



## Williamson County School Board Meeting

February 18, 2025 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 January 21, 2025 School Board Meeting Minutes
- b. Board Policies for First and Final Reading
  - I. 4.603 Promotion and Retention
- c. Approval of City of Franklin Green Infrastructure Easement at Franklin High School
- d. Approval of Request for Lease of the Cafeteria and Gymnasium at the Amanda H. North Elementary School by Ascent Church
- e. Approval of Tennis Storage Shed at Centennial High School
- f. Approval of Shade Structure at Pearre Creek Elementary School
- g. Approval of a Batter's Eye at Summit High School
- h. Approval of Storage Shed at Fairview Elementary School
- i. Approval of Outdoor Classroom at Chapman's Retreat Elementary School
- j. 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. 2024-25 School Board Budget
  - I. Approval of General Fund Amendment 02.25 State Special Schools Transportation Reimbursement - \$136,709.00
- b. Approval of Family Tuition Rate for 2025-26
- c. Approval of ENCORE Summer Program Fees for 2025-26
- d. Approval of the 2024-25 Superintendent's Evaluation Instrument
- e. Board Policies - First Reading

I. 3.604 Public Records Request

II. 4.301 Interscholastic Athletics

III. 5.118 Criminal Background Checks

IV. 5.101 Line and Staff Relations

V. 5.803 Organization Charts (Deletion)

**7. Adjournment**



**Williamson County School Board Meeting**  
January 21, 2025 6:30 PM  
Williamson County Administrative Complex - Auditorium

Attendance Taken at 6:31 PM.

Mr. Drason Beasley:	Present
Mr. Tony Bostic:	Present
Mr. Joshua Brown:	Absent
Mr. Dan Cash:	Present
Mrs. Donna Clements:	Present
Dr. Dennis Driggers:	Present
Mr. Jay Galbreath:	Absent
Mrs. Tonja Hibma:	Present
Dr. Margie Johnson:	Present
Mrs. Claire Reeves:	Absent
Mr. Eric Welch:	Present
Mrs. Melissa Wyatt:	Present

Present: 9, Absent: 3.

**1. Call to Order**

Vice Chair Cash called the meeting to order. He asked the Board members to record their attendance. He called upon Board Member Driggers to lead the Pledge of Allegiance, followed by a moment of silence.

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

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

Vice Chairman Cash called upon the following individuals who signed up before the meeting began, to speak during public comment.

Anajali Babu, Aksheetha Mathialagan, Arshia Malhortra, and Lucy Wyatt, Brentwood High DECA students spoke about the importance of DECA in all high schools. They thanked the Board, the Administration and their teachers for their support.

Nate King spoke about the Franklin High athletic facilities.

Gary Coin spoke about the book removals in December 2024.

Cara Winburn spoke about offering more vegetarian options in the school cafeterias.

Theodore Pizza spoke about removing books and vouchers.

### 3. Approval of Agenda

Vice Chair Cash presented the agenda for approval. Cash called on the Board to vote by saying aye if they are in favor of approving the agenda.

**Motion Passed:** Motion by Mr. Eric Welch to approve. A second was made by Mr. Drason Beasley.

Mr. Joshua Brown: Absent  
Mr. Jay Galbreath: Absent  
Mrs. Claire Reeves: Absent  
Mrs. Tonja Hibma: Yes  
Dr. Margie Johnson: Yes  
Mrs. Melissa Wyatt: Yes  
Mr. Dan Cash: Yes  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Mr. Drason Beasley: Yes  
Mr. Tony Bostic: Yes  
Dr. Dennis Driggers: Yes  
Yes: 9, Nay: 0, Absent: 3

### 4. Approval of Consent Agenda

Vice Chair Cash presented the consent agenda for approval. Cash called on the Board to vote by saying aye if they are in favor of approving the agenda.

**Motion Passed:** Motion by Mr. Tony Bostic to approve the consent agenda. A second was made by Mrs. Donna Clements.

Mr. Joshua Brown: Absent  
Mr. Jay Galbreath: Absent  
Mrs. Claire Reeves: Absent  
Dr. Margie Johnson: Yes  
Mrs. Melissa Wyatt: Yes  
Mr. Dan Cash: Yes  
Mrs. Donna Clements: Yes  
Mr. Eric Welch: Yes  
Mr. Drason Beasley: Yes  
Mr. Tony Bostic: Yes  
Dr. Dennis Driggers: Yes  
Mrs. Tonja Hibma: Yes  
Yes: 9, Nay: 0, Absent: 3

- a. Approval of November 18, 2024 School Board Meeting Minutes
- b. Approval of December 9, 2024 Special Called School Board Meeting Minutes
- c. Report of Annual Review of Board Policies (Annual Agenda Item)

- d. Approval of Shade Structure at Arrington Elementary School
- e. Approval of Shade Structure at Scales Elementary School
- f. Approval of City of Franklin Easement Request for the Innovation Hub Project
- g. Recommendation for Field Trip Fee Requests

## 5. Communications to the Board

### a. Superintendent's Report

Superintendent Golden welcomed everyone to the meeting. He reviewed the work session, including the three presentations. The first presentation was from the Student Support Services department. Golden talked about the importance of giving an individualized education for all Special Education students, including the gifted. The second presentation was the monthly update for the Science textbook adoption happening in March. The last presentation was the budget process update. The County Commission is our funding body, funding two-thirds of the budget, the state funds about one-third and WCS gets 1-2% from the federal government. The proposed budget will be presented in February, but the revenue information will not be complete. Golden finished with a celebration of 2024 ACT scores. WCS students are number one in the state!

In Student Spotlights, Page High's Eric Hazzard and Ravenwood High's Donovan Starr were recognized for being named the Tennessee Titans Mr. Football in their classes, 5A and 6A, respectively. Eric's coach is Charles Rathbone, and Donovan's coach is Will Hester.

From Brentwood High, Michael Gorokhosvsky and David Ward were celebrated for their National Association of Television Arts and Sciences (NATAS) National Student Production Award for Best Commercial. Their teacher is Sloan Ashworth.

Franklin High's Anna Raye Jones won a NATAS National Student Production Award for Best Sports Story or Segment. The FHS TV/Film teacher is Keri Thompson.

Several high school students were named to the Tennessee Cheer Coaches Association All-State Cheer Team. Those students include Brentwood High's Skyler Elle Kryscynski, Blakelee Schimmel, Ellie Grace Sneed and LiLi Vest; Fairview High's Hailey Hughes; and Page High's Anna-Kate Fox. Brentwood's Ellie Grace Sneed was also named Cheerleader of the Year.

Many student musicians were named to the All-State Band and Orchestra. From Brentwood High, Jay Sung, Todd Glenn and Leo Bai were named to the All-State Band, as was Centennial High's Zachary Marlo. Franklin High students Judy Hsu, Finnegan Saylor, Lydia Smith, Ryan Marina and Adam Gallers also earned spots on the All-State Band, as did Nolensville High's William Watson and Katie Sha. Three Page High students were also named to the All-State Band: Eli Wallace, Sloan Armstrong and Libbie Greeno. Ravenwood High's Caelan Dunlea, Isabelle Motsenbocker, Joseph McCoy, Ellie Park and Edison join them along with Summit High's Adam Purdon, Soren McDaniel, Euan Barr and Nick Edwards.

Students named to the All-State Orchestra include Brentwood High's Joanna Li, Geon Park, Eunice Jung, Andrew Gan, Noah Kim, Oscar Zhu, Audrey Yu and Aaron Kim; Franklin High's Taylor Henry; Independence High's William Honken-Krause and Kirk Mulkey; Nolensville High's Ethan Oh and Anna Mandrell; and Ravenwood High's Alice Koh, Megan Loh, Phoebe Kelso, Luka Hernandez Palmer, Shayla McCullough, Claire Kwon, Jibhoo Heo and Jubin Park. The Fairview Middle wrestling team is the Tennessee Middle School Athletic Association (TMSAA) Wrestling State Champion. Their coach is Joe Brown.

Spring Station Middle's Addison Borden is the TMSAA Girls Wrestling 114-pound category State Champion. Her coach is Kobey Desselle.

In Staff Spotlights, Brentwood High's Rachel Lytle received the Tennessee Outstanding Biology Teacher Award from the National Association of Biology Teachers.

b. Board Chair Report

Vice Chair Cash thanked the Sheriff's Deputies, Eddie Coutras and Ali Hemyari for attending the meeting. He also thanked the speakers, especially the students. Cash recognized the Thompson's Station Middle School Jazz Band under the direction of Chris Colalillo for their performance before the meeting.

6. **New Business**

a. Approval of Open/Closed School Zones (Annual Agenda Item)

Vice Chair Cash called upon Superintendent Golden, who recommended approval of the Open Zoned Schools for the 2025-26 school year (Annual Agenda Item).

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

Mr. Joshua Brown:	Absent
Mr. Jay Galbreath:	Absent
Mrs. Claire Reeves:	Absent
Mrs. Melissa Wyatt:	Yes
Mr. Dan Cash:	Yes
Mrs. Donna Clements:	Yes
Mr. Eric Welch:	Nay
Mr. Drason Beasley:	Yes
Mr. Tony Bostic:	Yes
Dr. Dennis Driggers:	Yes
Mrs. Tonja Hibma:	Yes
Dr. Margie Johnson:	Yes

Yes: 8, Nay: 1, Absent: 3

7. **Adjournment**

There being no further business, Vice Chair Cash adjourned the meeting at 7:13 p.m.

---

Chairperson

---

Superintendent

# 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>08/19/24</b>
		Rescinds: <b>4.603</b>	Issued: <b>01/17/23</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<sup>5</sup>**

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.

4 *This information shall be submitted in writing within thirty (30) days of the end of the school year.*  
5 *The district shall send written notice to the parent/guardian confirming whether the student is*  
6 *eligible for retention under state law.*

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

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

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

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

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

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

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

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

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

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

1 *Decision of Retention—General*<sup>9</sup>

2 If a retention decision has been made, then the school shall develop an individualized academic  
3 remediation plan for the retained student within thirty (30) calendar days after the beginning of the  
4 next school year. A copy of the academic remediation plan shall be provided to the student's  
5 parent/guardian within ten (10) calendar days of development of such plan. The academic remediation  
6 plan shall be developed in coordination with the student's teachers and may also include input from the  
7 student's parents, school counselor, or other appropriate school personnel. The academic remediation  
8 plan shall be implemented to help the retained student attain and demonstrate learning proficiency and  
9 shall include at least one (1) of the following strategies:

- 10 1. Adjustment to the current instructional strategies or high quality instructional materials;
- 11
- 12 2. Additional instructional time;
- 13
- 14 ~~3. Individual tutoring;~~
- 15
- 16 4. Attendance or truancy interventions; or
- 17
- 18 5. Modification to the student's classroom assignment to ensure the student receives  
19 instruction from a teacher with a level of overall effectiveness of above expectations (level  
20 4) or significantly above expectations (level 5).
- 21

22 Retention shall not:

- 23
- 24 1. Be used without an academic remediation plan;
- 25
- 26 2. Be used as a punitive or disciplinary measure;
- 27
- 28 3. Be based solely on English language proficiency, for student who are identified as English  
29 learners;
- 30
- 31 4. Be based solely on the student's disability or suspected disability; or
- 32
- 33 5. Be based solely on a student's maturity.

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

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

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

41

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

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

33 Decision of Retention – Fourth Grade<sup>10</sup>

34 Students in the following categories may be promoted to fifth grade if they demonstrate adequate

35 growth on the fourth-grade ELA portion of the TCAP test:

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

42 If a student that was promoted to fourth grade under one of the provisions above does not demonstrate

43 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following 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 than  
12 once in fourth grade.  
13

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

15  
16 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the  
17 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of  
18 TCAP was due to the student's disability. The school district shall not retain a student with a disability  
19 or suspected disability that impacts their ability to read.  
20

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

#### 22 *For Local Retention Decisions Not Required Through the Tennessee Learning Loss Remediation and* 23 *Student Acceleration Act*

24  
25  
26 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
27 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
28 made to a committee appointed by the principal within ten (10) days. The student and his/her  
29 parent(s)/guardian(s) shall be provided with written or actual notice of the appeal hearing and shall be  
30 given an opportunity to address the committee. The committee shall conduct a hearing within ten (10)  
31 days to determine if the student will be promoted and issue such a decision within ten (10) days. Upon  
32 notification of the committee decision, the principal shall send written notification to the  
33 Superintendent or his/her designee and the parent(s)/guardian(s). The notification shall advise  
34 parent(s)/guardian(s) of their right to appeal such action within five (5) days to the Superintendent or  
35 his/her designee.  
36

37 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
38 decision shall be issued within five (5) days.  
39

40 Within five (5) business days the Superintendent or his/her designee rendering a decision, the student's  
41 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the records.  
42 Follow the review, the Board may affirm or overturn the decision of the Superintendent or his/her  
43 designee. The action of the Board shall be final.  
44

#### 45 *For Students Required to Be Retained Due to the Tennessee Learning Loss Remediation and Student* 46 *Acceleration Act*

- 1  
2 For students where retention is required per the additional requirements for students in third and fourth  
3 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in  
4 accordance with state law.<sup>13</sup>  
5

---

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. TCA 49-6-314; TRR/MS 0520-01-03-.16(6)
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 TCA 49-6-3115
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)

---

Cross References

Credit Recovery 4.210  
Grading System 4.600  
Attendance 6.200



**POLICY REVIEW OR CREATION REQUEST**

**This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.**

**Recommended by:** Staff  **General Counsel**  Board Member  \_\_\_\_\_

**Date Submitted to General Counsel:** \_\_\_ N/A \_\_\_\_\_

**Recommendation:** add , **revise** , or delete  the following Policy number(s) and title(s):

Policy 4.603 – Promotion and Retention

**Brief summary of the proposed addition or changes:**

The State Board of Education updated regulation 0520-01-03-.16 at its November 2024 meeting. Parents/guardians who choose to retain their K-2 student must submit a written request within thirty days of the end of the school year. If the student is not eligible for voluntary retention under state law, the district is now required to respond to the parent/guardian in writing. I recommend adding a provision about this requirement to WCBOE policy.

**Brief justification of why additions or changes needed or required:**

Legal compliance with State Board of Education regulation 0520-01-03-.16.

**Staff analysis of the proposed addition or changes in terms of the following:**

**Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.**

Recommend approval.

**Dana M. Ausbrooks**

\_\_\_\_\_  
**Name of Individual Submitting Policy for Review**

1/10/25 \_\_\_\_\_  
**Date**



## **MEMORANDUM**

February 3, 2025

**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: City of Franklin Easement Request at Franklin High School**

As part of the design for the Franklin High School Athletics Project, WCS was required to construct stormwater infrastructure to treat stormwater runoff. The stormwater infrastructure included a bioretention pond constructed at the southwest corner of the property near the intersection of Joel Cheek Boulevard and Hillsboro Road.

At this time, the bioretention pond has been constructed and the project is complete. The City of Franklin is requesting Williamson County Schools to dedicate a green infrastructure easement to allow for inspection in accordance with their Stormwater Management Ordinance.

Included with this memo is a copy of the easement description with an exhibit. Staff recommends approval of this request.



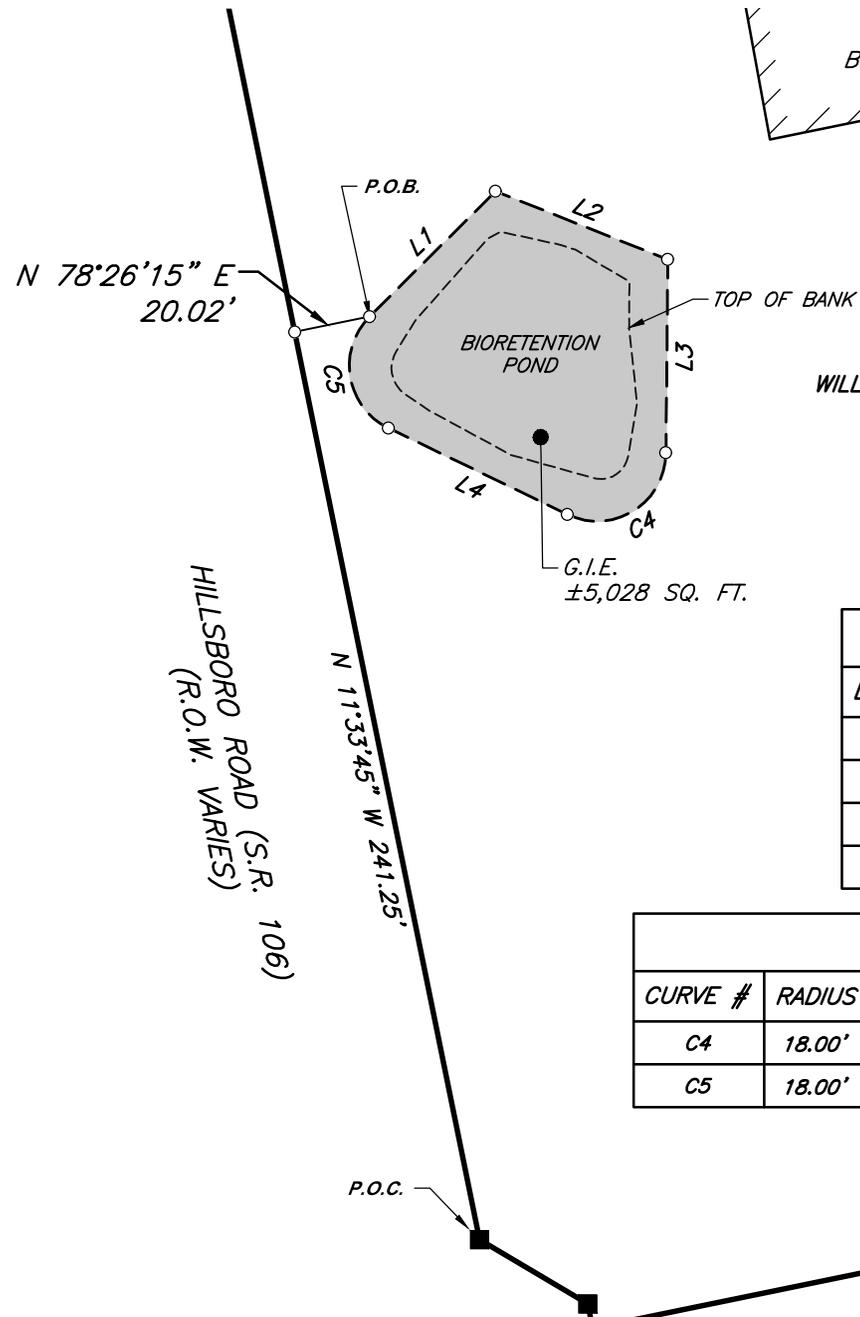
---

**Proposed Green Infrastructure Easement Description & Exhibit**  
**Portion of Tax Map 63, Parcel 19.00**  
**City of Franklin, Williamson County, Tennessee**

EXHIBIT A

Property situated in the City of Franklin, Williamson County, Tennessee, being a portion of property conveyed to Williamson County Board of Education, as recorded in Deed Book 102, Page 383, Register's Office for Williamson County, Tennessee, and being more particularly described as follows:

**Commencing** at a concrete monument (found) at the southwesterly corner of said property, also being in the easterly right-of-way of Hillsboro Road (S.R. 106); thence with said right-of-way N 11°33'45" W a distance of 241.25 feet; thence leaving said right-of-way, crossing said property N 78°26'15" E a distance of 20.02 feet, to the **Point of Beginning**; thence continuing with the following six calls, N 45°17'01" E a distance of 46.34 feet; S 68°30'50" E a distance of 48.45 feet; S 00°33'16" W a distance of 50.35 feet; with a curve to the right having an arc length of 36.17 feet, a radius of 18.00 feet, and having a chord bearing and distance of S 58°06'47" W 30.38 feet; thence N 64°19'42" W a distance of 51.99 feet; and with a curve to the right having an arc length of 34.44 feet, a radius of 18.00 feet, and having a chord bearing and distance of N 09°31'21" W 29.42 feet to the **Point of Beginning**, containing 5,028 square feet, more or less and being graphically depicted on attached Exhibit B incorporated by reference.



