ENCORE CUSTODIAL
OVES	GREAT SOUTHERN REC	68-2512	918.000 ENCORE	R	2,626.20	ITEMS NOT RECEIVED
OVES	WCBOE	68-2515	985.000 ENCORE	R	38,181.93	ENCORE STAFF PAYROLL
OVES	MR BOND SCIENCE GUY	68-2516	985.000 ENCORE	R	250.00	ENCORE RALLY
PHS	MUSIC THEATRE INTERNATIONAL	33365	803.000 DRAMA	R	3,524.00	ITEMS NOT RECEIVED
PHS	SHUFFS MUSIC SALES	33420	819.000 ORCHESTRA	R	1,005.00	ITEMS NOT RECEIVED
PHS	HODGE PRODUCTS	33429	851.000 MARCHING BAND	R	1,809.00	ITEMS NOT RECEIVED
PMS	PINNACLE - ATHLETICS	41-7316	601.000 ATHLETIC GENERAL ACCT.	R	128.87	INVOICE NOT RECEIVED
PMS	MATHEWS TEAM SPORTS	41-7371	922.000 ATHLETIC JERSEYS	R	9,702.00	ITEMS NOT RECEIVED
PMS	MATHEWS TEAM SPORTS	41-7420	601.000 FALL SPORTS UNIFORMS	R	1,632.00	ITEMS NOT RECEIVED
PMS	BRAND THREADWORKS	41-7424	602.104 CHEER JERSEYS	R	204.00	ITEMS NOT RECEIVED
PMS	FUSIONSITE	41-7432	601.000 ATHLETIC GENERAL ACCT.	R	900.00	INVOICE NOT RECEIVED
RHS	WISE COACHES OF NASHVILLE	28844	627.000 SIDELINE CHEERLEADING	R	2,336.25	AWAITING EVENT
RHS	WISE COACHES OF NASHVILLE	28878	627.000 SIDELINE CHEERLEADING	R	2,170.00	AWAITING EVENT
RHS	MATHEWS TEAM SPORTS	29296	601.023 GA EQUIPMENT, UNIFORMS	R	3,375.00	ITEMS NOT RECEIVED
RHS	MATHEWS TEAM SPORTS	29341	601.023 GA EQUIPMENT, UNIFORMS	R	1,899.00	ITEMS NOT RECEIVED

