

MINUTES

WILLIAMSON COUNTY BOARD OF EDUCATION

REGULAR MEETING

April 20, 2009

A. Call to Order

The Williamson County Board of Education met in regular session on Monday, April 20, 2009, in the Williamson County Administrative Complex Auditorium.

1. Pledge of Allegiance

Chairman Pat Anderson called the meeting to order at 6:30 p.m.

The pledge of allegiance was led by Barry Watkins, after which the Board observed a moment of silence.

Members Present12

D'Wayne Greer	1 st District	Susan Graham	7 th District
Janice Mills	2 nd District	Pat Anderson	8 th District
Janine Moore	3 rd District	Barry Watkins	9 th District
Tim McLaughlin	4 th District	Bill Peach	10 th District
Gary Anderson	5 th District	Mark Gregory	11 th District
Terry Leve	6 th District	James Bond	12 th District

Members Absent0

B. Approval of Agenda

Chairman Anderson presented the agenda, including the Consent Agenda, for Board approval with the request that New Business item G2c, Adult Education Grant, be pulled from the agenda since the grant had not been approved.

Tim McLaughlin moved to approve the agenda, including the Consent Agenda, as presented and revised. James Bond seconded the motion.

Chairman Anderson called for a voice vote on the motion.

Action: Motion Carried.

Chairman Anderson read the approved Consent Agenda to the audience.

C. Consent Agenda (as approved above)

1. Approval of Minutes, March 16, 2009
2. Approval of Recommendations for Field Trip Fee Requests
3. Approval of Textbook Adoption Selections
4. Approval of Heritage Middle School Summer Enrichment Program Request
5. Approval of ENCORE Teacher Fee Waivers Request
6. Approval of Safe Routes to Schools Grant at Heritage School Campus
7. Approval of Lipscomb Elementary Ball Field Improvements by WCP&R
8. Approval of Year Two (2009-10) Funding of Five-Year (2008-13) Action Plan and Application for Carl D. Perkins C&T Education Act of 2006 (P.L.109-270)
9. Approval of Use of Facilities Fees

D. Items of Particular Public Interest

1. Public Comment

Chairman Anderson reported that there were no requests to address the Board.

E. Communications to the Board

1. Superintendent's Report

Interim Superintendent David Heath welcomed the principals in attendance and also noted the information provided board members on ninth grade failures listed by the courses failed.

- Student Spotlight

Interim Superintendent Heath called on Communications Director Carol Birdsong, who presented the following Student Spotlight recognitions:

At the middle school level, Frances Ding of Woodland was honored for placing first in the MATHCOUNTS Competition. Her teacher is Linda Conrad and coach is Christine Yu. Youth in Government students from Franklin High brought home several honors including Harrison Dreves, Outstanding Governor's Cabinet; Krystyna Braxton, Outstanding Press Member; and Parker Evans and Alan Porter, Outstanding Bill in Red Senate. Their teacher is Myron Franklin. In the Future Business Leaders of America competition, three students brought home first place State honors. Alice Ye won in Accounting I; and Alex Cannon and Tony Shallcross won in Banking and Financial Systems. Their teacher is Maria Shepherd. Three schools won State honors in the National Academy of Television Arts and Sciences' Regional Student Television Awards. Centennial won the News award. Students working on that project included Ethan Alvey, Steven Baird, Preston Barnes, Matt Cheatham, Phillip Gardner, Morgan Gregory, Denver Harris, Andrew Hunter, Layne Meltzer, Ryan Mitchell, Zack Park, Bryce Petty, Matt Seybold, Marc Torrence and Dillon Wing. Their teacher is Dawn

Marek. Independence students Jonathan Wilson and Ernie Overton won in the Public Affairs category. Their teacher is Matt Balzer. Ravenwood's Jessica Trevett won in the Arts and Entertainment category. Her teacher is Sara Sweitzer. Also from Ravenwood, Jomya Lei won the North American Computational Linguistics competition. Her teacher is Victoria McCord.

Interim Superintendent Heath expressed appreciation to School Board members who attended the joint budget meeting with the County Commission Budget and Education committees. Dr. Heath reported that the entire proposed budget received approval from both committees, but with the request that the School Board relook at the capital projects budget after final funding from the State is known to determine whether approximately \$300,000 may be available from fund balance.

2. Board Chairman's Report

Chairman Anderson announced that the Board Policy Committee meeting had been moved from April 27 to April 29, beginning at 4:30 p.m. prior to the superintendent candidate interviews.

Chairman Anderson called on Terry Leve, who announced that the presentation of six candidate finalists by Ray and Associates on Wednesday, April 22, would be held during a special called meeting of the Board, beginning at 5:00 p.m. in the Carolyn Campbell Room.

F. Unfinished Business

There was no unfinished business to come before the Board.

G. New Business

1. Board Policy Revisions, 1st Reading

Chairman Anderson called on Staff Attorney Jason Golden, who presented the Policy Committee recommendations for revisions to the following policies.

a. 2.200 – Annual Operating Budget

Mr. Golden presented policy revisions to 2.200 for first reading.

2.200 - ANNUAL OPERATING BUDGET

General

All school system budgets are the operational plans stated in financial terms which describe the programs to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

Central Office

PREPARATION PROCEDURES

Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.