WILLIAMSON COUNTY BOARD OF EDUCATION  
 MAP 063, PARCEL 19.00  
 DB 102, PG 383

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N 45°17'01" E	46.34'
L2	S 68°30'50" E	48.45'
L3	S 00°33'16" W	50.35'
L4	N 64°19'42" W	51.99'

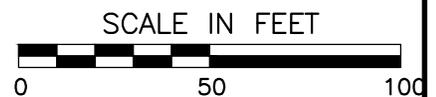
CURVE TABLE					
CURVE #	RADIUS	DELTA	LENGTH	CHL	CHB
C4	18.00'	115°07'01"	36.17'	30.38'	S 58°06'47" W
C5	18.00'	109°36'43"	34.44'	29.42'	N 09°31'21" W

**GENERAL NOTES:**

1. THE PURPOSE OF THIS EXHIBIT DRAWING IS TO GRAPHICALLY DEPICT THE DESCRIPTION OF THE PROPOSED GREEN INFRASTRUCTURE EASEMENT TO WHICH THIS EXHIBIT IS ATTACHED.
2. THE INSPECTION AND MAINTENANCE AGREEMENT FOR THE PRIVATE STORMWATER MANAGEMENT FACILITIES RECORDED IN BOOK 7825, PAGE 31 MADE A REQUEST FOR THIS EASEMENT AND REFERENCES THAT THE OWNER(S) ARE RESPONSIBLE FOR MAINTAINING THE STORMWATER MANAGEMENT FACILITIES.
3. THIS EXHIBIT IS NOT A GENERAL PROPERTY SURVEY AS DEFINED BY RULE 0820-03-.07.
4. NO TITLE REPORT WAS PROVIDED TO THIS SURVEYOR REGARDING THE SUBJECT PROPERTY; THEREFORE, THIS EXHIBIT IS SUBJECT TO THE FINDINGS OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH AND REPORT MAY DISCLOSE.
5. THE PROPERTY LINE INFORMATION SHOWN HEREON IS BASED ON A PROPERTY EXHIBIT SURVEY COMPLETED BY CEC, INC., DATED MAY 19, 2022.
6. BEARINGS ARE BASED ON TENNESSEE STATE PLANE COORDINATE SYSTEM (NAD83).
7. THE LOCATION OF THE TOP OF BANK SHOWN IS FROM AN AS-BUILT COMPLETED BY CEC ON 12/19/2024.

**LEGEND:**

- CONCRETE MONUMENT FOUND
- DIMENSIONED POSITION
- PROPERTY LINE
- ▭ GREEN INFRASTRUCTURE EASEMENT (G.I.E.)
- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING



117 Seaboard Lane  
 Suite E-100  
 Franklin, TN 37067  
 Ph: 615.333.7797  
 www.cecinc.com

PREPARED FOR:  
 WILLIAMSON COUNTY SCHOOLS  
 1320 WEST MAIN STREET, SUITE 202  
 FRANKLIN, WILLIAMSON COUNTY, TN 37064

**GREEN INFRASTRUCTURE EASEMENT**

DRAWN BY: MAB	CHECKED BY: JRC	APPROVED BY: JRC	EXHIBIT: B	SHEET 1 OF 2
DATE: JAN. 16, 2025	DWG SCALE: 1"=50'	PROJECT NO: 320-606		



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

**DATE:** February 13, 2025  
**TO:** School Board Members  
**FROM:** Eric Gardner  
Director of Facilities & Construction  
**CC:** Jason Golden, Superintendent  
**RE:** Ascent Church at Amanda H North Elementary School

Ascent Church has requested use of Amanda H. North 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 – March 2<sup>nd</sup>, 2025, to February 22<sup>nd</sup>, 2026, with renewal each year thereafter to a maximum of 6 years total (February 23, 2031).
- The tenant will be required to reimburse WCS for all use fees and building supervision not waived.

Staff recommends approval.



**Tre Hargett**  
Secretary of State

**Division of Business Services**  
**Department of State**  
State of Tennessee  
312 Rosa L. Parks AVE, 6th FL  
Nashville, TN 37243-1102

## Filing Information

Name: **ASCENT CHURCH**

### General Information

<b>SOS Control #</b>	<b>001573653</b>	Formation Locale:	TENNESSEE
Filing Type:	Nonprofit Corporation - Domestic	Date Formed:	08/29/2024
	08/29/2024 2:17 PM	Fiscal Year Close	12
Status:	Active	Religious Corp:	Yes
Duration Term:	Perpetual		
Public/Mutual Benefit:	Public		

### Registered Agent Address

JOEL DAVIS  
4504 CHRISTY LANE  
SPRING HILL, TN 37174

### Principal Address

1601 INVERNESS DRIVE  
SPRING HILL, TN 37174

The following document(s) was/were filed in this office on the date(s) indicated below:

<u>Date Filed</u>	<u>Filing Description</u>	<u>Image #</u>
01/13/2025	Articles of Amendment	B1667-1710
	Principal Address 1 Changed From: 538 MAURY HILL To: 1601 INVERNESS DRIVE	
	Registered Agent Physical Address 1 Changed From: 4504 CHRISTIE LANE To: 4504 CHRISTY LANE	
08/29/2024	Initial Filing	B1616-6196

<u>Active Assumed Names (if any)</u>	<u>Date</u>	<u>Expires</u>
--------------------------------------	-------------	----------------



## LEASE

THIS LEASE made and entered into this 13<sup>th</sup> day of February 2025, between Williamson County Board of Education, hereinafter called "Landlord" and Ascent 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: Amanda H. North Elementary  
Address: 1726 Wilkes Lane  
Spring Hill, TN 37174  
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 March 2, 2025 and ending February 22, 2026, 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:	Amanda H North Elementary
Areas to be Used:	Gym and café
Use period:	Sunday Each Week Beginning March 2, 2025, through February 22, 2026
Estimated Supervision Cost:	\$ 5,881.20 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: Ascent Church  
1601 Inverness Drive  
Spring Hill, TN 37174  
Attn: Joel Davis, Board Secretary

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: Ascent Church

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

Joel Davis, Board Secretary

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

*Central Office Use*

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

School to be Used: Amanda H North Elementary  
 Purpose of Use: Church Services Expected Attendance \_\_\_\_\_  
 Organization Name: Ascent Church  
 Request Made By: Joel Davis Title in Organization Secretary

Mailing Address: 1601 Inverness Drive City Spring Hill Zip 37174  
 Cell Number 262-948-9805 E-Mail joeldavis79@gmail.com *joeledavis79@gmail.com*

**BUILDING USAGE**

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

Date & Days of Use: Sundays beginning March 2nd with one-time use Feb 23 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: 2-Mar-25 Ending Date: 22-Feb-26  
 Starting Time: 7:30 X AM PM Ending Time: 1:00 PM AM X PM

**FEE SCHEDULE - If applicable**

\*DO NOT LEAVE BLANK\*

Area(s) Needed	Room #s	Rate	Total
<input type="checkbox"/> Classroom(s)	_____	\$16 per day per room	\$ _____
<i>Limited classroom use per board policy</i>			
<input type="checkbox"/> Auditorium	_____	\$296 per day	\$ _____
Stage Light	<u>Y</u> <u>N</u>	One fee for either or both \$100 plus personnel fee	\$ _____
Sound System	<u>Y</u> <u>N</u>		
<input checked="" type="checkbox"/> Gymnasium	_____	\$302 per day	\$ 302.00
<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)	_____		\$ 135.00
Kitchen (This is for the serving line area and main kitchen)			
(One WCS kitchen staff member must be present when the use of the kitchen is requested They must be present for the entire time you request use of the kitchen. This cost will be determined by each school site )			
<input type="checkbox"/>	_____		\$ _____
<input checked="" type="checkbox"/> <b>Supervision - Required</b>	_____		
<input type="checkbox"/> Building Supervision	<i>See Note 1</i>	\$22.62 per hour (incl tax)	\$ 113.10
Name of Supervisor _____		<input type="checkbox"/> Check if supervisor is waiving fees.	
<input checked="" type="checkbox"/> Custodial Services	_____	<b>Check here if needed</b>	\$ 115.00
<i>*Custodial service based on actual time for (for cleaning as needed and determined by contractor</i>			
			\$ _____
<b>TOTAL ESTIMATED FEE</b>			\$ 665.10

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 Requestor: 	Date: 29 January 2025
Name: (PRINT ONLY) Joel Davis	

**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

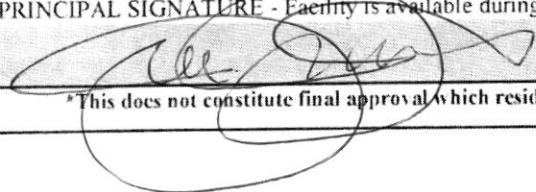
FORWARD COMPLETED REQUEST TO:

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*
Central Office - Event falls within policy guidelines and insurance sufficient for use <input type="checkbox"/> <input type="checkbox"/>
Date

Revised 6/1/2024 (for 2024-2025 school year) \* In the event of an emergency, call 9-1-1, start CPR and retrieve and use the nearest AED\*



**MEMORANDUM**

January 17, 2025

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

Centennial High School is requesting to assemble a 6'x4' storage shed located for tennis outside of Court 2. The shed will sit on pavers and be anchored to the ground. The project will be funded by Centennial High School.

Staff recommends approval.

Try grilling these. Meals with big flavor.

Menu Search

Your club Franklin, TN

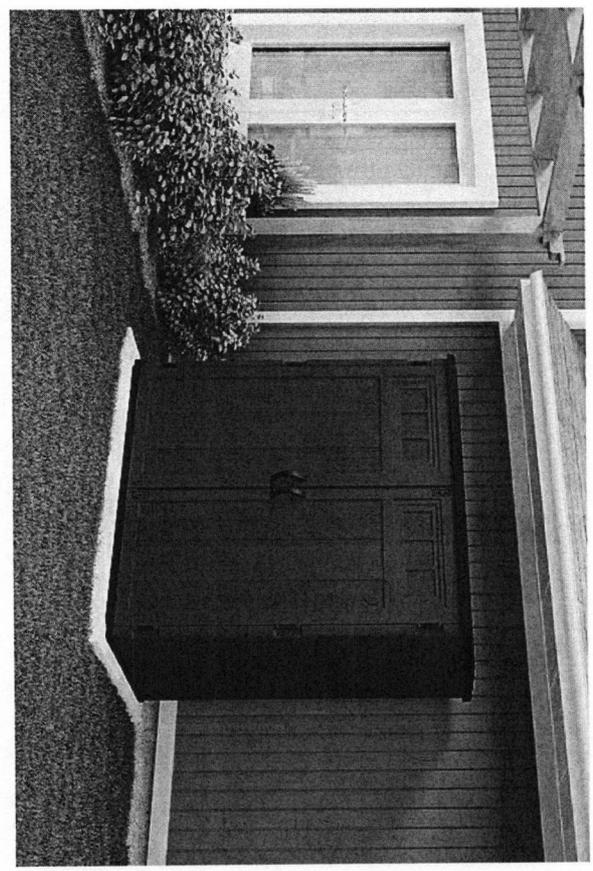
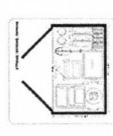
Catch Instant Savings \* | Get \$10,100 in offers 'til Dec. 26. | Shop Now

All Departments / Outdoor & Patio / Sheds & Outdoor Storage / Plastic & Resin Storage Sheds

More Offers Sam's Cash Sam's Club Credit Member's Mark Instant Savings Help Center More



Reorder Savings Sign In Cart



CHS Tennis

# Suncoast Extra Large Vertical Outdoor Shed 6' x 4', Dark Gray

★★★★★ 4.7(1338) By Suncoast Item # 990289455 Model # BMS6225TH

## \$399.00

Prices may vary in club and online.

**Shipping**  
Check ZIP Code

**Pickup**  
As soon as 3 pm

**Delivery**  
Not available

**Freight Shipping**  
Free for Plus on eligible orders over \$50  
Check ZIP Code >

1 v

Add to cart

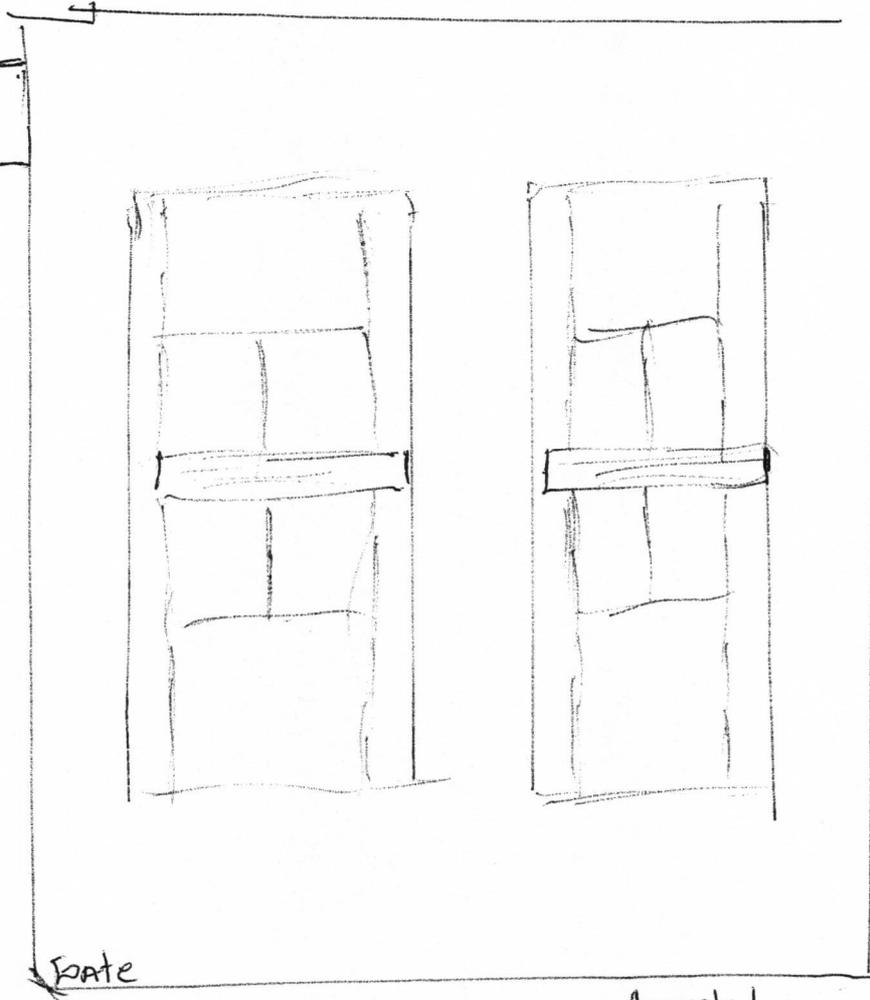
**+** Become a Plus member

Free shipping on eligible orders over \$50

Get a \$30 as a statement credit when you open a new account and make \$30 in Sam's Club purchases within 30 days<sup>1</sup>.  
See details

Apply Now

SHED



Court 2

Court 1



**MEMORANDUM**

February 3, 2025

**TO: Williamson County Board of Education**

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

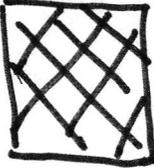
**FROM: Eric J. Gardner, P.E., Director of Facilities & Construction**

**RE: Pearre Creek Elementary School Shade Structure Request**

Pearre Creek Elementary School is requesting permission to install a shade structure in the playground area. The project is fully funded by a state preschool grant.

Staff recommends approval.



\* Shade structure noted by  above.

**GENERAL NOTES**

**DESIGN LOADS**

BUILDING CODE	INTERNATIONAL BUILDING CODE 2018
LIVE LOADS	5 PSF
SNOW LOAD	5 PSF
WIND LOADS	115 MPH*
	3-Sec. Gust, RISK CATEGORY II & EXPOSURE C

\* 115 MPH ACCORDING TO THE BASIC WIND SPEED MAPS OF ASCE 7-16 IS EQUIVALENT TO THE ALLOWABLE STRESS DESIGN WIND SPEED OF 90 MPH ACCORDING TO ASCE 7-05 AND IBC 2018 EQ 16-33.

**STRUCTURAL STEEL**

- ALL STRUCTURAL SHAPES SHALL BE COLD FORMED HSS ASTM A500 GRADE C. UNLESS OTHERWISE NOTED. TYPICAL MECHANICAL PROPERTIES FOR HSS PRODUCTS:
 

SQUARE AND RECTANGULAR	50,000 PSI YIELD / 62,000 PSI TENSILE
ROUND PIPE	46,000 PSI YIELD / 62,000 PSI TENSILE
- ALL GALVANIZED STEEL TUBE PRODUCTS ARE MANUFACTURED PER ASTM A500, TYPICAL MECHANICAL PROPERTIES ACHIEVED FOR GALVANIZED TUBE PRODUCTS:
 

ROUND TUBE	45,000 PSI YIELD / 48,000 PSI TENSILE
------------	---------------------------------------
- ALL PLATES SHALL COMPLY WITH ASTM A572 GRADE 50.
- ALL STEEL TUBING SHALL BE TRIPLE COATED FOR RUST PROTECTION USING THE IN-LINE ELECTROPLATING COAT PROCESS. TUBING SHALL BE INTERNALLY COATED WITH ZINC AND ORGANIC COATINGS TO PREVENT CORROSION AS MANUFACTURED BY ALLIED TUBE & CONDUIT.
- STRUCTURAL STEEL SHALL BE DETAILED, FABRICATED AND ERECTED IN ACCORDANCE WITH A.I.S.C. SPECIFICATIONS.
- ALL SHOP WELDS SHALL BE EXECUTED IN ACCORDANCE WITH THE LATEST EDITION OF THE AMERICAN WELDING SOCIETY (AWS) D1.1 SPECIFICATIONS. ALL WELDS SHALL BE CONTINUOUS WHERE LENGTH IS NOT GIVEN, UNLESS OTHERWISE SHOWN OR NOTED ON DRAWINGS. ALL WELDS SHALL DEVELOP THE FULL STRENGTH OF THE WEAKER MEMBER. ALL WELDS SHALL BE MADE USING E70XX .045 WIRE.
- SHOP CONNECTIONS SHALL BE WELDED UNLESS NOTED OTHERWISE. FIELD CONNECTIONS SHALL BE AS INDICATED ON THE DRAWINGS (IF REQUIRED). ALL FILLET WELDS SHALL BE A MINIMUM OF 3/16" UNLESS OTHERWISE NOTED. FIELD WELDS SHALL NOT BE ALLOWED.
- ALL HIGH STRENGTH BOLTS SHALL COMPLY WITH ASTM F3125 GRADE A325 (GALVANIZED). ALL NUTS SHALL COMPLY WITH ASTM A563DH, AND WASHERS SHALL COMPLY WITH ASTM F436.
- ALL HIGH STRENGTH BOLTS SHALL BE TIGHTENED TO A SNUG TIGHT CONDITION.
- ALL STAINLESS STEEL BOLTS / STUDS SHALL COMPLY WITH ASTM F-593, ALLOY GROUP 1 OR 2 ALL NUTS SHALL COMPLY WITH ASTM F-594 ALLOY GROUP 1 OR 2.
- ALL STRUCTURAL STEEL SHALL BE POWDER COATED WITH ONE SHOP COAT (2.5 MILS MIN.) OF ZINC-RICH PRIMER, UNDERCOAT, AND FINISH COAT, OR EQUIVALENT PAINT SYSTEM. THIS COAT IS A WEATHER RESISTANT POWDER COATING BASED ON POLYESTER TGIC (MANUFACTURED BY SHERWIN WILLIAMS, ASKO NOBEL, PPG OR TIGER DRYLAC). TO ACHIEVE OPTIMUM ADHESION, IT IS RECOMMENDED THAT THE PROPER TREATMENT AND DRYING TAKE PLACE BEFORE COATING. POLYESTER POWDER (TGIC) SPECIFICATIONS SHALL BE AS FOLLOWS:
  - PENCIL HARDNESS (ASTM D-3363).
  - HUMIDITY (ASTM D-2247).
  - SOLVENT RESISTANCE (PCI METHOD) - 50 DBL RUBS SL. SOFTNESS.