RHS	MATHEWS TEAM SPORTS	28804	601.023 GA EQUIPMENT, UNIFORMS	R	14,338.00	ITEMS NOT RECEIVED
RHS	CAPITAL ONE	29323	613.000 SIDELINE DANCE	R	1,000.00	INVOICE NOT RECEIVED
RHS	MICHELLE LOMICKA	29332	413.002 AP EXAM EXPENSE	R	160.00	INVOICE NOT RECEIVED
RHS	GRAPHICS FOR ATHLETICS, LLC	29204	907.029 SCHOOL BRANDING DONATI	R	320.00	ITEMS NOT RECEIVED
RHS	GRAPHICS FOR ATHLETICS, LLC	29157	907.029 SCHOOL BRANDING DONATI	R	4,912.50	ITEMS NOT RECEIVED
RHS	ALL BRASS	29319	804.000 THEATRE	R	45.00	INVOICE NOT RECEIVED
RHS	PRESTIGE TROPHIES	29331	601.026 AWARDS	R	500.00	ITEMS NOT RECEIVED
RHS	PRETTY IN PAINT	29347	623.000 BASKETBALL, BOYS	R	320.00	INVOICE NOT RECEIVED
RHS	VARSITY SPIRIT FASHIONS, LLC	29353	627.000 SIDELINE CHEERLEADING	R	12,863.58	ITEMS NOT RECEIVED
RHS	SYSTEM INTEGRATIONS, INC	29321	907.012 RESTRICTED DONATIONS PTC	R	26,761.00	INVOICE NOT RECEIVED
RHS	TWINE GRAPHIC DESIGN	29354	613.000 SIDELINE DANCE	R	286.25	INVOICE NOT RECEIVED
RnHS	HERFF JONES, LLC	1520	410.004 GRADUATION FEE EXPENSE	G	666.98	INVOICE NOT RECEIVED
RnHS	HERFF JONES, LLC	1547	410.004 GRADUATION FEE EXPENSE	G	152.50	INVOICE NOT RECEIVED
RnHS	HERFF JONES, LLC	1571	410.004 GRADUATION FEE EXPENSE	G	40.00	INVOICE NOT RECEIVED
SES	SCHOOL DATEBOOKS	3271	ADMINISTRATIVE EXPENSE 401.000	G	1,496.73	ITEMS NOT RECEIVED
SES	WALMART	3291	ENCORE ICE CREAM/ PANCAKE CLASS	R	300.00	INVOICE NOT RECEIVED
SES	BRENTWOOD PROMO, LLC	3292	CAMPER/STAFF ENCORE T-SHIRTS	R	2,388.37	INVOICE NOT RECEIVED
SES	WALMART	3293	EDIBLE CREATION ENCORE CLASS	R	160.00	INVOICE NOT RECEIVED
SES	WALMART	3299	ENCORE: MAGICAL WORLD OF HP/ ST	R	50.00	INVOICE NOT RECEIVED
SES	AMAZON	3300	ENCORE TIE DYE CLASS	R	211.39	INVOICE NOT RECEIVED
SES	WALMART	3302	SCRAPBOOKING	R	160.00	INVOICE NOT RECEIVED
SES	AMAZON	3303	ENCORE: MAGICAL WORLD OF HP	R	78.93	INVOICE NOT RECEIVED
SES	AMAZON	3304	ENCORE: SUPPLIES FOR GIFTS FROM T	R	276.27	INVOICE NOT RECEIVED
SES	AMAZON	3305	ENCORE: ANIMAL EXPLORER	R	46.89	INVOICE NOT RECEIVED
SMS	AMRO MUSIC	3118	901.000 BAND	R	7,563.53	ITEMS NOT RECEIVED
SMS	VARSITY	3123	612.000 CHEER	R	3,000.00	ITEMS NOT RECEIVED
SSES	WC HIGHWAY DEPT	8620	906.705 PTO DONATIONS	R	4,715.00	PROJECT NOT COMPLETE
SSES	CORLEW AND PERRY, INC	8718	906.720 PTO DONATIONS	R	3,000.00	PROJECT NOT COMPLETE
SSMS	NICHOLAS BLUE	6872	960-WILLIAMSON COUNTY BAND ASS	R	1,500.00	RECEIPTS HAVE NOT BEEN TURNED IN
SSMS	KEVIN JANKOWSKI	6871	960-WILLIAMSON COUNTY BAND ASS	R	500.00	RECEIPTS HAVE NOT BEEN TURNED IN
SSMS	LOWES	6869	700-CLASS ACCOUNT	G	150.00	INVOICE NOT RECEIVED
SSMS	TN TROPHY AND AWARDS	6873	401-ADMINISTRATIVE EXPENSE	G	314.00	PRODUCT NOT RECEIVED
SSMS	MATHEWS TEAM SPORTS	6816	607-TRACK	R	495.00	PRODUCT NOT RECEIVED
TSES	FOLLETT CONTENT SOLUTIONS	1709	932.000 BOOKFAIR - FUNDRAISER	R	725.00	ITEMS NOT RECEIVED
TSES	CBI	1710	932.000 BOOKFAIR - FUNDRAISER	R	831.80	ITEMS NOT RECEIVED
TSES	AMAZON	1746	401.003 OFFICE SUP/MATERIALS EXP	G	83.58	ITEMS NOT RECEIVED