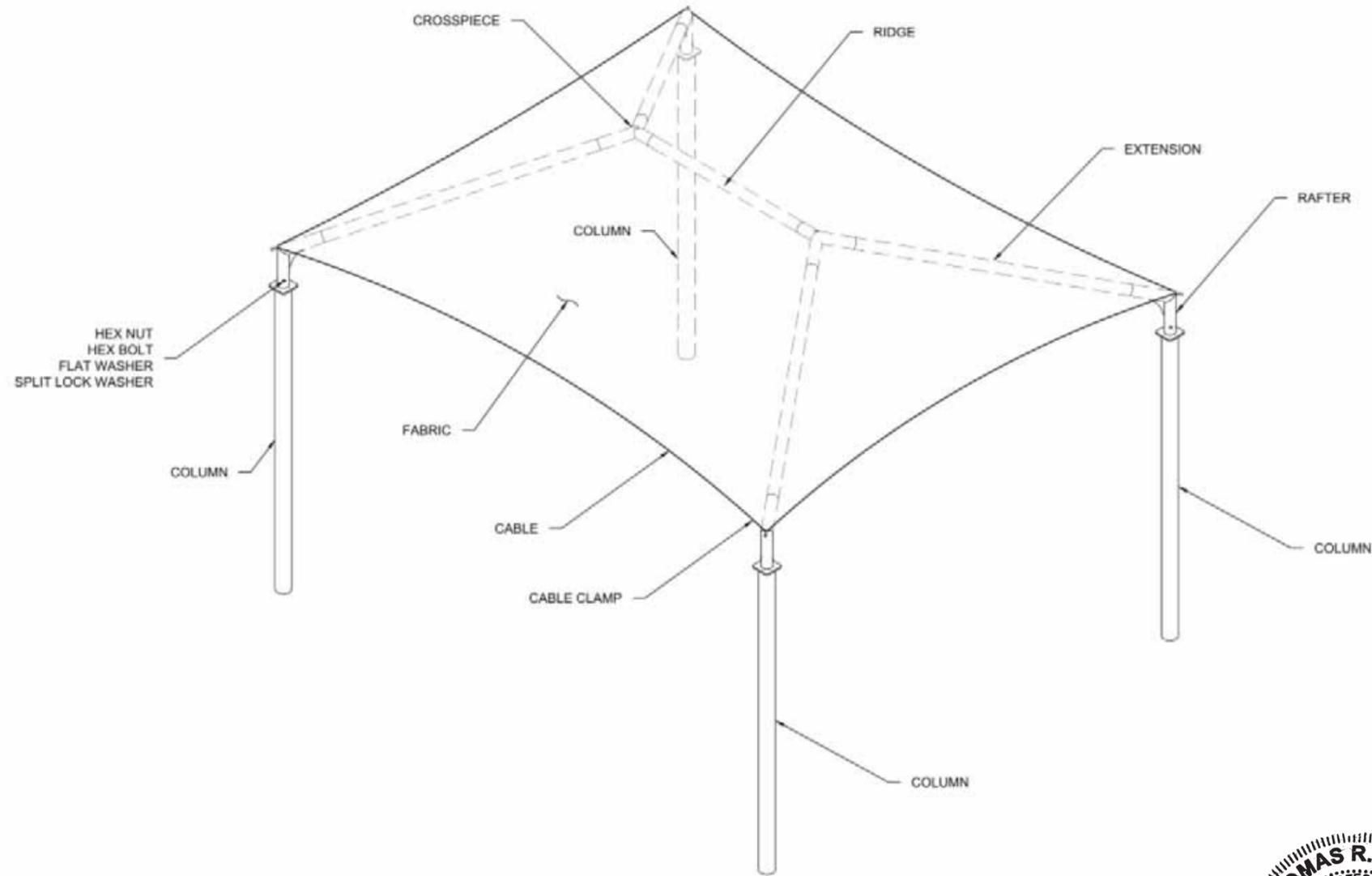
**FABRIC SPECIFICATION**

- FABRIC SHALL BE A HIGH DENSITY POLYETHYLENE WITH ULTRA VIOLET ADDITIVES, WITH MONOFILAMENT AND TAPE CONSTRUCTION GIVING A STABLE MATERIAL AND RACHEL KNITTED TO ENSURE MATERIAL WILL NOT UNRAVEL IF CUT
- |                |                                      |                                      |
|----------------|--------------------------------------|--------------------------------------|
|                | <u>SOLID COLORS</u>                  | <u>STRIPE COLORS</u>                 |
| TEAR STRENGTH  | WARP 220.4622 LB<br>WEFT 462.9707 LB | WARP 182.9836 LB<br>WEFT 401.2413 LB |
| BURST STRENGTH | 37.7098 PSIA                         | 33.0686 PSIA                         |
| FADING         | MINIMUM FADING AFTER 5 YEARS         |                                      |

LIFE EXPECTANCY: A MINIMUM OF 8 YEARS CONTINUOUS EXPOSURE TO THE SUN
- FIRE TEST ON FABRIC: NFPA 701 TEST 2 AND ASTM E 84
- THREAD-PTFE (TEFLON) USED MEET THE FOLLOWING SPECIFICATIONS: HIGH STRENGTH, LOW SHRINKAGE, WIDE TEMPERATURE RANGE, FLEX ABRASION RESISTANT AND UV RADIATION IMMUNITY. LOCKSTITCH - 1200 DENIER. CHAINSTITCH THREAD - 2400 DENIER.

**AIRCRAFT CABLE**

- WIRE ROPE CABLE SHALL BE 7x19 STRAND CORE GALVANIZED WIRE ROPE WITH A BREAKING STRENGTH VALUE OF 7,000 LBS (1/4" DIAMETER)
- CABLES SHALL BE FED THROUGH THE FABRIC SLEEVES AROUND THE PERIMETER OF THE CANOPY AND TENSIONED UNTIL THE FABRIC PANELS (DESIGNED PURPOSEFULLY UNDERSIZED) REACH A TAUT APPEARANCE. ANY LONG TERM CABLE SAG SHALL BE MINIMIZED DURING THE MAINTENANCE RE-TIGHTENING VISITS AS REQUIRED.



**ISOMETRIC VIEW**

**LIST OF MATERIALS**

ITEM	QTY	DESCRIPTION	SMI PART No.
BOLT	4	BOLT,HEX,3/8"-16 x 3-1/2",GLV ASTM A307	309110
HEX NUT	4	NUT,HEX,3/8"-16,GLV A194 2H	308256
FLAT WASHER	8	WASHER,FLAT,3/8",GLV ASTM F436	308257
SPLIT LOCK WASHER	4	WASHER,SPLIT LOCK, 3/8",GLV	308314
CABLE CLAMP	4	CLAMPS,CABLE,1/4" DF GLV	307633
COLUMN	4	3.500 GA 08 ROUND TUBING	PIH-350-122-219-SIN
EXTENSION	4	2.500 GA 11 ROUND TUBING	EXT-250-130
RIDGE	1	2.500 GA 11 ROUND TUBING	RID-250-92
FABRIC	1	FABRIC SHADESURE ARIZONA	200000SAZ
CABLE	1	WIRE ROPE, 7x19, 1/4", GALV	307604
RAFTER	4	UNPAINTED 250RAF-F5	250RAF-F5
CROSSPIECE	2	UNPAINTED 250CP-F5	250CP-F5

**NOTICE**

- FABRIC TOP NEEDS TO BE REMOVED IF SNOW EXCEEDING 5 PSF IS ANTICIPATED
- FABRIC TOP NEEDS TO BE REMOVED IF WINDS EXCEEDING 115 MPH ARE ANTICIPATED. SEE NOTES FOR DESIGN LOADS

**CODE ANALYSIS**

BUILDING	OCCUPANCY	CONSTRUCTION TYPE	AREA (SQFT)	OCCUPANT LOAD
SHADE STRUCTURE 18' 0" x 22' 0"	U	V-B	396	N/A



THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF USA SHADE AND FABRIC STRUCTURES AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.



**CORPORATE HEADQUARTERS**  
2580 ESTERS BLVD., SUITE 100  
DFW AIRPORT, TX 75261  
800-966-5005

**CERTIFICATIONS:**

IAS CERTIFICATION No: FA-428  
CLARK COUNTY MANUFACTURER CERTIFICATION NUMBER (NEVADA): 355

**CUSTOMER:**

WCS Pearre Creek

**PROJECT NAME:**

Pearre Creek

**LOCATION:**

Franklin TN

**PROJECT NUMBER:**

Q-084379

**STRUCTURE TYPE:**

4 Post HIP 401

**SIZE:**

18' 0" x 22' 0" x 8' 0"e

**SCALE: AS NOTED**

**DRAWING SIZE**

**B**

REV	DATE	DRW	CHK	ENG
NC		QD	MB	MB

DESCRIPTION FOR CONSTRUCTION

Eng. By:	MB
Design By:	QD
Approved By:	MB
DRAWING DESCRIPTION:	
NOTES / LOM	

DWG.	
PAGE	1000
REV	<b>NC</b>

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF USA SHADE AND FABRIC STRUCTURES AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.



**CORPORATE HEADQUARTERS**  
2580 ESTERS BLVD., SUITE 100  
DFW AIRPORT, TX 75261  
800-966-5005

**CERTIFICATIONS:**  
IAS CERTIFICATION No: FA-428  
CLARK COUNTY MANUFACTURER CERTIFICATION NUMBER (NEVADA): 355

**CUSTOMER:**  
WCS Pearre Creek  
**PROJECT NAME:**  
Pearre Creek  
**LOCATION:**  
Franklin TN  
**PROJECT NUMBER:**  
Q-084379

**STRUCTURE TYPE:**  
4 Post HIP 401  
**SIZE:**  
18' 0" x 22' 0" x 8' 0"e

**SCALE:** AS NOTED  
**DRAWING SIZE:**  
B

REV	DESCRIPTION	DATE	DRW	CHK	ENG
NC	RELEASE FOR CONSTRUCTION		QD	MB	MB

Eng. By:	MB
Design By:	QD
Approved By:	MB
<b>DRAWING DESCRIPTION:</b> ELEVATIONS AND DETAILS	
DWG.	
PAGE	2000
REV	NC

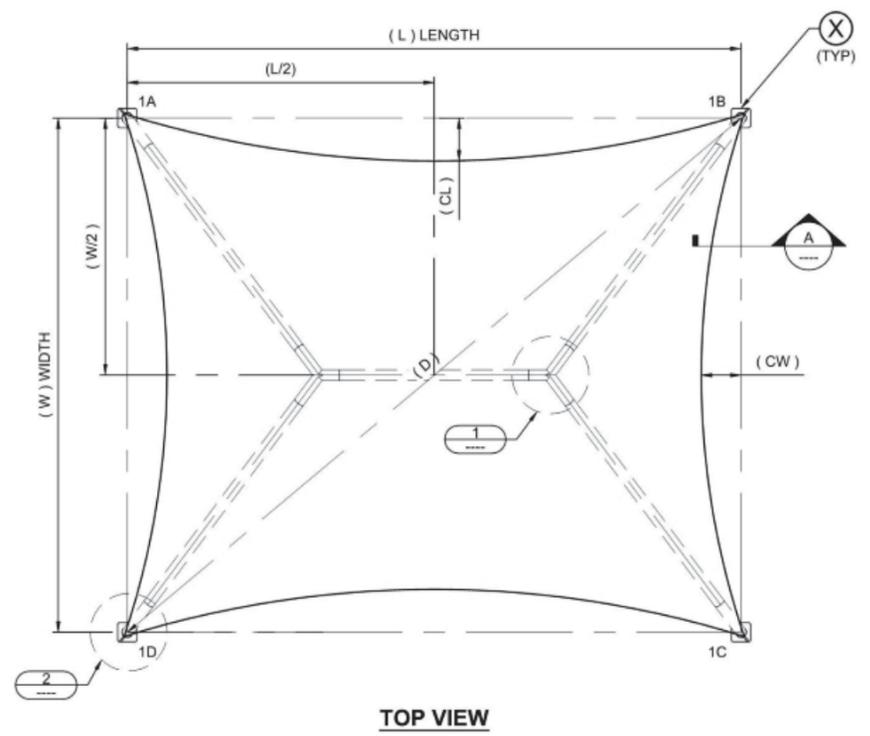


**TABLE OF DIMENSIONS KEY**

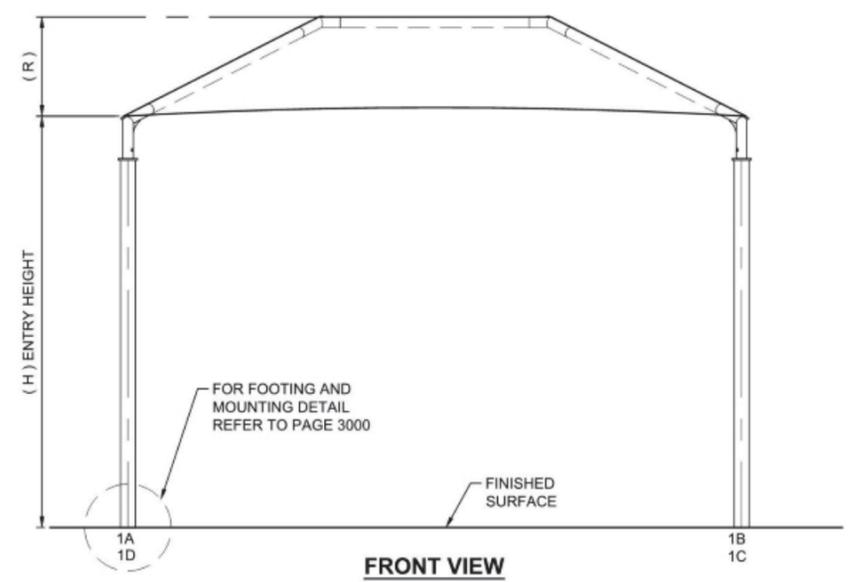
L	LENGTH
W	WIDTH
H	DISTANCE FROM FINISHED SURFACE TO PIN
R	RAISE FROM RAFTER TO CROSSPIECE
HT	TOTAL HEIGHT
D	DIAGONAL
RL	RIDGE LENGTH
EL	EXTENSION LENGTH

**TABLE OF DIMENSIONS**

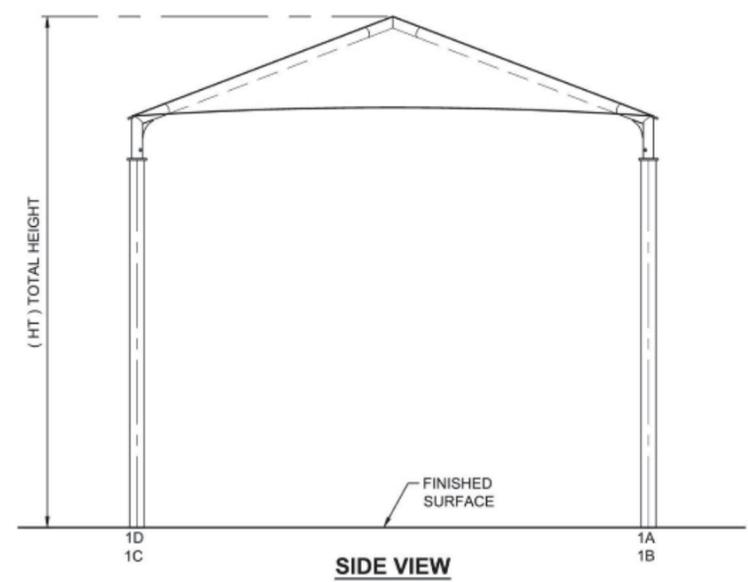
L	22' 0"
W	18' 0"
H	8' 0"
R	3' 5"
HT	11' 5"
D	28' 5"
RL	7' 8"
EL	10' 10"



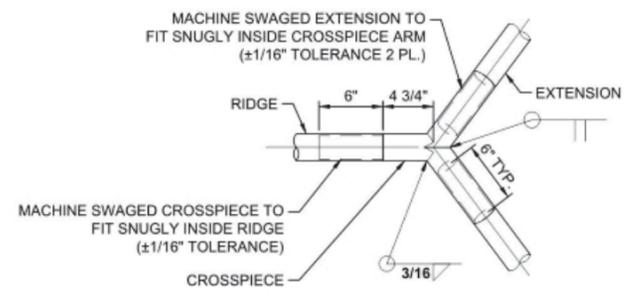
**TOP VIEW**



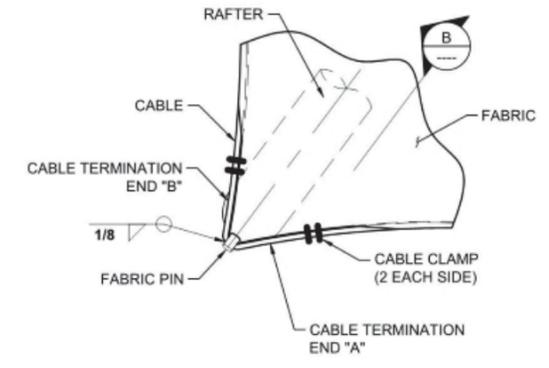
**FRONT VIEW**



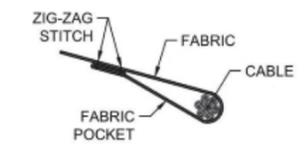
**SIDE VIEW**



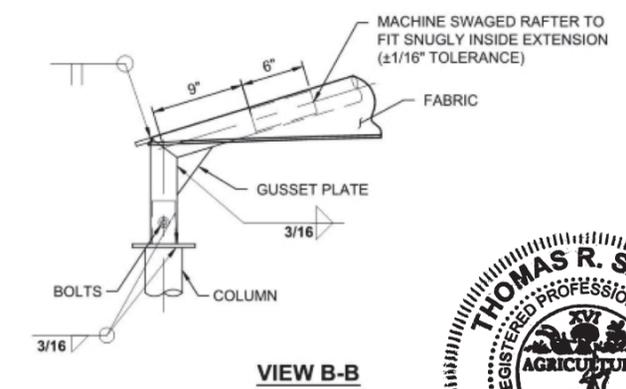
**DETAIL 1**



**DETAIL 2**



**SECTION A-A**



**VIEW B-B**



THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF USA SHADE AND FABRIC STRUCTURES AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.



**CORPORATE HEADQUARTERS**  
2580 ESTERS BLVD., SUITE 100  
DFW AIRPORT, TX 75261  
800-966-5005



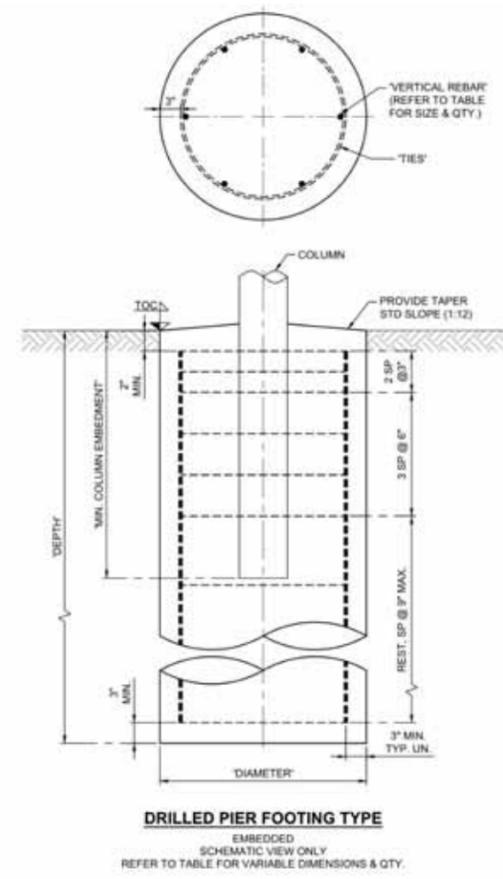
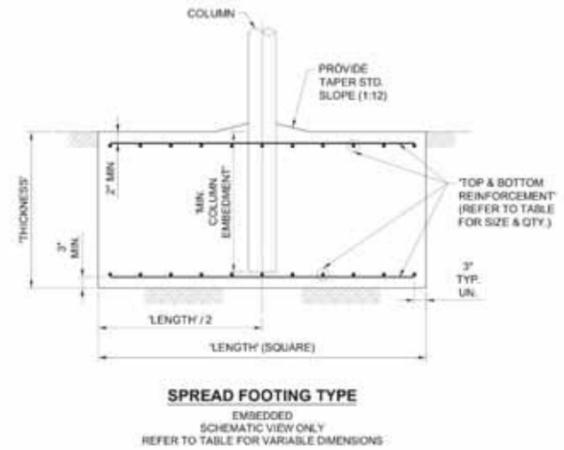
**REINFORCED CONCRETE NOTES**

- CONCRETE WORK SHALL BE EXECUTED IN ACCORDANCE WITH THE LATEST EDITION OF THE AMERICAN CONCRETE INSTITUTE SPECIFICATION FOR STRUCTURAL CONCRETE ACI 301 AND BUILDING CODE ACI 318. CONCRETE SPECIFICATIONS SHALL BE AS FOLLOWS:
  - 28 DAY STRENGTH: 2500 PSI
  - SLUMP: 3-5
  - PORTLAND CEMENT SHALL CONFORM TO C-150
  - AGGREGATE SHALL CONFORM TO ASTM C-33
- ALL REINFORCEMENT STEEL SHALL CONFORM TO ASTM A-615 GRADE 60; AND SHALL BE DETAILED, FABRICATED AND PLACED IN ACCORDANCE WITH THE LATEST ACI SPECIFICATION FOR STRUCTURAL CONCRETE ACI 301, ACI DETAILING MANUAL AND CRSI MANUAL OF STANDARD PRACTICE.
- ALL ANCHOR BOLTS SET IN NEW CONCRETE (WHEN APPLICABLE) SHALL COMPLY WITH ASTM F-1554 GRADE 55 (GALVANIZED).
- ALL NON-SHRINK GROUT SHALL HAVE A MINIMUM 28 DAYS COMPRESSIVE STRENGTH OF 5000 PSI, AND SHALL COMPLY THE REQUIREMENTS OF ASTM C109, ASTM C939, ASTM C1090, ASTM C1107, WHEN APPLICABLE.
- SOIL PARAMETERS FOR FOOTING ANALYSIS; TABLE 1806.2, CLASS : 5 - 1500(PSF)
- FOR SPREAD FOOTING, EDGE OF COLUMN OR ANCHOR BOLTS MUST BE SET AT LEAST 12" FROM THE EDGE OF SPREAD FOOTING EDGE.
- SPREAD FOOTING ALLOWED TO BE ROTATED AS REQUIRED.

TABLE FOR SPREAD FOOTING						
LENGTH	THICKNESS	TOP AND BOTTOM REINFORCEMENT			MIN. COLUMN EMBEDMENT (EMBED)	MIN. ANCHOR EMBEDMENT (RECESS. & SURFACE)
		QTY.	SIZE	SPACING (IN)		
(FT)	(FT)				(IN)	(IN)
3.50	3.00	5	#5	@ 9.0	O.C.E.W.	33

TABLE FOR NON-CONSTRAINED DRILLED PIER FOOTING							
DIAMETER	DEPTH	VERTICAL REBAR		TIES		MIN. COLUMN EMBEDMENT (EMBED)	MIN. ANCHOR EMBEDMENT (RECESS. & SURFACE)
		QTY.	SIZE	QTY.	Ø LOOP (FT)		
(FT)	(FT)					(IN)	(IN)
2.00	4.00	6	#6	9	1.5	#3	33

**NOTE: ADDITIONAL INSTALLATION COSTS FOR SPREAD FOOTING**



**CERTIFICATIONS:**  
IAS CERTIFICATION No: FA-428  
CLARK COUNTY MANUFACTURER CERTIFICATION NUMBER (NEVADA): 355

**CUSTOMER:**  
WCS Pearre Creek  
**PROJECT NAME:**  
Pearre Creek  
**LOCATION:**  
Franklin TN  
**PROJECT NUMBER:**  
Q-084379

**STRUCTURE TYPE:**  
**4 Post HIP 401**  
**SIZE:**  
18' 0" x 22' 0" x 8' 0"e

**SCALE:** AS NOTED

**DRAWING SIZE**  
**B**

REV	DESCRIPTION	DATE	DRW	CHK	ENG
NC	RELEASE FOR CONSTRUCTION		QD	MB	MB

Eng. By: MB  
Design By: QD  
Approved By: MB

**DRAWING DESCRIPTION:**  
**FOOTING DETAILS**

DWG.  
PAGE  
3000

REV  
**NC**





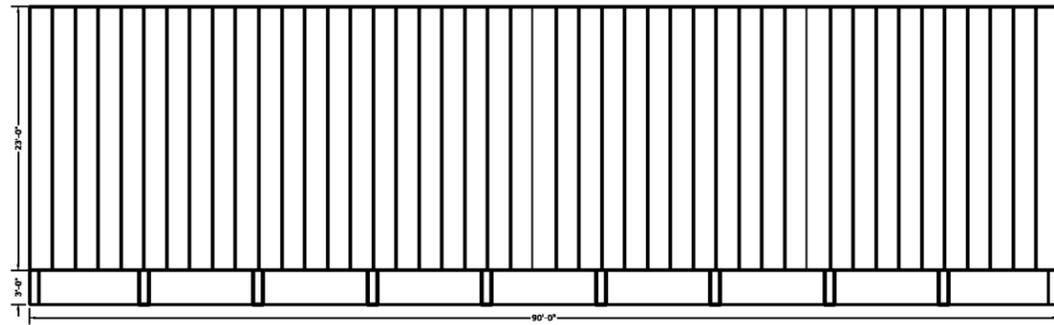
**MEMORANDUM**

January 17, 2025

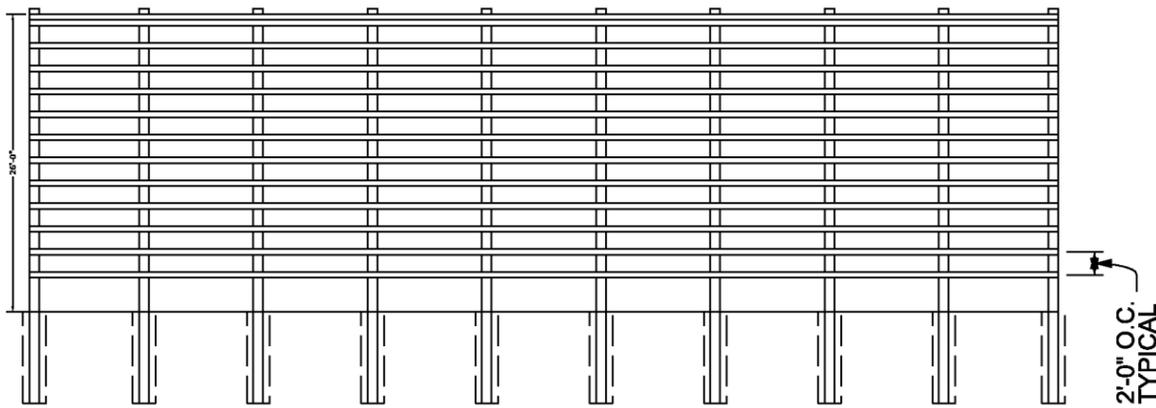
**TO: Williamson County Board of Education**  
**CC: Jason Golden, Superintendent of School**  
**Brian King, Assistant Superintendent of Operations**  
**FROM: Eric J. Gardner, P.E., Director of Facilities & Construction**  
**RE: Summit High School Baseball Batter's Eye Request**

Summit High School is requesting to construct a batter's eye at the baseball field. A batter's eye is typically a solid-colored screen or backdrop (wall) located in centerfield to provide a clear contrast between the ball and the background intended to improve the batter's ability to see a pitched ball. The proposed batter's eye will be 26' tall and 90' wide. The project will be funded by Summit High School's Booster Club.

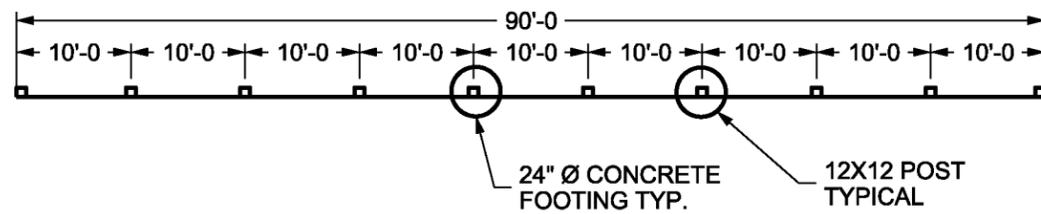
Staff recommends approval.



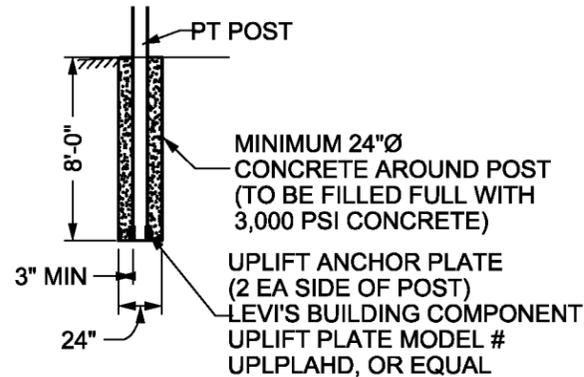
**SIDEWALL**



**POST PLAN**



**LAYOUT PLAN**



**FOOTING DETAIL**



**1-09-2024**

BY: KRISTOFFER G.  
LEATHERMAN, PE  
TN REG NO 124807  
LeathermanEngineering@Gmail.com  
(931) 510-8720

**MATERIAL SPECS.**

- TRUSS - SEE SPEC SHEET
- CONCRETE - 3000 PSI MINIMUM
- REBAR - GRADE 60 MINIMUM
- STRUCTURAL STEEL - ASTM A36 MINIMUM
- WOOD - PURLINS - #2 SYP MINIMUM
- BRACING - #2 SYP MINIMUM
- POSTS - #2 SYP TREATED
- OTHER - #2 SYP MINIMUM (UNLESS NOTED)

**DESIGN CRITERIA - IBC 2012, 2015, 2018 & 2003**

1. DESIGN LOADS PER ASCE 7-05, 7-10 & 7-16
2. ROOF LIVE LOAD = 20 PSF  
DEAD LOAD = 6 PSF
3. DESIGN WIND SPEED = 105 MPH
4. WIND RISK CATEGORY II
5. WIND EXPOSURE CATEGORY C
6. BUILDING CATEGORY II
7. GROUND SNOW LOAD = 10 PSF
8. IMPORTANCE FACTOR 1.0

**NOTES:**

1. CONSTRUCTION BRACING BY CONTRACTOR AND MUST REMAIN IN PLACE UNTIL ALL STRUCTURAL ITEMS SHOWN ON THIS DRAWING AND PERMANENT BRACING ARE COMPLETED.
2. SEE TRUSS SPEC SHEETS FOR PERMANENT BRACING REQUIREMENTS.
3. CONTRACTOR TO VERIFY DIMENSIONS BEFORE CONSTRUCTION AND/OR ORDERING MATERIAL.
4. CONCRETE TO BE 3000 PSI MINIMUM COMPRESSIVE STRENGTH.
5. ASSUMED SOIL BEARING = 2000 PSF MINIMUM.
6. SOIL FRICTION RESISTANCE TO VERTICAL LOAD OF 300 PSF IS APPLIED.
7. PRESSURE TREATMENT OF WOOD TO BE IN ACCORDANCE WITH THE REQUIREMENTS OF AWPA STANDARD C1 FOR THE INTENDED END USE CATEGORY.
8. FASTENERS INSTALLED WITH TREATED WOOD MUST BE MANUFACTURER RECOMMENDED FOR USE WITH THE ASSOCIATED WOOD TREATMENT.
9. WHERE SOUTHERN YELLOW PINE (SYP) LUMBER IS SPECIFIED ON THIS DRAWING, SPF, DOUG FIR, OR HEM-FIR ARE ACCEPTABLE TO USE IF THE ALLOWABLE DESIGN STRESS VALUES MEET OR EXCEED THAT OF SYP FOR THE FOLLOWING:
  - 1) BENDING (F<sub>b</sub>), 2) TENSION (F<sub>t</sub>) PARALLEL TO THE GRAIN,
  - 3) COMPRESSION (F<sub>c</sub>) PARALLEL TO THE GRAIN.

THIS DRAWING WAS PRODUCED BY KRISTOFFER G. LEATHERMAN AND MAY NOT BE MODIFIED IN ANY WAY NOR SHALL THIS DRAWING BE USED BY ANYONE OTHER THAN SUMMERTOWN METALS LLC OR ITS ASSIGNS WITHOUT THE EXPRESS WRITTEN PERMISSION OF KRISTOFFER G. LEATHERMAN WHOSE PROFESSIONAL ENGINEER'S STAMP APPEARS ON THIS DRAWING.

PROJECT:  
CHRIS HENDRIX /  
SUMMIT DUGOUT CLUB  
1052 Auldridge Dr  
Spring Hill, TN 37174

DRAWING NO.  
24-1129

**SUMMERTOWN METALS LLC**

3864 Summertown Hwy - Summertown, TN 38483

Phone (931) 796-1521 Fax (425) 955-9515

KRIS LEATHERMAN 462 AIRPORT RD LACEYS SPRING, AL 35754

BUILDING ELEVATIONS

Baxters

Eyer





**MEMORANDUM**

February 3, 2025

**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: Fairview Elementary School Shed Request**

Fairview Elementary School is requesting to install a 8'x10' storage shed for Early Childhood storage. The shed would be located on the northwest side of the building. The project will be funded by Fairview Elementary School.

Staff recommends approval.



Shed Location



**MEMORANDUM**

February 3, 2025

**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: Chapman's Retreat Elementary School Shade Structure Request**

Chapman's Retreat Elementary School is requesting permission to construct an outdoor covered classroom in the playground area. Included with the project is a concrete pad for the classroom. The project is fully funded by the Chapman's Retreat PTO.

Staff recommends approval.

Received: 05/03/2018 Completed: 05/07/2018 Letter: Z MB P.O.#: Test Report #: 3-25901-0  
 Client: Style: Establock Forest Green  
 Tested For: Bernard Senekal Key Test: NFPA 701-2015 TM42 Flat 475  
 About (P) Ltd. Macthous Ave. Eging 2 Cape Town, 7460, South Africa Tel: 011 271 230 2400 Fax: Test Report #: 3-25901-0

TEST PERFORMED: NFPA 701 - Standard Methods of Fire Tests for Flame Propagation of Textiles and Films - 2015 Edition - Test Method #2 - Flat Sheet Spot Tests

RESULTS RECEIVED: [x] Initially [ ] After 72 hours water leaching [ ] After 300 hours accelerated weathering

Specimen #	Average Time (seconds)	Drop Burn (seconds)	Char Length (mm)
1	0	0	221
2	0	0	241
3	0	0	290
4	0	0	245
5	0	0	197
6	0	0	196
7	0	0	248
8	0	0	233
9	0	0	212
10	0	0	136

APPROXIMATE WEIGHT OF MATERIAL (as measured by Govmark): 286 g/m<sup>2</sup>  
 FAILURE CRITERIA: For each individual specimen: --  
 Afterflame: Drop Burn: Char Length: Exceeds 2.0 seconds Exceeds 2.0 seconds Exceeds 435 mm (17.1")  
 REFERENCE PROVISION: Meet 5 additional specimens if only 1 specimen fails.  
 CONCLUSION: Based on the above Results and Failure Criteria, the item tested:  
 [x] Passes [ ] Fails [ ] Requires testing of 5 additional specimens  
 FREQUENCY: [ ] 1 hr @ 220° (standard) [x] 24 hrs @ 681° (Alternative: Material shrinks/distorts @ 220°F)  
 REMARKS: None.  
 CONVERSION FACTORS:  
 mm = 25.4 = Inches  
 g/m<sup>2</sup> = 28.35 = oz/yd<sup>2</sup>  
 IDENTIFICATION: 1 vertical line above results were obtained after testing specimens in accordance with the procedures and equipment specified above.  
 AUTHORIZED SIGNATURE: Bobby Brown  
 MAY 08 2018

**DESIGN CRITERIA**  
 2021 INTERNATIONAL BUILDING CODE  
 RISK CATEGORY: II  
 DEAD LOAD:  
 FABRIC: 0.10 PSF  
 SNOW LOAD:  
 GROUND SNOW LOAD: 15 PSF  
 ROOF SNOW LOAD: 5 PSF  
 SNOW EXPOSURE FACTOR: 1.0  
 SNOW LOAD IMPORTANCE FACTOR: 1.0  
 THERMAL FACTOR: 1.2  
 LIVE LOAD:  
 ROOF LIVE LOAD: 5 PSF  
 WIND LOAD:  
 ULTIMATE DESIGN WIND SPEED: 105 MPH  
 NOMINAL DESIGN WIND SPEED: 81 MPH  
 WIND IMPORTANCE FACTOR: 1.0  
 WIND EXPOSURE CATEGORY: C  
 WIND ENCLOSURE TYPE: OPEN  
 GUST EFFECT FACTOR: 0.85  
 SEISMIC DESIGN:  
 SEISMIC LOAD DOES NOT CONTROL THE DESIGN BASED ON THE ASSUMPTION THAT THE FABRIC HAS NEGLIGIBLE MASS

**OWNER NOTES**  
 1. FABRIC MEMBRANE(S) MUST BE REMOVED IF LIVE LOAD/ROOF SNOW LOAD IS EXPECTED TO EXCEED 5 PSF AND/OR THE WIND SPEED IS EXPECTED TO EXCEED A NOMINAL DESIGN WIND SPEED OF 90 MPH OR 76 MPH SUSTAINED WIND LOAD TO PREVENT DAMAGE.  
 2. THE OWNER ACCEPTS FULL RESPONSIBILITY OF REMOVING THE FABRIC FROM THE STEEL FRAME WHEN ANY OR ALL OF THESE CONDITIONS MAY OCCUR.  
 3. THE STEEL STRUCTURE WITH THE FABRIC REMOVED, WAS DESIGNED TO WITHSTAND DEAD LOADS, ROOF LIVE LOADS, SNOW LOADS AND WIND SPEEDS AS SPECIFIED ABOVE PER THE LOCAL CODE REQUIREMENTS. IF THE ABOVE LOADS ARE EXCEEDED OR ADDITIONAL LOADS ARE INDUCED STRUCTURAL FAILURE MAY OCCUR. THE OWNER IS RESPONSIBLE FOR AND ACCEPTS FULL LIABILITY FOR ANY ISSUES CAUSED BY EXCEEDING THE DESIGN CRITERIA LOADS.