TSMS	VARISITY SPORTS	2260	601.000 ATHLETICS	R	2,067.95	ITEMS NOT RECEIVED
TSMS	VARISTY SPORTS	2267	613.000 DANCE TEAM	R	3,862.00	ITEMS NOT RECEIVED
TSMS	MATHEWS TEAM SPORT	2180	601.00 ATHLETICS	R	299.00	ITEMS NOT RECEIVED
TSMS	MATHEWS TEAM SPORT	2282	605.000 GOLF	R	456.00	ITEMS NOT RECEIVED
TSMS	MATHEWS TEAM SPORT	2287	613.100 DANCE TEAM FUNDRAI	R	765.00	ITEMS NOT RECEIVED
TSMS	AMAZON	2290	613.000 DANCE TEAM	R	284.64	ITEMS NOT RECEIVED
TSMS	WES SIGNS/MONUMENT	2280	601.000 ATHLETICS	R	315.00	ITEMS NOT RECEIVED
VVHS	WILLIAMSON COUNTY SHERIFF 112		403.000 GRAD EXPENSES	G	500.00	INVOICE NOT RECEIVED
WMS	SAM'S CLUB	5977	802.000 DRAMA	R	500.00	INVOICE NOT RECEIVED
WMS	ALL BRASS	6077	903.010 BAND - FEES	R	185.00	INVOICE NOT RECEIVED
WMS	CBI	6127	910.000 PTO DONATIONS	R	9,631.23	ITEMS NOT RECEIVED
WMS	SCHOOL DATEBOOKS	6104	402.000 INSTRUCTIONAL EXPENSES	G	1,214.40	ITEMS NOT RECEIVED
WMS	AMAZON CAPITAL SERVICES	6107	401.000 ADMINISTRATIVE EXPENSE	G	199.90	ITEMS NOT RECEIVED
WMS	1ST DAY SCHOOL SUPPLIES	6113	402.010 INSTRUCTIONAL EXPENSES - I	G	1,398.99	ITEMS NOT RECEIVED

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## MEMORANDUM

TO: Williamson County School Board

FROM: Vickie Hall, Assistant Superintendent of Human Resources

DATE: August 15, 2024

RE: Sick Bank Trustee Recommendation for 2024-25

Pursuant to Williamson County Board of Education Sick Leave Policies 5.3021, Educator Sick Leave Bank shall be administered by a committee of sick leave trustees. WCEA appoints and approves educators for the Educator Sick Bank Committee. One of the educators will serve her second year as an appointee, the other educator is in her third term. The Board of Education is responsible for appointing two of its members to the committee. One of the board members will serve his first term, the other board member served last year, and is in his third term. Mr. Golden or his designee will chair the committee. Committee membership recommended for approval for the 2024-25 school year is as follows:

### Certified Sick Bank

Drason Beasley (1<sup>st</sup> year to serve)  
Eric Welch (3<sup>rd</sup> year to serve)

### 2 WCEA Representatives

Angela Frederick (2<sup>nd</sup> year to serve)  
Brigid Day (3<sup>rd</sup> year to serve)

Staff recommends approval.

# **Williamson County Board of Education**

## **Annual Agenda 2024-2025**

### **Approval based on Board Policy 1.4031**

#### **August**

- Approval of Sick Leave Bank Trustees
- Approval of Outstanding Purchase Orders for School Activity Funds
- Approval of Annual Agenda

#### **September**

- Elect School Board Chair & Vice Chair
- Superintendent Goals and Objectives
- Approval of Collaborative Conferencing Team
- Adoption and Approval of Board Goals / Affirm Strategic Plan
- Approval of Calendar Committee Membership for Board
- Approval of Science Textbook Adoption Committee for adoption in April 2025
- Approval of Board Parameters School Calendar (Board Policy 1.800)
- Superintendent and Chair to Develop a Budget Preparation Calendar by November 1 of Each School Year (Board Policy 2.200)

#### **October**

#### **November**

- Review of Board Norms (Board Policy 1.107)
- Capital Improvement Plan Development
- LEA Compliance Report –Due November 30

## **January**

- Approval of Proposed School Year Calendar (Board Policy 1.800)
- Policy Committee Report on Annual Review of Board Policies
- Approval of Open and/or Closed Zones

## **February**

- Approval of Family Tuition Rate
- Approval of School Fees
- ENCORE Summer Enrichment Program Fees

## **March**

- Approval of Next Year's Operational Budgets and Capital Requests
- Approval for High School Courses and Special Course Applications
- Approval of Textbooks Adoption Committee Recommendation

## **April**

- Approval of Facilities Use Fee Schedule (Board Policy 3.206)
- Tenure Recommendations of Superintendent to Board

## **May**

- Board Evaluation of Superintendent
- Approval of School Board Meeting Dates
- High Performing School District Flexibility Act (Every 3 years 2026, 2029)

## **June**

- Superintendent Contract Review and Extension (Every 2 years 2026, 2028)
- Approval of PECCA Memorandum of Understanding
- Differentiated Pay Plan
- Approval of ESEA Grants
- Evaluation of Board Goals/Affirm Strategic Plan