**GENERAL NOTES**  
 1. FABRIC MEETS NFPA 701-15.  
 2. ALL EXPOSED STEEL TO BE POWDER COATED.

**FOUNDATION DESIGN**  
 MINIMUM CONCRETE COMPRESSIVE STRENGTH AFTER 28 DAYS: 2,500 PSI  
 STEEL REINFORCEMENT: ASTM-A615, GRADE 60  
 ASSUMED VERTICAL FOUNDATION PRESSURE: 1,500 PSF  
 ASSUMED LATERAL BEARING PRESSURE: 100 PSF/FF  
 THE VERTICAL AND LATERAL BEARING PRESSURE VALUES WERE CONSIDERED PER CONDITIONS OF CURRENT BUILDING CODE.

**FOUNDATION NOTES:**  
 1. THE FOUNDATION DESIGN IS BASED ON TABLE 1804.2 OF THE INTERNATIONAL BUILDING CODE. CLASS 5 SOIL MATERIAL. IF DIFFERENT SOIL CONDITIONS ARE ENCOUNTERED, IT IS RECOMMENDED THAT A SITE SPECIFIC GEOTECHNICAL REPORT IS CONDUCTED TO DETERMINE THE LOAD BEARING VALUES OF THE SOIL. OWNER / CONTRACTOR ASSUME FULL LIABILITY IF NO GEOTECHNICAL INVESTIGATIONS ARE CONDUCTED.  
 2. IF THE FOOTING DEPTH DOES NOT MEET LOCAL FROST REQUIREMENTS, FOOTINGS SHALL BE RE-SIGNED UNDER THE DIRECTION OF AN ENGINEER. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCAL FROST DEPTH.

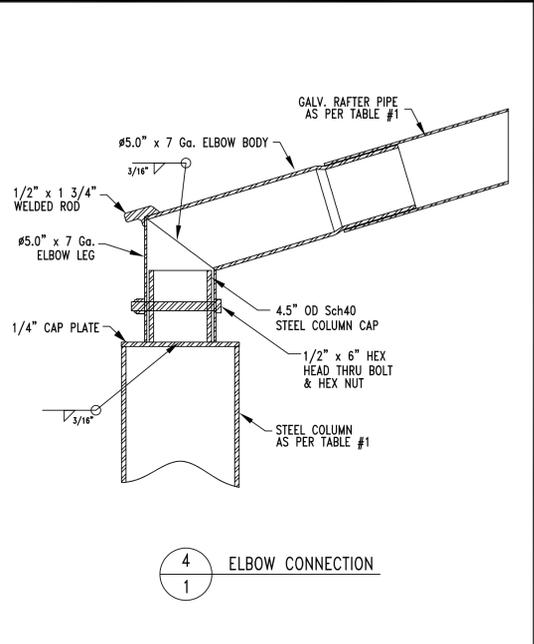
**MATERIALS**  
 1. ALL MATERIALS LISTED BELOW MAY NOT BE SPECIFIC TO THIS PROJECT.

MEMBER TYPE	ASTM	MIN. YIELD STRENGTH
W SHAPES	A992	50 KSI
RECTANGULAR HSS TUBES	A500(GRADE B)	46 KSI
SQUARE HSS TUBES	A500(GRADE B)	46 KSI
ROUND HSS TUBES	A500(GRADE B)	42 KSI
SCHEDULE PIPE	A500(GRADE B&C)	50 KSI
ROUND MECHANICAL TUBES	A519	45 KSI
MISCELLANEOUS PLATES/SHAPES	A36	36 KSI
CONNECTION BOLTS	SAE J429(GRADE 5)	92 KSI
HEADED ANCHOR BOLTS	F1554	36 KSI
HOOKED ANCHOR BOLTS	A307	36 KSI

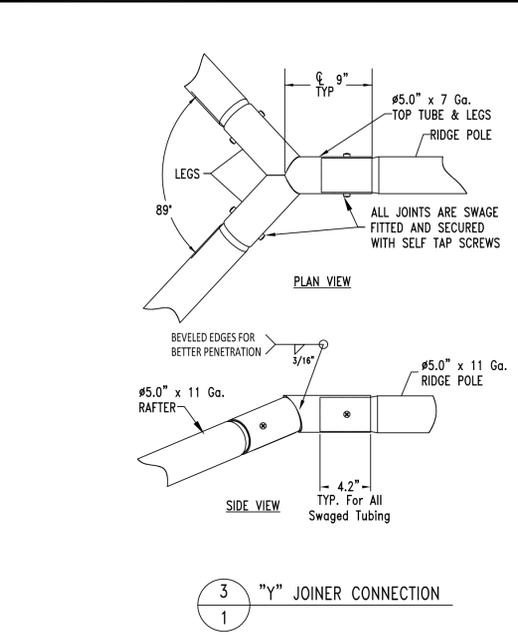
3/16" GALVANIZED AIRCRAFT CABLE SHALL HAVE A NOMINAL STRENGTH OF 4,200 LBS.  
 1/4" GALVANIZED AIRCRAFT CABLE SHALL HAVE A NOMINAL STRENGTH OF 7,000 LBS.  
 5/16" GALVANIZED AIRCRAFT CABLE SHALL HAVE A NOMINAL STRENGTH OF 9,800 LBS.

**TABLE 1**

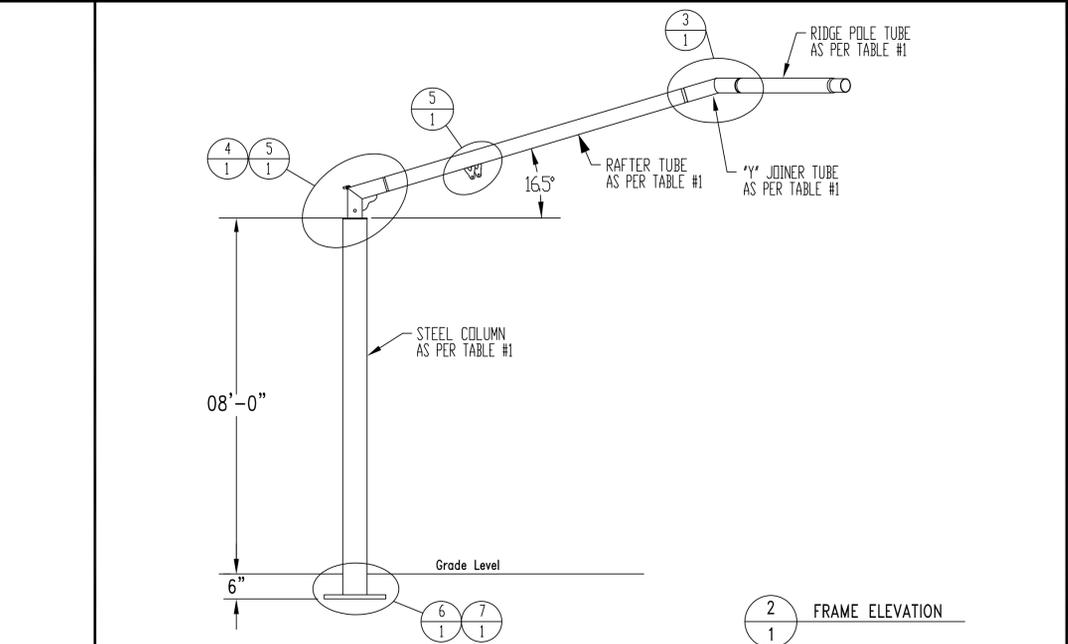
STRUCTURE	EAVE HEIGHT	COLUMN SIZE	FRAME TUBE SIZE	SPREAD FOOTING SIZE	SPREAD FOOTING REINF.	BASEPLATE
40' x 24' Hip Shade	08'-0" Above Grade	5.0" ID Sch-40	5.0" OD 11 Gauge	3.79' x 3.0' Deep	(6)#5 EW Top & Bot 3/4" Thk.	11" x 11"



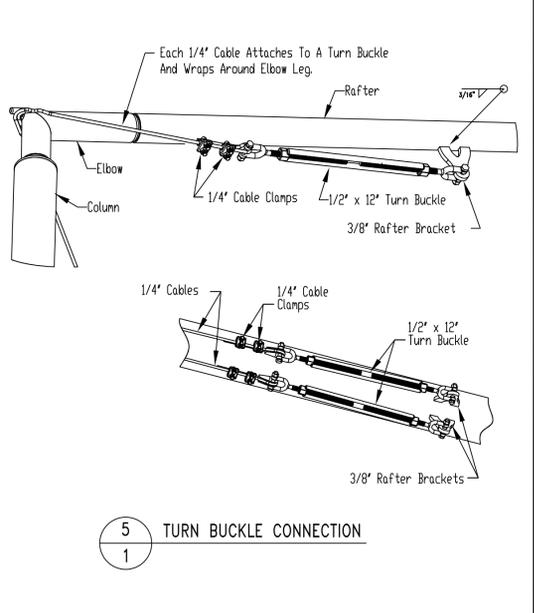
4 ELBOW CONNECTION



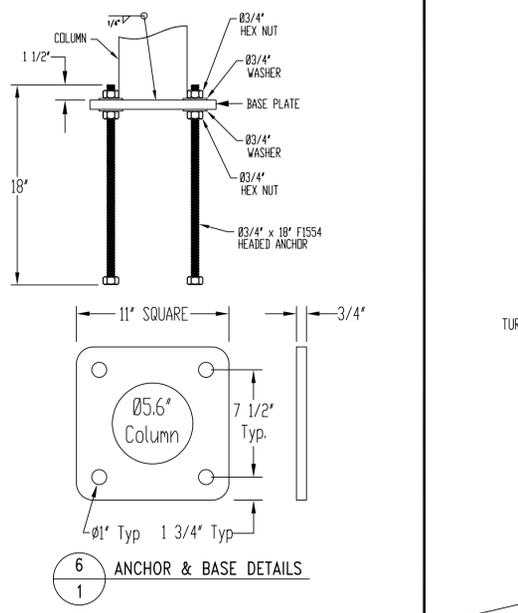
3 "Y" JOINER CONNECTION



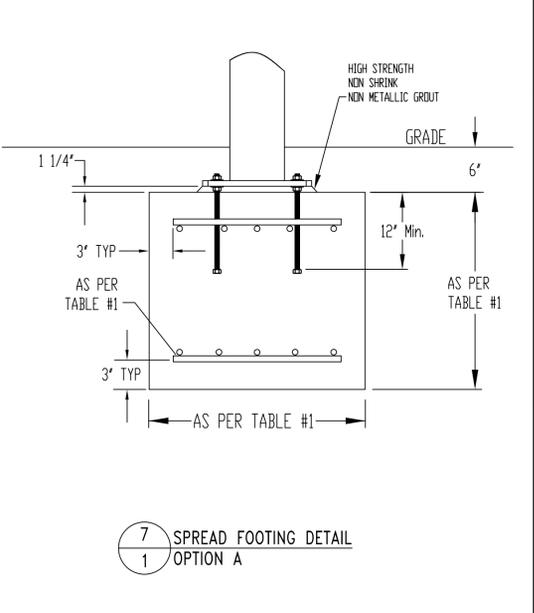
2 FRAME ELEVATION



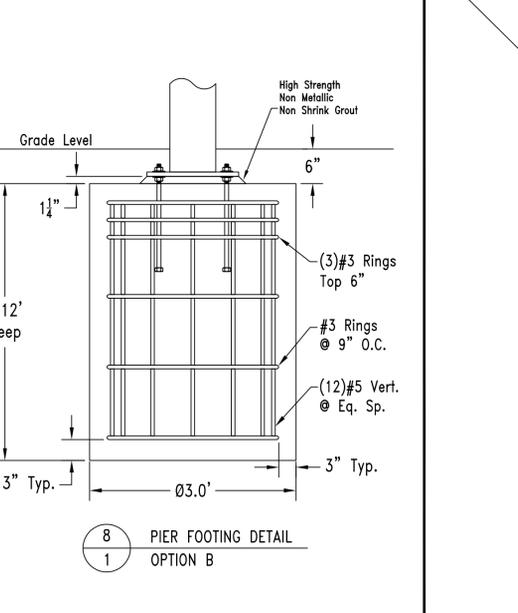
5 TURN BUCKLE CONNECTION



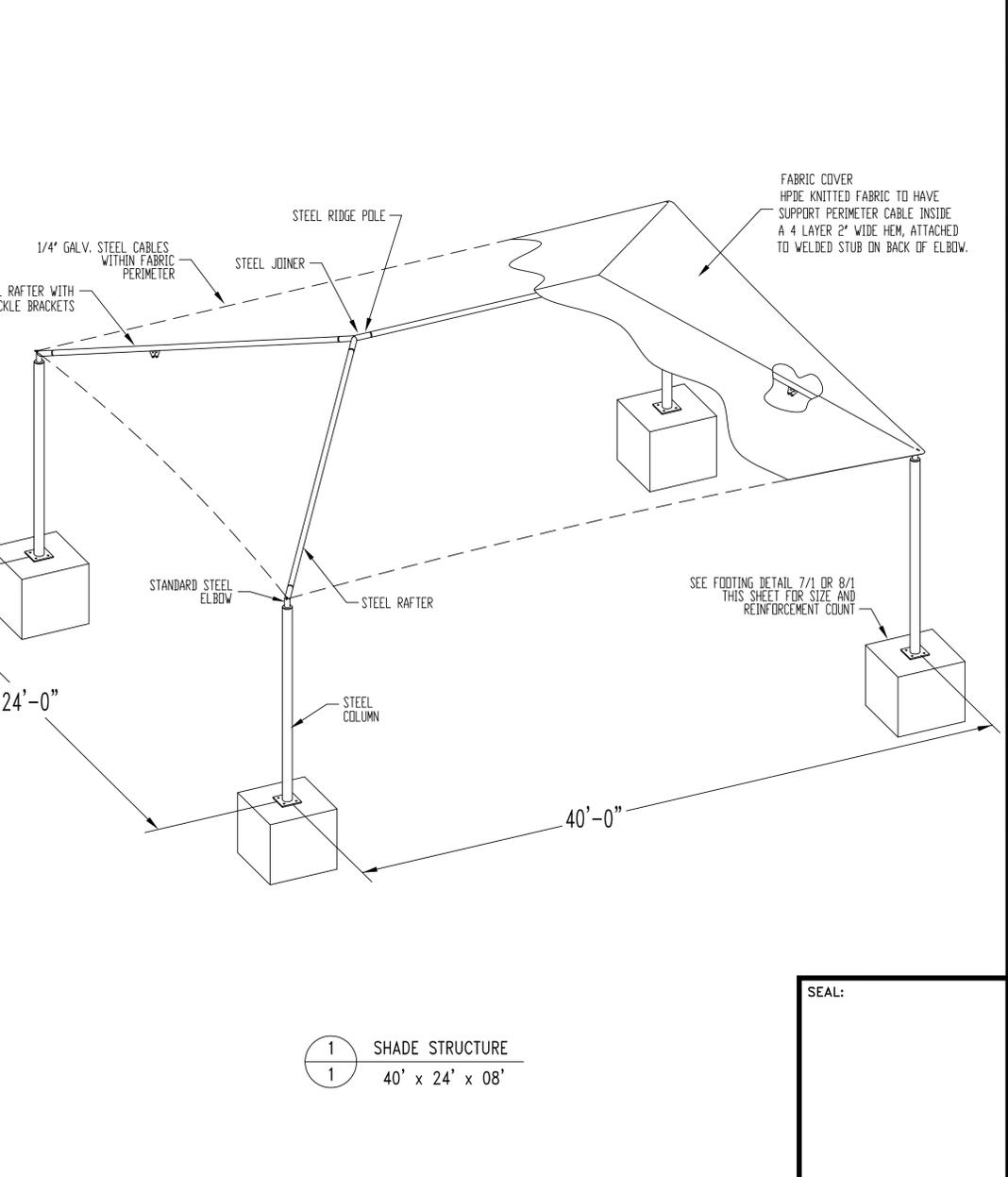
6 ANCHOR & BASE DETAILS



7 SPREAD FOOTING DETAIL OPTION A



8 PIER FOOTING DETAIL OPTION B



1 SHADE STRUCTURE 40' x 24' x 08'

SEAL:

SUPERIOR SHADE  
 150 Adamson Industrial Blvd.  
 Carrollton, GA 30117

STATE OF TENNESSEE  
 WCS-CHAPMAN'S RETREAT  
 1000 Secluded Lane  
 Spring Hill, TN 37174

COPYRIGHT: THIS PLAN/DRAWING IS THE EXCLUSIVE PROPERTY OF THE MANUFACTURER AND MAY NOT BE USED OR REPRODUCED WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION FROM THE MANUFACTURER.

**Revisions:**

Date:	By:

Drawn: TAB  
 Date: 11/7/2024  
 Chkd:  
 Date:

S00272305

# Chapman's Retreat Elementary School Outdoor Classroom Proposal



Location of outdoor classroom



## Superior Shade

### Color Options

#### Frames

Backed by a [5-year limited warranty](#)

#### Gloss

- Red
- Orange
- Buttercotich
- Yellow
- NEW! Ice Butter
- Spring Green
- NEW! Ice Mint
- Chartreuse
- Green
- Sage
- NEW! Sea Mist
- NEW! Azura
- NEW! Ocean
- Sky Blue
- Blue
- Periwinkle
- Royal Purple
- Burgundy
- Beige
- Vanilla
- Brown
- Black
- White
- Matte, Textured & Metallic**
- Champagne
- Metallic
- Bronze
- Starlight

#### Waterproof Shade Fabric

For our Arched Cantilever, Flower, and Single Post and Cantilever Waterproof Umbrellas. Backed by a [10-year limited warranty](#).

- Tan
- White

#### Traditional Fabric

This selection of fabric options includes colors that are California Fire Marshal certified and pass the NFPA 701 or ASTM E84 tests. Select color options are noted as flame retardant. Backed by a [10-year limited warranty](#).

- Natural
- Beige
- Lette
- Desert Sand
- Cedar
- Brown
- Cayenne
- True Blue
- Yellow
- Royal Purple
- Sky Blue
- Dove Blue
- Navy Blue
- Acoustic Blue
- Forest Green
- Brunswick Green
- Tunazula
- Lime
- Mint Green
- Silver
- Pearl Onyx
- Rivergum
- Midnight
- Steel Gray

#### Dual Shade Fabric

Available for an upcharge for our Hyper Umbrella, Triangle Sail, and Hyperbolic Sail. Backed by a [10-year limited warranty](#).

- Citrus
- Sunburst
- Mosaic
- Chameleon
- Toad
- Amazonia
- Savanna
- Cobblestone
- Gold Rush
- Capri



Fire Retardant about availability

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

Trip ID	Origin	Trip Date	Return Date	Date Requested	Cost	Trip Name	Trip Type	Activity Type	#	Destination
3608	<b>Brentwood HS Fine Arts Overnight</b>	04/08/2026	04/12/2026	01/22/2025	Over \$100 No Driver	BHS- Theatre and Choir New York Trip	FINE ARTS OVERNIGHT	9th-12th Grade	40	Madison Square Garden
<b>Notes/Fees</b>	<i>\$2,515.00/student (quad occupancy). The number of students and adults will not be solidified until students complete trip registration. We are expecting a minimum of 35 students and parent chaperones and at least 2 Williamson County Employees, myself and Natalie Pratt. We are expecting Student and Parent trip enrolment to span from 60-80 students. We'll be taking musical theatre classes covering voice, dance, acting and audition procedure, visiting the met museum, seeing three Broadway musicals.</i>									
3293	<b>Brentwood Middle</b>	05/09/2025	05/11/2025	12/17/2024	Over \$100 No Driver	Quiz Bowl - BMS	ACADEMIC OVERNIGHT	Daily Field Trip	8	Hyatt Regency O'Hare Chicago
<b>Notes/Fees</b>	<i>Parents will accompany students for the weekend, providing transportation and lodging individually. Students are traveling to Chicago for the National Middle School Championship tournament.</i>									
3595	<b>Centennial High</b>	03/07/2025	03/11/2025	01/22/2025	Over \$100 PER STUDENT	Centennial Band to Orlando	FINE ARTS OVERNIGHT	Marching Band	51	Wyndham Orlando Resort and Conference Center
<b>Notes/Fees</b>	<i>\$1,150.00 per student. Students have been invited to perform in a parade with the disney group. Fund raising will be used to off set the cost of the trip.</i>									
3628	<b>Centennial High</b>	04/03/2025	04/06/2025	01/23/2025	Over \$100 No Driver	Youth in Government	ACADEMIC OVERNIGHT	Youth in Government	23	Doubletree Hotel Nashville
<b>Notes/Fees</b>	<i>Cost per student \$475</i>									
3402	<b>Fairview High</b>	02/27/2025	03/02/2025	01/06/2025	Over \$100 No Driver	Youth in Government Capitol Conference	ACADEMIC OVERNIGHT	Youth in Government	20	Doubletree Hotel Nashville
<b>Notes/Fees</b>	<i>over 100; the cost per student attending is \$525. Students are required to find their own transportation to the conference on Thursday and home from the conference on Sunday. Students are also required to pay for their own meals.</i>									
3555	<b>Fairview HS - CTE Paid</b>	04/02/2025	04/05/2025	01/18/2025	Over \$100 PER STUDENT	TSA State Conference	CTE OVERNIGHT	CTE - TSA	18	Chattanooga Convention Center
<b>Notes/Fees</b>	<i>This trip is for the state conference of the Technology Student Association. The estimated cost of the trip is \$300 per student for hotel rooms, registration, meals provided, and a group fun activity. This cost will be offset by fundraising.</i>									
3501	<b>Fairview HS Fine Arts Overnight</b>	04/26/2025	04/27/2025	01/13/2025	Over \$100 PER STUDENT	Fairview HS Orch/Choir Dollywood 2025	FINE ARTS OVERNIGHT	Strings	46	Dollywood Theme Park
<b>Notes/Fees</b>	<i>Pickup location is at FvHS on the Hwy 100 side of the bus parking lot under the awning. Our first destination is Pigeon Forge High School to participate in a festival. From there, we go to Dollywood for the rest of the day, then to a hotel that night (Hampton Inn Sevierville- 681 Winfield Dunn Pkwy, Sevierville, TN 37876). In the morning we plan to hike at Laurel Falls (Laurel Falls Trailhead, Old State Hwy 73 Scenic, Sevierville, TN 37862) then head to Ripley's Aquarium (88 River Rd, Gatlinburg, TN 37738). We should get dropped off at the same location as pickup was at the end of the day. Our itinerary matches Mark Judd's except for the hotel being different. I will email a detailed schedule to Tabitha! We are fundraising for this event, and it involved both Orchestra and Choir.</i>									
3653	<b>Franklin High</b>	04/03/2025	04/05/2025	01/24/2025	Over \$100 PER STUDENT	Robotics Club FIRST Competition Fieldtrip	ACADEMIC OVERNIGHT	9th-12th Grade	10	Sevierville Convention Center
<b>Notes/Fees</b>	<i>FIRST Robotics Competition. Smoky Mountains Regional.</i>									
3366	<b>Legacy Middle</b>	04/02/2025	04/05/2025	01/02/2025	Over \$100 PER STUDENT	TSA State Conference	ACADEMIC OVERNIGHT	CTE - TSA	47	Chattanooga Convention Center
<b>Notes/Fees</b>	<i>This trip is the state conference for the Technology Student Association. The estimated cost of the trip is \$300 for hotel rooms, registration, provided meals, and the group fun activity. This expense will be offset by fundraising by the chapter.</i>									
3367	<b>Legacy Middle</b>	06/27/2025	07/01/2025	01/02/2025	Over \$100 No Driver	TSA National Conference	ACADEMIC OVERNIGHT	CTE - TSA	20	Opryland Hotel
<b>Notes/Fees</b>	<i>The Technology Student Association National Conference will be held in Nashville, TN this year. Parents will drop their students off at the hotel for the conference to reduce transportation costs. The cost for the students is estimated at \$400 dependent on this year's cost of the hotel rooms and registration fee. This fee will be offset by fundraising.</i>									
3557	<b>Legacy MS - CTE Paid</b>	04/02/2025	04/05/2025	01/18/2025	Over \$100 PER STUDENT	TSA State Conference	CTE OVERNIGHT	CTE - TSA	47	Chattanooga Convention Center
<b>Notes/Fees</b>	<i>This trip is for the state conference of the Technology Student Association. The estimated cost of the trip is \$300 per student for hotel rooms, registration, meals provided, and a group fun activity. This cost will be offset by fundraising.</i>									

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

Trip ID	Origin	Trip Date	Return Date	Date Requested	Cost	Trip Name	Trip Type	Activity Type	#	Destination
3492	Nolensville High	04/03/2025	04/06/2025	01/13/2025	Over \$100 PER STUDENT	Youth in Government - NHS 2025	ACADEMIC OVERNIGHT	Youth in Government	40	Doubletree Hotel Nashville
<b>Notes/Fees</b>	<i>Approximately \$425 per student will be collected for registration and lodging.</i>									
3425	Page HS - CTE Paid	03/23/2025	03/26/2025	01/08/2025	Over \$100 PER STUDENT	TN FFA State Convention	CTE OVERNIGHT	CTE - FFA	19	Gatlinburg Convention Center
<b>Notes/Fees</b>	<i>Bus needed. Charter bus has been secured for the ride home. School Nurse will be notified.</i>									
3639	Page Middle	03/25/2025	03/27/2025	01/23/2025	Over \$100 PER STUDENT	Band Atlanta Concert Festival	FINE ARTS OVERNIGHT	Concert	75	Georgia State University
<b>Notes/Fees</b>	<i>Cost per student is \$554, paid to Bob Rogers Travel Company. Attending the Music for All Southeastern Regional Concert Festival.</i>									
2792	Page MS - CTE Paid	03/23/2025	03/26/2025	10/22/2024	Over \$100 No Driver	2025 State FFA Convention	CTE OVERNIGHT	CTE - FFA	12	Gatlinburg Convention Center
<b>Notes/Fees</b>	<i>No Bus Needed, No Driver Needed. Parents will provide transportation to and from the event. Cost to the students will be approximately \$200, parents will arrange their own hotel rooms while in Gatlinburg. We will leave Page Middle School on Sunday, March 23, 2025 at approximately 9 AM in order to travel to Gatlinburg, TN for Tennessee State FFA Convention. We will leave Gatlinburg, Tennessee on Wednesday, March 26, 2025 and arrive back at Page Middle School at approximately 4 PM.</i>									
3444	Page MS - CTE Paid	04/28/2025	05/02/2025	01/10/2025	Over \$100 No Driver	2025 National FFA Land Judging	CTE OVERNIGHT	CTE - FFA	4	Canadian County EXPO and Event Center
<b>Notes/Fees</b>	<i>No Driver Needed. Cost will be no more than \$250 per student. Parents are responsible to transportation. We will leave PMS at 7 AM on 4/28/2025 and travel to El Reno, Oklahoma. We will be staying at the Fairfield Inn and Suites 1501 Domino Drive El Reno, OK 73036. We will travel from El Reno, Oklahoma on 5/2/2025 and arrive back at PMS at approximately 9 PM.</i>									
3632	Ravenwood High	04/10/2025	04/13/2025	01/23/2025	Over \$100 PER STUDENT	Youth in Government Conference	ACADEMIC OVERNIGHT	Youth in Government	125	Doubletree Hotel Nashville
<b>Notes/Fees</b>	<i>on day of return, please contact Kaitlin Stefanski at (262) 347-7321 for any updates on transportation back to RHS.</i>									
3726	Ravenwood High	03/19/2025	03/22/2025	01/31/2025	Over \$100 No Driver	ACDA National Honor Choir	FINE ARTS OVERNIGHT	Chorus/Choir	9	Meyerson Symphony Center
<b>Notes/Fees</b>	<i>No transportation needed. \$365 per student. This is for the annual ACDA (American Choral Director's Association) National Honor Choir (Details here: <a href="https://acda.org/conferences/honorchoirs">https://acda.org/conferences/honorchoirs</a>) We are extremely proud that out of tens of thousands of applicants nationwide, Ravenwood had 9 students make it into this year's National Honor Choir, this year in Dallas, TX! Each student is required by ACDA to have a parent attend with them to serve as their Chaperone in addition to myself as their Sponsor. Thank you very much!</i>									

Wednesday, February 05, 2025



To: Board of Education

From: Rachel Farmer, CFO *RF*

RE: Amendment for 2024-2025

Date: February 13, 2025

**The following budget amendment for the 2024-2025 fiscal year will require your approval only.**

**General Fund Amendment:**

**02.25. State Special Schools Transportation Reimbursement:**

The State has awarded a reimbursement for 2024 costs associated with Special Education Bus Services.  
**\$136,709**

**Amendment**

**AMENDING THE 2024-2025 GENERAL PURPOSE FUND BUDGET BY \$136,709 FOR STATE SPECIAL SCHOOLS TRANSPORTATION REIMBURSEMENT**

**WHEREAS,** the Student Support Services department applied to TDOE for the IDEA State Special School Transportation Reimbursement of FY24 expenses; and

**WHEREAS,** we were awarded an amount based on a percentage of the total available reimbursement across all approved LEA submissions; and

**WHEREAS,** the reimbursement was received from federal funds and must be included in the FY25 general purpose transportation budget for special education;

**NOW, THEREFORE BE IT RESOLVED,** that the Williamson County Board of Education meeting in regular session on February 18, 2025, approve and amend the **2024-2025** General Purpose Fund budget in the following manner:

<b>Revenue</b>			
<b>141.471430</b>	<b>SP ED Grants – Excess Cost</b>	<b>\$136,709</b>	
<b>Expenditure</b>			
<b>141.72710.514612</b>	<b>Bus Drivers-Special Education</b>		<b>\$117,741</b>
<b>141.72710.520100</b>	<b>Social Security</b>		<b>7,300</b>
<b>141.72710.520400</b>	<b>Retirement</b>		<b>9,961</b>
<b>141.72710.521200</b>	<b>Employer Medicare</b>		<b>1,707</b>
	<b>Total</b>	<b>\$136,709</b>	<b>\$136,709</b>

**ACTION TAKEN:**

School Board

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

To: Williamson County Board of Education

From: Rachel Farmer, CFO *rf*

Subject: Family Tuition Calculation Info 2025-2026

State funds on out of county students follow the student to the local system; therefore, I am recommending the rate of **\$9,041** per year based on the following calculation of local revenue for the General Purpose Operating Budget of **2024-25**, local capital funding and local funding of the General and Rural Debt Service Funds for school related debt. These amounts are taken from the June 20, 2024, adopted budget.

	<b>2024-2025</b>	<b>2023-2024</b>
Total Local Taxes	\$302,009,354	\$293,119,728
Other Local Revenues	1,325,000	802,200
Indirect Costs	250,000	250,000
General Debt Service	23,405,899	22,022,757
Rural Debt Service	31,638,345	26,482,100
Capital Appropriation	13,000,000	13,000,000
Total	\$371,628,598	\$355,676,785

Green indicates an increase over the prior year, red indicates a decrease, black stayed the same.

The enrollment in grades K-12 for the end of the first month of 2024-2025 school year was **41,105** resulting in a rate of **\$9,041**. Per Board Policy 1.703 this tuition rate is used for limited purposes of someone moving into the district, finishing a school year after having moved, etc.

Historically, the current budget is the basis of the projected rate because next year's budget is not far enough along to be able to project an accurate figure now nor reflect approval. This rate is an increase of **\$457** from the prior year tuition of **\$8,584**.

The employee rate will be **\$2,000** for the first year and will follow SOP 2.523 for subsequent year amounts.

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



## MEMORANDUM

TO: Williamson County Board of Education

FROM: Juli L. Oyer, Assistant Superintendent of Elementary Schools

CC: Jason Golden, Superintendent of Schools

DATE: January 30, 2025

SUBJECT: ENCORE! Program Fees

We have nine schools that are projected to offer ENCORE! this summer. As granted in the past, we request the tuition be waived for ENCORE! instructors' children to attend. All ENCORE! instructors/presenters will be paid \$30 per hour rate per WCS guidelines and ENCORE! SOP 6.127p.

The following schools will be hosting ENCORE! during the summer of 2025:

School	Dates	Tuition/Fees
Clovercroft	July 7-11	\$175
Hunter's Bend	July 7-11	\$175
Heritage	July 14-18	\$175
Jordan	July 7-11	\$175
Kenrose	July 14-18	\$175
Mill Creek	July 7-11	\$175
Oak View	July 7-11	\$175
Scales	July 14-18	\$175
Winstead	July 14-18	\$175

Schools will increase the fee amount for the credit card processing fee up to 5% of the WCS approved fee.

Staff recommend approval.

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



## MEMORANDUM

TO: Williamson County School Board

FROM: Jason A. Golden, Superintendent

DATE: February 5, 2025

RE: Superintendent's Evaluation Instrument

Board Members, attached is the proposed 2024-25 Superintendent's Evaluation instrument, per my contract that calls for annual approval of the instrument by the Board. It's the same format that has been used for the past few years, with (1) a section that addresses the annual goals portion of my contract and (2) a section addressing the five State-required evaluation elements – Student Performance, Board relationships, Community relationships, Staff & Personnel relationships and Facilities, Finance & Human Resources.

Williamson County Schools  
Superintendent's Evaluation  
July 1, 2024 - June 30, 2025

Jason Golden

# Superintendent of Schools Performance Evaluation Guidelines

1. An Annual evaluation of the Superintendent of Schools shall take place in May.
2. The evaluation shall be based on the duties and responsibilities of the Superintendent as set forth by the laws of the State of Tennessee and his contract.
3. The evaluation instrument utilized in this process shall be cooperatively developed by the Board and Superintendent.
4. The evaluation rating scale to be used is as follows:
  - 5 – Significantly above expectations
  - 4 – Above expectations
  - 3 – At expectations
  - 2 – Below expectations
  - 1 – Significantly below expectations
  - N/A – Not Applicable. Using N/A or leaving the section blank shall not have a negative impact on the evaluation.
5. A satisfactory score will be if the average overall score is 3.00 or above.
6. The Board shall meet with the Superintendent to discuss the evaluation results at the May board meeting. The evaluation shall include a recommendation for improvement in any areas where the Board deems the Superintendent of School's performance to be unsatisfactory or in need of improvement.
7. The Superintendent of Schools shall have the right to make a written or oral response to the evaluation.

# Observational Goals: 80%

2024-2025 Annual Goal and Objectives	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	NA – Not Applicable (Shall not have a negative impact)
<p><b>Performance Goal 1:</b> Strategic Plan Objective C3- 6: Consistently educate students, WCS team members, and families about bullying, harassment, and non-discrimination expectations to ensure appropriate reporting.</p> <p>Strategic Plan Objective C3-7: Train WCS team members to identify and report bullying, harassment, and discrimination in order to provide appropriate and uniform discipline.</p> <p style="text-align: center;"><b>Establish a district task force on student behavior and bullying to (1) review our current bullying data, (2) examine current prevention and response practices and (3) make recommendations for 2025-26 next steps. Develop an action plan by Spring 2025 for 2025-26 implementation.</b></p>						

Comments:

**2024-2025  
Annual Goal and Objectives**

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	NA – Not Applicable (Shall not have a negative impact)
<p><b><u>Performance Goal 2:</u></b> Strategic Plan Objective C2-1: Improve or develop competitive compensation to recruit the highest quality candidates for all roles.</p> <p><b>Present for 2025-26 budget a proposed pay increase within available funding that focuses on improving competitive pay for all positions with a focus on supplements and hard to fill positions.</b></p>						

**Comments:**

<p style="text-align: center;"><b>2024-2025 Annual Goal and Objectives</b></p>	<p style="text-align: center;">5 – Significantly Above Expectations</p>	<p style="text-align: center;">4 – Above Expectations</p>	<p style="text-align: center;">3 – At Expectations</p>	<p style="text-align: center;">2 – Below Expectations</p>	<p style="text-align: center;">1 – Significantly Below Expectations</p>	<p style="text-align: center;">NA – Not Applicable (Shall not have a negative impact)</p>
<p><b><u>Performance Goal 3:</u> Identify opportunities to access alternative funding sources for WCS academic, arts, and athletic programming through collaborative efforts with other stakeholders (e.g., PTOs, booster clubs, local businesses, private individuals, etc.).</b></p>						

**Comments:**

## **Demonstrable Characteristics: 20%** (Includes State-Required Elements)

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	NA – Not Applicable (Shall not have a negative impact)
<b>Student Achievement</b>						

### **Board Observational Data Examples:**

1. Develops, implements, promotes, and monitors continuous improvement in student achievement by using a variety of appropriate techniques.
2. Applies effective methods of providing, monitoring, evaluating, and reporting student achievement.
3. Establishes curriculum planning to anticipate occupational trends and school-to-career needs.
4. Uses child development and learning theories to create developmentally appropriate curriculum and instruction.

### **Comments:**

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	NA – Not Applicable (Shall not have a negative impact)
<b>Board Relationships</b>						

**Board Observational Data Examples:**

1. Keeps all board members informed on issues, needs and operation of the school system.
2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.
3. Maintains a high degree of understanding and respect between staff and the board.
4. Supports board policy and actions to the public and staff.
5. Refrains from criticism of members of the board.

**Comments:**

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	NA – Not Applicable (Shall not have a negative impact)
<b>Community Relationships</b>						

**Board Observational Data Examples:**

1. Is an effective spokesperson for the school system.
2. Models the highest professional standards to the community.
3. Works effectively with public and private agencies.
4. Secures available community resources to help the school district solve problems and achieve goals.
5. Uses public resources and funds appropriately and wisely.
6. Provides opportunities for parental involvement.

**Comments:**

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	NA – Not Applicable (Shall not have a negative impact)
<b>Staff and Personnel Relationships</b>						

**Board Observational Data Examples:**

1. Delegates authority to staff members appropriately.
2. Offers professional development that is focused on student learning consistent with the school district’s vision and goals.
3. Uses technologies in teaching and learning.
4. Provides shared leadership and decision-making opportunities for staff that promotes a climate of collaboration and collegiality.

**Comments:**

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	NA – Not Applicable (Shall not have a negative impact)
<b>Facilities, Finance and Human Resources</b>						

**Board Observational Data Examples:**

1. Demonstrates knowledge of school facilities and develops processes that build internal and public support for facility needs, including bond issues and capital improvement plans.
2. Provides accurate and timely reports to the board on the financial condition of the school system.
3. Ensures that the school plant, equipment, and support systems operate safely, efficiently, and effectively.
4. Develops and monitors long-range plans for school and district technology and information systems and makes informed district decisions about computer hardware and software and staff developing needs while allocating resources consistent with district plan.
5. Demonstrates budget management including financial forecasting, planning, cash flow management, account auditing and monitoring and oversees the district's fiduciary responsibilities.

**Comments:**

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Public Records Request</b>	Descriptor Code: <b>3.604</b>	Issued Date: <b>06/23/21</b>
		Rescinds: <b>3.604</b>	Issued: <b>04/20/20</b>

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

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

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

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

## 19 **Definitions:**

- 20 1. Records Custodian: The office, official or employee lawfully responsible for the direct custody  
21 and care of a public record. The records custodian is not necessarily the original preparer or  
22 receiver of the record.
- 23 2. Public Records: All documents, papers, letters, maps, books, photographs, microfilms,  
24 electronic data processing files and output, films, sound recordings, or other material,  
25 regardless of physical form or characteristics, made or received pursuant to law or ordinance or  
26 in connection with the transaction of official business by any governmental agency.
- 27 3. *Confidential record: Any record, or part of a record, which is defined by the Tennessee*  
28 *Public Records Act, or other state or federal law, as being exempt from public inspection,*  
29 *including, but not limited to, those records listed in T.C.A. § 10-7-504.*

- 1 4. *Labor: The time reasonably necessary to produce the requested records and includes the*  
2 *time spent locating, retrieving, redacting, and reproducing records*  
3
- 4 5. Public Records Request Coordinator: The individual, or individuals, designated in Section III,  
5 A.3 of this Policy who has, or have, the responsibility to ensure public record requests are  
6 routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. The  
7 Public Records Request Coordinator (“PRRC”) may also be a records custodian.  
8
- 9 6. Requestor: A Tennessee Citizen seeking access to a public record, whether it is for inspection  
10 or duplication.

## 11 Requesting Access to Public Records

- 12 1. Public record requests shall be made to the Public Records Request Coordinator  
13 (“Coordinator”) or his/her designee in order to ensure public record requests are routed to the  
14 appropriate records custodian and fulfilled in a timely manner.  
15
- 16 2. Requests for inspection only may be made orally or in writing *using the attached*  
17 *Inspection/Duplication of Records Request form at 1320 West Main Street, Suite 202,*  
18 *Franklin, Tennessee 37064 or by calling WCS at 615-472-4000 or via email to*  
19 *public.records@wcs.edu. If sending via email, please write “Open Records Act Request” in*  
20 *the subject line.* ~~or in person at the Williamson County Schools Central Office located at 1320~~  
21 ~~Main Street, Suite 202, Franklin, Tennessee 37064; by U.S. mail at the Williamson County~~  
22 ~~Schools, 1320 Main Street, Suite 202, Franklin, Tennessee 37064 or by calling Williamson~~  
23 ~~County Schools at 615-472-4000. WCS would prefer but does not require a written request.~~  
24
- 25 3. *Requests for copies, or requests for inspection and copies, shall be made in writing using the*  
26 *attached Inspection/Duplication of Records Request form delivered in one of the following*  
27 *ways: in person or by U.S. mail at 1320 Main Street, Suite 202, Franklin, Tennessee 37064*  
28 *or by email to public.records@wcs.edu. If sending via email, please write “Open Records Act*  
29 *Request” in the subject line.* ~~Requests for copies of public records shall be made in writing~~  
30 ~~delivered in one of the following ways: in person at the Williamson County Schools Central~~  
31 ~~Office located at 1320 Main Street, Suite 202, Franklin, Tennessee 37064; by U.S. mail at the~~  
32 ~~Williamson County Schools, 1320 Main Street, Suite 202, Franklin, Tennessee 37064 or by~~  
33 ~~calling Williamson County Schools at 615-472-4000.~~  
34
- 35 4. *If the requestor desires responses or written communications from WCS to be sent to a*  
36 *preferred mailing or email address, these addresses must be provided by the requestor. If the*  
37 *requestor does not provide a preferred mailing or email address, then any requests for*  
38 *clarification, responses, or other written communication required by the TPRA in response*  
39 *to requests for inspection only will be sent to the mailing address shown on the proof of*  
40 *Tennessee citizenship submitted by the requestor.*  
41

- 1 5. Request made on social media will not be accepted. Requests for either inspection or copies  
2 should be made in the manner described in the paragraphs above, directed to the PRRC as  
3 provided herein, in order to receive prompt attention.  
4
- 5 6. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or  
6 alternative acceptable form of ID is ~~not~~ required as a condition to inspect or receive copies of  
7 public records. ~~unless there is an indication that the Requestor is not a Tennessee citizen~~

## 8 Responding to Public Records Requests

- 9 1. The Coordinator shall review public record requests and make an initial determination of the  
10 following: a. If the requestor provided evidence of Tennessee citizenship; b. Whether the  
11 records requested are described with sufficient specificity to identify them; and c. Whether the  
12 records are Williamson County Schools records and, if so, what Williamson County School is  
13 the custodian of the records  
14
- 15 2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate  
16 action(s):  
17
  - 18 a. Advise the requestor of this Policy and ask for proof of Tennessee citizenship;  
19
  - 20 b. If the requestor asks for copies explain the form that needs to be completed and any  
21 fees, if not otherwise waived.  
22
  - 23 c. If permitted under this Policy, the Custodian shall inform the requestor in writing that  
24 the request has been denied and an explanation of the reason why the request is denied,  
25 including any one of the following reasons:
    - 26 i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
    - 27 ii. The requestor's description of the records is not specific enough to determine  
28 what records are being requested.
    - 29 iii. An exemption makes the record not subject to disclosure under the TPRA and  
30 provide the exemption in written detail.
    - 31 iv. Williamson County Schools are not the custodian of the requested records.
    - 32 v. The records do not exist.  
33
  - 34 d. If appropriate, contact the requestor to see if the public records request can be narrowed  
35 and/or clarified.  
36
  - 37 e. If known, forward the records request to the appropriate records custodian in  
38 Williamson County School.  
39
  - 40 f. If requested records are in the custody of a different governmental entity, and the  
41 Coordinator knows the correct governmental entity, advise the requestor of the correct  
42 governmental entity and Coordinator for that entity if known.  
43
  - 44 g. *Whenever the personnel records of a WCS employee or communications to and/or*  
45 *from emails of a Williamson County Board of Education board member are*

*requested, the custodian shall make a record of such request and provide notice, within three (3) business days from the date of the request to the employee or board member whose personnel records or emails have been requested.*

3. The designated Coordinators for Williamson County Schools are:

- a. For Requests from citizens of the State of Tennessee to Williamson County Schools is the General Counsel for Williamson County Schools;
- b. For Personnel Requests to Williamson County Schools is the Assistant Superintendent of Human Resources;
- c. For Media Requests to Williamson County Schools is the Communications Executive Director;
- d. Contact Information: Williamson County Schools, 1320 West Main Street, Suite 202, Franklin, Tennessee 37064; [public.records@wcs.edu](mailto:public.records@wcs.edu).

4. Distributing Public Records Request to the Appropriate Records Custodian:

- a. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the Coordinator, legal counsel, or the Office of Records Counsel.
- b. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request notify the requestor in writing.
- c. If a records custodian denies a public record request, he or she shall deny the request in writing.
- d. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall notify the requestor in writing that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.
- e. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

1 5. Redacting Confidential Information or Information not otherwise subject to the Public Records  
2 Act.

- 3
- 4 a. If a record contains confidential information or information that is not open for public  
5 inspection, the records custodian shall prepare a redacted copy prior to providing  
6 access. If questions arise concerning redaction, the records custodian should coordinate  
7 with counsel or other appropriate parties regarding review and redaction of records.  
8
- 9 b. Whenever a redacted record is provided, a records custodian should provide the  
10 requestor with the basis for redaction. The basis given for redaction shall be general in  
11 nature and not disclose confidential information. A records custodian is otherwise not  
12 required to provide any sort of privilege log.  
13

14 6. Inspection of Records

- 15
- 16 a. There shall be no charge for inspection of open public records that are subject to  
17 inspection under the TPRA.  
18
- 19 b. Inspection of public records shall take place at Williamson County Schools located in  
20 Williamson County, Tennessee. The location for inspection of public records within  
21 Williamson County Schools shall be determined by the PRRC or the appropriate  
22 records custodian. A member of WCS staff will assist the requestor while inspecting  
23 public records.  
24
- 25 c. Appointments for inspection of public records are required. The record Custodian will  
26 cooperate with the requestor and try to schedule a time during regular business hours  
27 that is convenient for the requestor.  
28

29 7. Copies of Records

- 30
- 31 a. A records custodian shall promptly respond to a public record request for copies *in the*  
32 *most economic and efficient manner practicable.*  
33
- 34 *b. At the discretion of the records custodian or PRRC, as applicable, and where possible,*  
35 *the responsive records may be emailed to the requestor.*  
36
- 37 c. Copies, *whether hard copies or in electronic form, such as on a flash drive,*  
38 *depending on what is most practical for the records custodian or PRRC,* will be  
39 available for pickup at a location specified by the records custodian.  
40
- 41 d. Upon payment for postage *and copies,* copies will be delivered to the requestor's  
42 *preferred or* home address by the United States Postal Service. *Additional permitted*  
43 *means of delivery may be utilized at the discretion of the PRRC or records custodian,*  
44 *as appropriate.*  
45

- 1 e. A requestor is not permitted to make copies of records with any type of personal  
2 equipment, including but not limited to cell phones, portable scanners, flash drives or  
3 portable copy machines, and is prohibited from removing the records to have copied by  
4 a third party. *Due to cybersecurity reasons, under no circumstances may a requestor  
5 insert a personal flash drive or other storage device into any WCS computer. A  
6 requestor may provide an unopened, manufacturer sealed flash drive to the district to  
7 obtain electronic copies. The use of any other device is at the discretion of the PRRC,  
8 as appropriate. This decision will be made based on considerations such as security or  
9 the burden imposed on the department.*

10  
11 8. Fees and Charges and Procedures for Billing and Payment

- 12  
13 a. Records custodians shall provide requestors with an itemized estimate of the charges  
14 prior to producing copies of records, to the extent possible, and may require pre-  
15 payment of such charges before producing requested records.  
16  
17 b. When fees for copies and labor do not exceed five dollars (\$5.00), the fees may be  
18 waived. Requests for waivers of any fees above must be presented to the Coordinator  
19 who is authorized to determine if such waiver is in the best interest of Williamson  
20 County and in the public good. Fees associated with aggregated records requests will  
21 not be waived.  
22  
23 c. The Superintendent, or his or her designee, may waive or reduce any part of the fees  
24 calculated under this policy upon a submission of a written request for waiver or  
25 reduction. Any decision to waive or reduce the fees is in the sole discretion of the  
26 Superintendent, is not subject to judicial review and does not establish any precedent.  
27  
28 d. Payment in advance is required for all requests for copies of public records. Requestors  
29 must pay by personal or cashier's check payable to Williamson County Schools  
30 delivered as specified by the PRRC. If the requestor's check does not clear, Williamson  
31 County Schools will not comply with any public records requests by that requestor until  
32 payment, including any processing fees related to the check, is received in full.  
33  
34 e. Fees and charges for copies are as follows:  
35 i. \$0.15 per page for letter- and legal-size black and white copies.  
36 ii. \$0.50 per page for letter- and legal-size color copies.  
37 iii. Other fees: A Public Records Custodian may charge higher fees for copies of  
38 documents that are on a medium other than 8½ x 11 inch paper or 8½ x 14 inch  
39 paper.  
40 iv. Cost of Labor to produce copies. When the total time to fulfill a public records  
41 request exceeds 1 hour the records custodian may charge the Requestor a labor  
42 fee after the Requestor is notified of the labor charge.  
43 1. In calculating the charge for labor, a Records Custodian shall determine  
44 the number of hours each employee spent producing a request.  
45 2. The Records Custodian shall then subtract the 1 hour threshold from the  
46 number of hours the highest paid employee spent producing the request.

1 3. The Records Custodian will then multiply the total number of hours to be  
2 charged for the labor of each employee by that employee's hourly wage.

3 4. Finally, the Records Custodian will add together the totals for all the  
4 employees involved in the request and that will be the total amount of  
5 labor that can be charged.

6 v. In calculating the charge for labor, a Records Custodian shall determine the  
7 number of hours each employee spent producing a request.

8 vi. The Records Custodian shall then subtract the 1 hour threshold from the number  
9 of hours the highest paid employee spent producing the request.

10 vii. The Records Custodian will then multiply the total number of hours to be  
11 charged for the labor of each employee by that employee's hourly wage.

12 viii. Finally, the Records Custodian will add together the totals for all the employees  
13 involved in the request and that will be the total amount of labor that can be  
14 charged.

15 ix. If an outside vendor is used, the actual costs assessed by the vendor.

16 9. Aggregation of Frequent and Multiple Requests.

17  
18 a. Williamson County Schools may aggregate public record requests when more than (4)  
19 requests are received within a calendar month either from a single individual or a group  
20 of individuals deemed working in concert, and WCS adopts the "Frequent and Multiple  
21 Request Policy" and any successor policy developed by the Office of Open Records  
22 Counsel.

23  
24 b. Such requests may be aggregated on any level whether by school, department, program,  
25 office or otherwise.

26  
27 c. The PRRC is responsible for making the determination that a group of individuals are  
28 working in concert. The PRRC must inform the individuals that they are deemed to be  
29 working in concert and that they have the right to appeal the decision to the Office of  
30 Open Records Counsel.

31  
32 10. Failure to Inspect or to Pay for Copies

33  
34 a. If a requestor make two (2) or more requests to view a public record within a six-month  
35 period and, for each request, the requestor fails to view the public record within fifteen  
36 (15) business days of receiving notification that the record is available to view,  
37 Williamson County Schools will not comply with any records request from that  
38 requestor for a period of six (6) months from the date of the second request to view the  
39 public records request unless the Superintendent or designee determines there was good  
40 cause for the failure to view the public record.

41 b. If, after agreeing to pay an estimated cost prior to the production of copies, a requestor  
42 fails to pay the cost to produce the requested copies, Williamson County Schools will  
43 not comply with any public records request from the requestor until payment is  
44 received.

---

Legal References

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

# PUBLIC RECORDS REQUEST FORM

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

To: Williamson County Schools

Requestor's Name: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

\_\_\_\_\_

Requestor's Phone Number and Email: \_\_\_\_\_

Is the requestor a Tennessee citizen? \_\_\_Yes\_\_\_No

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

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

### Records Requested:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor and Date Submitted

\_\_\_\_\_  
Date Received by Williamson County Schools



### INSPECTION/DUPLICATION OF RECORDS REQUEST

**Requestor Instructions:** To make a request for copies of public records fill in sections 1-5, and sign and date section 9 at the time the request is made. Requestors who are retrieving the requested records from the office of the records custodian in person should not sign and date section 11 until the records are received. Requestors who are having the records emailed or mailed to him/her are not required to sign and date section 11 of the form.

**Custodian Instructions:** For requests to inspect, the **records custodian** is to fill in sections 1-6,8, and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the requestor inspects the records. For requests for copies or duplicates, the records custodian is to fill in sections 6-8 and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the records are retrieved by or delivered to the requestor.

**Note: Tenn. Code Ann. § 10-7-503(a)(7)(A) provides that unless another provision in law specifically requires a written request, a request to inspect public records may not be required to be in writing nor can a fee be assessed for inspection of records.**

(FRONT)

1. Name of requestor: \_\_\_\_\_  
(Print or Type; Initials of requestor are required for copy requests)

2. (If required) Form of identification provided:  
 Photo ID issued by governmental entity including requestor's address  
 Other: \_\_\_\_\_

3. Requestor's address and contact information: \_\_\_\_\_  
\_\_\_\_\_

4. Request for:  inspection/access  copy/duplicate [previously inspected on \_\_\_\_\_ (date) or  inspection waived]

5. Record(s) requested:  
a. Type of record:  Minutes  Annual Report  Annual Financial Statements  
 Budget  Employee file  Other  
b. Detailed Description of the record(s) including relevant date(s) and subject matter:  
\_\_\_\_\_  
\_\_\_\_\_

6. Request submitted to: \_\_\_\_\_  
(Name of Governmental Entity, Office or Agency)  
a. Employee receiving request: \_\_\_\_\_  
(Print or Type and Initial)  
b. Date and time request received: \_\_\_\_\_  
c. Response:  Same day  Other \_\_\_\_\_

7. Costs (if assessed):  
a. Number of pages to be copied: \_\_\_\_\_  Estimated  
b. Cost  
(1) per page letter or legal sized:  \$\_\_\_\_\_(justification required if more than \$0.15) per black and white  \$\_\_\_\_\_(justification required if more than \$0.50) per color;  
(2) per page other sized or other medium \_\_\_\_\_:  \$\_\_\_\_\_(justification required)

Costs continued:

- c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): \_\_\_\_\_  
 Labor at \$\_\_\_\_\_ /hour for \_\_\_\_\_ hour(s).  
 Labor at \$\_\_\_\_\_ /hour for \_\_\_\_\_ hour(s).  
 Labor at \$\_\_\_\_\_ /hour for \_\_\_\_\_ hour(s).
- d. Programming cost to extract information requested: \_\_\_\_\_
- e. Method of delivery and cost: \_\_\_\_\_  Estimated  
 On-site pick-up  U.S. Postal Service  Other: \_\_\_\_\_
- f. Estimate of total cost to produce request: \_\_\_\_\_
- g. Estimate provided to requestor:  in person  by U.S.P.S.  by phone  Other: \_\_\_\_\_

8. Payment:

- a. Form of payment:  Cash  Check  Other \_\_\_\_\_
- b. Amount of payment: \_\_\_\_\_
- c. Date of payment: \_\_\_\_\_
- d. Actual cost (and adjustment if prepaid): \_\_\_\_\_

9. \_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date Records Requested

10. \_\_\_\_\_  
Signature of Records Custodian

\_\_\_\_\_  
Date of Receipt of Request

Delivery/Retrieval of Records

11. \_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date Records Retrieved

12. \_\_\_\_\_  
Signature of Records Custodian

\_\_\_\_\_  
Date Records Retrieved/Delivered  
Or

\_\_\_\_\_  
Date Records Inspected by the Requestor

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>11/18/24</b>
		Rescinds: <b>4.301</b>	Issued: <b>08/16/21</b>

## 1 GENERAL PROVISIONS

2  
3 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be  
4 treated differently from another person, or otherwise be discriminated against in any athletic program  
5 of the school. Equal athletic opportunities shall be provided for members of both sexes.<sup>1</sup> Student  
6 athletes shall only be allowed to participate in athletic activities or events that align with the student's  
7 sex indicated on his/her original birth certificate.<sup>2</sup> The Superintendent of Schools/designee shall  
8 require the parent/guardian to provide the student's original birth certificate prior to participation in  
9 any interscholastic athletics. If the original birth certificate is not available or does not indicate the  
10 student's sex at the time of birth, the parent/guardian shall provide medical documentation showing  
11 evidence of the student's sex at birth.

12 All WCS school sponsored sports programs must be sanctioned by the Tennessee Secondary Schools  
13 Athletic Association (TSSAA) or the Tennessee Middle Schools Athletic Association (TMSAA).<sup>3</sup> The  
14 Superintendent of Schools shall develop a code of conduct for all coaches to follow in order to ensure  
15 the health and safety of athletes.<sup>4</sup>

## 16 PROHIBITION AGAINST HAZING

17  
18 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or  
19 tolerate hazing activities.<sup>5</sup>

## 21 PHYSICAL EXAMINATIONS

22  
23 Prior to the participation of interscholastic athletics, every student shall complete an annual physical  
24 examination.<sup>6</sup> These activities include, but are not limited to, weight training outside of the  
25 instructional day, conditioning, open facilities, tryouts, practices, and athletic contests. The cost of the  
26 examination shall be borne by the parent or guardian of the student.

## 28 SCHEDULING CONFLICTS

29  
30 No principal or teacher shall dismiss his/her school or any group of students for the purpose of  
31 attending the practice of any interscholastic sport during the school day without the written permission  
32 from the Board.<sup>7</sup> This does not prevent regular physical training lessons in the daily school program.

33  
34 Students shall not be required to attend a school athletic event, or event related to participation on a  
35 school athletic team, if the event is on an official school holiday, observed day of worship, or religious  
36 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior  
37 to the event.<sup>8</sup>

## 1 SEVERE WEATHER<sup>4</sup>

2 Severe weather is any type of weather that could impede the safety of any athlete by compromising the  
3 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,  
4 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be  
5 discussed with all players, coaches, and officials, if applicable.

6 All coaches who oversee or participate in outdoor training, practice, or competition shall annually  
7 complete a heat illness prevention course approved by the Tennessee Department of Health as well as  
8 receive training on activity modifications based on environmental conditions.

## 9 ADDITIONAL PROVISIONS

10

11 In addition to the provisions listed above, all other district policies and procedures relating to school  
12 operations remain in effect for activities relating to school-sponsored athletic events.

13

14 I. The Principal shall be responsible for the administration and control of the interscholastic athletic  
15 program within his/her school.

16

17 a. The Principal or designee is required to accompany an athletic team on its trips, and all trip  
18 requests shall be made according to the procedures established by the Williamson County  
19 Schools administration.

20

21 b. Coaches shall follow the chain of command procedures for Williamson County Schools for any  
22 request related to athletics. Coaches must obtain a purchase order prior to committing the  
23 district or any school to purchasing any products or service.

24

25 c. School athletics are to be coached by personnel employed by Williamson County Schools.  
26 Such coaches are to be compensated only from Board funds, according to the current salary  
27 schedule. Coaches shall not receive pay other than from Williamson County Schools for any  
28 athletic-related services provided to any student who is or may be participating in that coach's  
29 sport except that coaches may participate in school authorized clinics, camps, etc.

30

31 d. Any student, except as outlined below, shall be eligible to try out for any athletic team.  
32 Academic and citizenship requirements for being a member of an athletic team shall be  
33 carefully considered and developed to promote the welfare of the individual student. Only  
34 students in grade 6-12 shall engage in interscholastic activities.

35

36 e. *Participation or enrollment in a non-school sponsored activity or third-party program shall*  
37 *not be a consideration, condition, or pre-requisite for athletic team selection or participation.*  
38 *Athletic team coaches and staff are prohibited from requiring students to participate in a*  
39 *non-school sponsored activity or third-party program.*

40

41 f. Students who move out of their school transportation zone but continue attendance in the  
42 original school per board policy may continue to participate in athletics. The Board specifically  
43 forbids recruiting of students in any fashion.

44

- 1 g. Schools may not schedule, and students may not participate in any athletic team practice during  
2 the school day.<sup>3</sup> No student or faculty may be dismissed during the school day from school  
3 premises or the regular activities of the student's or school's schedule in order to play an  
4 athletic contest or interscholastic game without the written approval of the Superintendent of  
5 Schools which will be reported to the Board. This restriction would NOT apply to  
6 tournaments/play-off games scheduled by the TSSAA.  
7
- 8 h. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization  
9 insurance for all students participating in interscholastic athletics.<sup>4</sup>  
10
- 11 i. All fundraising requests related to school-sponsored athletic programs must adhere to WCS  
12 Board policies governing fundraisers.  
13
- 14 j. Schools may charge WCS Board authorized fees to students who choose to participate in  
15 school-sponsored athletic activities.  
16
- 17 II. Any sport not sanctioned by the TSSAA or TMSAA sports is not school-sponsored and is often  
18 referred to as a "Club Sport." Because they are not WCS programs, no school funds may be used to  
19 support these individual or team sports programs.  
20
- 21 a. Schools cannot provide a pay supplement to any individual who is acting as a coach for any  
22 Club Sport.  
23
- 24 b. While WCS employees may choose to serve as coaches for the separate legal entities managing  
25 a Club Sport, at no time should the Club Sport responsibilities be performed during the  
26 employee's regularly scheduled workday nor should release time ever be granted for the  
27 employee to perform these duties or attend any Club Sport event.  
28
- 29 c. If there is a student-led club associated with a Club Sport, it shall be established pursuant to  
30 Board Policy 4.802, Student Equal Access.  
31
- 32 d. Any organizer/coach of a high school Club Sport who wishes participants to be eligible to  
33 receive a waiver of the .5 elective P.E. credit must submit the appropriate form to the school's  
34 athletic director for approval from the district office. Individual participants will have the P.E.  
35 credit waived only after the activity has received the approval by district office staff AND the  
36 individual students have submitted the appropriate form to his/her school counselor.  
37
- 38 e. Schools may not charge any fees for participation in a Club Sport.  
39
- 40 f. All fundraising requests must adhere to WCS Board policies governing fundraisers.  
41
- 42 g. Schools may not authorize student field trips for participation in a Club Sport.  
43
- 44 h. Schools may provide meeting/practice space for a Club Sport in accordance with board policy.  
45

- 1 i. A Club Sport that uses the name, school colors, and/or mascot of a WCS school shall be  
2 included in communication and recognized by schools and the district.  
3 j. Students participating in a Club Sport are subject to all school attendance rules and procedures  
4 applicable to any other students.  
5  
6

### 7 **High School Interscholastic Activities**

8 The By-Laws of Tennessee Secondary School Athletic Association shall be adopted as a part of the  
9 regulation for the operation and control of athletics in the high schools of Williamson County.

10 To be eligible to participate in the interscholastic athletic activities during any semester, the high  
11 school student shall at least meet current TSSAA standards.

- 12 a. Any student classified as a second semester junior or as a senior who moves out of the county  
13 may complete his/her senior year, with payment of tuition, and continue to participate in  
14 athletics within the guidelines of the athletic governing body.  
15  
16 b. If a high school student is forced to withdraw from school or is prevented from enrolling in  
17 school, due to the student's illness, his/her accident, or his/her disability, the Principal may  
18 request a ruling in regard to the student's eligibility, provided the student was eligible at the  
19 time the illness or accident forced the student to withdraw or prevented the student from  
20 enrolling in school. If ruled eligible, such a student shall be charged with a semester of  
21 attendance for athletic purposes for the semester of non-attendance or withdrawal.

### 22 **Middle School Interscholastic Athletics**

23 The By-Laws of Tennessee Middle School Athletic Association shall be adopted as a part of the  
24 regulation for the operation and control of athletics in the middle schools of Williamson County.

25 To be eligible to participate in the interscholastic athletic activities during any semester,  
26 the middle school student shall at least meet current TMSAA standards.

27 Eligibility for Middle School Athletics for those middle schools who are member of TMSAA will be  
28 determined as follows:

- 29 a. The middle school student shall have been academically promoted to the next higher grade.  
30 Any student repeating a grade is ineligible to participate. A student who is ineligible at the  
31 beginning of the school year may gain eligibility the second semester by passing five (5)  
32 subjects, or the equivalent, the preceding semester, provided the student is not repeating the  
33 same grade.  
34  
35 b. If a middle school student is forced to withdraw from school or prevented from enrolling in  
36 school, due to the student's illness, his/her accident, or his/her disability, the principal may  
37 request a ruling in regard to the student's eligibility, provided the student was eligible at the  
38 time the illness or accident forced the student to withdraw or prevented the student from

- 1 enrolling in school. If ruled eligible, such a student shall be charged with a semester of  
2 attendance for athletic purposes for the semester of non-attendance or withdrawal.

---

Legal References

1. [34 CFR § 106.41](#); [20 USCA § 1681 \*et seq.\*](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 49-2-120](#)
6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)

---

Cross References

Special Use of School Vehicles 3.402  
Extracurricular Activities 4.300  
Attendance 6.200



## POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: Staff  General Counsel  Board Member  \_\_\_\_\_ Margie Johnson \_\_\_\_\_

Date Submitted to General Counsel:

\_\_\_\_\_ 1.7.2025 \_\_\_\_\_

Recommendation: add , revise , or delete  the following Policy number(s) and title(s):

**4.301 Interscholastic Sports**

Brief summary of the proposed addition or changes:

See track changes in attached policy 4.301

Brief justification of why additions or changes needed or required:

I reached out to Ben Torres at TSBA about the concern I had about for profit companies using the school names for some interscholastic sports. I also heard from some parents, particularly in cheerleading, that they are told to sign up for the for profit classes, etc. or their child will not make the school team. This wording is from him in an attempt to deter this practice.

**Staff analysis of the proposed addition or changes in terms of the following:**

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

\_\_\_\_\_ Margie Johnson \_\_\_\_\_  
Name of Individual Submitting Policy for Review

\_\_\_\_\_ 1.7.2025 \_\_\_\_\_  
Date

# Williamson County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Criminal Background Checks</b>	Descriptor Code: <b>5.118</b>	Issued Date: <b>09/17/18</b>
		Rescinds: <b>5.1061</b>	Issued: <b>05/18/09</b>

1     ***General***

2     The Board of Education requires pre-employment criminal background checks of any prospective  
3     personnel, including full-time, part-time, licensed, and non-licensed. This also includes certified and  
4     non-certified individuals who are not employed by the Williamson County Board of Education  
5     desiring to coach athletics in the district’s middle and high schools.

6     *Background checks shall also be required for applicants, contract workers, and volunteers.<sup>1</sup>*  
7     *Individuals who (1) have been identified by the Department of Children’s Services as perpetrators of*  
8     *child abuse, severe child abuse, child sexual abuse, or child neglect or who pose an immediate*  
9     *threat to the health, safety, or welfare of children; or (2) are listed on the state’s abuse of vulnerable*  
10    *persons registry maintained by the Department of Health shall not be employed.<sup>2</sup>*

11    ~~The following procedural guidelines meet this statutory requirement.~~

12    ~~1. All applicants in final consideration for hiring must submit to a criminal background check~~  
13    ~~conducted by the Tennessee Bureau of Investigation and Federal Bureau of Investigation. Prior to~~  
14    ~~completing final paperwork in the Human Resources Office, the applicant will be fingerprinted by a~~  
15    ~~Tennessee Bureau of Investigation selected vendor. The copy of the results of this criminal background~~  
16    ~~investigation may be supplied to the applicant.~~

17    ~~2. The Human Resources staff will also conduct background checks for such applicants with the~~  
18    ~~Tennessee Department of Children’s Services and the National Predator database prior to an offer of~~  
19    ~~employment. Criminal background checks will also be conducted every five (5) years after initial~~  
20    ~~employment.~~

21    ~~3. Applicant may be employed by Williamson County Schools contingent upon a background check~~  
22    ~~that does not conflict with or hinder the ability to perform in the best interest of our students and the~~  
23    ~~district.~~

24    4. If an employee is convicted of an offense that, if committed on or after July 1, 2007 is a sexual  
25    offense or a violent sexual offense as defined in TCA §40-39-202, after the criminal background check  
26    is conducted, the employee shall notify the Human Resources office of the conviction within seven (7)  
27    days from the date of conviction.

28    *Applicants and current employees shall be entered into the federal RAP back program.<sup>3</sup> Notice of*  
29    *the following shall be provided:*

1        *1. Possible fees charged by the Tennessee Bureau of Investigation; and*

2  
3        *2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal*  
4        *Bureau of Investigation for all purposes and uses authorized for fingerprint submission.*

5        *Any costs incurred to perform these background checks and fingerprinting shall be paid by*  
6        *applicants. The Board shall reimburse applicants if the position is offered and accepted.*

#### 7        **CONTRACTORS AND VOLUNTEERS**

8        *To ensure the safety and welfare of students and staff, the district shall require criminal history*  
9        *background checks and fingerprinting of contractors, and volunteers and any other positions that*  
10       *require proximity to children. Any costs incurred to perform these background checks and*  
11       *fingerprinting shall be paid by the applicant. The Board shall not reimburse the applicant if the*  
12       *position is offered and accepted.<sup>4</sup>*

13       *Background checks shall be required of the individuals listed above at least once every five (5) years*  
14       *after the initial background check.<sup>1</sup>*

#### 15       **USE AND DISSEMINATION**

16       *Fingerprints or other approved forms of positive identification shall be submitted with all requests*  
17       *for criminal history record checks for non-criminal justice purposes.<sup>5</sup>*

18       *Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be*  
19       *solely used to verify criminal violations and shall not be disseminated. Results shall be considered*  
20       *confidential and only accessible to district personnel identified by the Superintendent of Schools*  
21       *and/or designee. CHRI shall only be accessed by authorized personnel in the performance of their*  
22       *duties and shall never be released to the public.*

#### 23       **MISUSE**

24       *Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and*  
25       *including termination. Any employee with knowledge of misuse shall immediately report a violation*  
26       *to the Human Resources office.*

## Legal References

1. [TCA 49-5-413](#)
2. [TCA 49-5-406\(a\)\(1\)](#); [TCA 49-5-403](#);  
[TCA 49-5-413\(a\)\(2\), \(e\)](#)
3. [TCA 49-5-413\(f\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [34 USCA § 40316](#)

*Cross References*

*School Volunteers 4.501*  
*Application and Employment 5.106*  
*Substitute Teachers 5.701*



## POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: Staff  General Counsel  Board Member  \_\_\_\_\_

Date Submitted to General Counsel: \_\_\_ N/A \_\_\_\_\_

Recommendation: add , revise , or delete  the following Policy number(s) and title(s):

Policy 5.118 Criminal Background Investigations

### Brief summary of the proposed addition or changes:

In 2018, the Tennessee General Assembly passed a law requiring background checks every five (5) years for teachers or other positions requiring proximity to children. This requirement was intended to be removed for district employees upon acceptance into the Federal Bureau of Investigation rap back program. As Tennessee has now been accepted into this program, employees must be enrolled in it. Other categories of individuals who may have proximity to children (contractors and volunteers) may continue to go through the regular background check process or the district may choose to enroll them in the rap back program as well. Staff recommends contractors and volunteers continue to go through the regular background check process.

### Brief justification of why additions or changes needed or required:

Legal compliance with TCA 49-5-413 as Tennessee has now been accepted into the FBI rap back program.

### Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks

01/10/25

\_\_\_\_\_  
Name of Individual Submitting Policy for Review

\_\_\_\_\_  
Date

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Line and Staff Relations</b>	Descriptor Code: <b>5.101</b>	Issued Date: <b>09/16/19</b>
		Rescinds: <b>5.101 and 5.803</b>	Issued: <b>06/05/14</b>

1 The Superintendent of Schools shall establish and maintain organization charts. The Superintendent of  
2 Schools shall establish lines of authority which shall be approved by the Board and shown on the  
3 system organization chart. The established lines of authority represent direction of authority and  
4 responsibility and avenues for a two-way flow of ideas to improve the program and operations of the  
5 school system.

6 *Each employee of Williamson County Schools shall be responsible to the School Board through the*  
7 *Superintendent of Schools. All matters proposed to be submitted to the Board shall first be*  
8 *channeled through the Superintendent of Schools.*

9 *All Administrators are expected to exercise their responsibilities and authority in accord with the*  
10 *policies adopted by the School Board.*

11 *Every Administrator shall make a conscientious effort to integrate and reconcile the individual*  
12 *employee's needs and goals with the District's needs and goals.*

13 All personnel are expected to keep the person to whom they are immediately responsible informed of  
14 their activities and shall refer matters requiring administrative action to the administrator to whom they  
15 are responsible. That administrator shall refer such matters to the next higher administrative authority  
16 when necessary.

---

Cross References

Assignment/Transfer 5.115  
Complaints and Grievances 5.501



## POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: Staff  General Counsel  Board Member  \_\_\_\_\_ Margie Johnson \_\_\_\_\_

Date Submitted to General Counsel:

\_\_\_\_\_ 1.7.2025 \_\_\_\_\_

Recommendation: add , revise , or delete  the following Policy number(s) and title(s):

5.101 Line and Staff Relations

5.803 Organizational Charts

Brief summary of the proposed addition or changes:

These two policies essentially state the same thing. I would like them to be revised into one policy.

Brief justification of why additions or changes needed or required:

These two policies essentially state the same thing. I would like them to be revised into one policy.

**Staff analysis of the proposed addition or changes in terms of the following:**

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

\_\_\_\_\_ Margie Johnson \_\_\_\_\_  
Name of Individual Submitting Policy for Review

\_\_\_\_\_ 1.7.2025 \_\_\_\_\_  
Date

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Organization Charts</b>	Descriptor Code: <b>5.803</b>	Issued Date: <b>06/06/14</b>
		Rescinds: <b>5.803</b>	Issued: <b>04/16/01</b>

1 ~~Charts depicting the administrative Organization of the School System shall be developed, maintained~~  
2 ~~and revised periodically and appropriately distributed. The responsibilities, functions, duties, line of~~  
3 ~~authority, and inter-relationships of all Administrative and Supervisory personnel shall be listed and~~  
4 ~~explained in a separate Handbook entitled "Administrative Manual".~~

5 ~~All personnel will be guided by these job descriptions until the descriptions are changed in writing by~~  
6 ~~the Superintendent of Schools.~~

7 ~~A current copy of this Handbook shall be maintained in each major department or service area of the~~  
8 ~~District Office, each school, the WCEA Office and other places deemed appropriate by the~~  
9 ~~Superintendent of Schools.~~

10 ~~Each employee of the Williamson County Public Schools, shall be responsible to the School Board~~  
11 ~~through the Superintendent of Schools. All matters proposed to be submitted to the Board shall first be~~  
12 ~~channeled through the Superintendent of Schools.~~

13 ~~All Administrators are expected to exercise their responsibilities and authority in accord with the~~  
14 ~~policies adopted by the School Board.~~

15 ~~Every Administrator shall make a conscientious effort to integrate and reconcile the individual~~  
16 ~~employee's needs and goals with the District's needs and goals.~~



## POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: Staff  General Counsel  Board Member  \_\_\_\_\_ Margie Johnson \_\_\_\_\_

Date Submitted to General Counsel:

\_\_\_\_\_ 1.7.2025 \_\_\_\_\_

Recommendation: add , revise , or delete  the following Policy number(s) and title(s):

5.101 Line and Staff Relations

5.803 Organizational Charts

Brief summary of the proposed addition or changes:

These two policies essentially state the same thing. I would like them to be revised into one policy.

Brief justification of why additions or changes needed or required:

These two policies essentially state the same thing. I would like them to be revised into one policy.

**Staff analysis of the proposed addition or changes in terms of the following:**

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

\_\_\_\_\_ Margie Johnson \_\_\_\_\_  
Name of Individual Submitting Policy for Review

\_\_\_\_\_ 1.7.2025 \_\_\_\_\_  
Date