The budget proposal should be balanced, consistent with board policy and contract conditions, to include provisions for:

- Programs to meet the needs of the entire student body
- Staffing arrangements adequate for proposed programs
- Maintenance of the district's equipment and facilities
- Efficiency and economy

To provide necessary input for budgetary planning it is desirable that procedures be developed by the Director of Schools to adequately inform Board members of budgetary concerns, and allow Board members to do cost analysis of separate components of the various educational programs. Therefore, the Director of Schools and the Board chairman will host no less than two ~~special-called Board workshops~~ budget meetings between December and March, unless the Board votes at the first such meeting to not hold any additional meetings. ~~These workshops~~ If a second budget meeting is held, it will be held at least 2 weeks after the first meeting ~~apart, and they~~ All such meetings will be completed at least one week prior to the formal vote on the budget.

The Director of Schools and the chairman of the Board shall develop a budget preparation calendar no later than November 1 of the current school year. The calendar shall be used as a guide for coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget issues ~~problems~~, and making budget decisions.

The Board recognizes (a) the responsibility of the Director of Schools and the Chairman of the School Board and the staff to establish the necessary procedures for preparing the budget in accordance with statutes and (b) the commitment of the district to effective and extensive involvement of employees and the general community in the process.

The Board believes that educational goals and needs of its plan and annual budget should be fully funded. However, because the County Commission is responsible for allocating all available County revenues to satisfy the various County needs, the Board will clearly communicate the annual budget in a manner to facilitate their consideration and to maximize their funding response.

HEARING AND REVIEWS

The Director of Schools is expected to have essential information readily available at Board meetings and other public meetings upon previous request in order to answer significant questions and to explain and justify all expenditures in the proposed budget to various interested citizens or groups

FINAL ADOPTION PROCEDURE

The Director of Schools, by state law, is given the responsibility to prepare a budget for the schools and submit the same to the Board of Education for its approval. The Director must then present it to the county or other appropriate legislative body for adoption.

The Board of Education will formally adopt the fiscal budget, prior to April 1st each year. The approved budget document will be submitted to the County Mayor’s office by April 1st.

The budget document will be subject to the review of both the education and budget committees of the county. The County Mayor and budget committee of the county commission shall allow the Board of Education to alter or amend the submitted budget at any time prior to May 15 or such other times as the proposed budget is submitted to the legislative body, whichever occurs first. The County Mayor or budget committee may allow submission of budget amendments after the budget is submitted to the county legislative body but not later than June 15 or the adoption date of the budget, whichever occurs first. All alterations or amendments must be in writing.

In the event the County Mayor or budget committee shall submit a budget different from the school department’s budget, the County Mayor or budget committee shall outline the changes to the school budget and shall state in writing the reasons for the changes in a budget message to the legislative body. The budget message must be submitted to the legislative body with the consolidated budget.

The Board of Education through its designated representative shall have the right to address the county legislative body in regard to the board’s budget and tax rate proposals.

The Director of Schools shall file with the Commissioner of Education a copy of the budget within ten (10) days after its adoption.

Legal References:

Tennessee Internal School Uniform Accounting Policy Manual; Section 4-9

~~TCA 6-36-110~~

TCA 49-2-203(a)(11)

TCA 49-2-301(f)(26);

TRR/MS 0520-1-2-.13(2)(a)

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Janine Moore moved to approve the policy revisions to 2.200 as presented on first reading. Mark Gregory seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D’Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

b. 2.802 – Payroll Procedures

Mr. Golden presented policy revisions to 2.802 for first reading.

2.802 – PAYROLL PROCEDURES

Central Office

The payday schedule will be on the 15th and at the end of month. All payroll will be directly deposited.

If the end of a pay period falls on a non-working day, employees will be paid on the last day prior to the end of the pay period. ~~However, the check will be dated to coincide with the end of the pay period.~~

Payroll procedures shall be as follows:

1. All ~~twelve-month~~ certificated employees shall be paid 24 times per year.
2. All ~~ten-month~~ classified employees shall be paid ~~20 times per year, or~~ twice each calendar month for which they are employed. Classified employees may authorize the administration to send their check pay to a Board approved agency for distribution ~~of their pay~~ on a 12 month basis. ~~The Board of Education is under no obligation other than sending the employee's check to the agency rather than to the employee.~~

No advance payments of salary shall be made.

Legal References:
TCA§49-3-306

Cross References:
Compensation Guides and Contracts 5.110
Resignation 5.204
Retirement 5.205
Overtime Pay 5.604

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Janine Moore moved to approve revisions to policy 2.802 as presented on first reading. Barry Watkins seconded the motion.

Dr. Heath noted that the policy would come back to the Board for second reading after WCEA ratifies the contract containing this new provision. If WCEA does not approve the contract language, the policy would go back to the Board Policy Committee before coming again to the Board.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

c. 4.600 - Grading Systems and Report Cards

Mr. Golden presented policy revisions to 4.600 for first reading.

4.600 – GRADING SYSTEMS AND REPORT CARDS

The assessment and reporting of a student's performance at school is an important factor in the establishment of effective home-school relations. Regular communication between teacher and parent interpreting the quantity and quality of each student's work will enhance home-school understanding and support.

REPORT CARDS

The report card form, content and procedure shall be thoroughly examined by a team of competent educators at least every three years and shall be approved by the Board prior to implementation. Parent opinions shall also be solicited.

The report cards shall indicate the information necessary to communicate effectively with the parents concerning their child's progress.

All elementary report cards shall contain sufficient space for teachers and parents to write comments regarding the pupil's conduct, attendance, and academic progress.

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

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

Teachers may use supplemental reports whenever some concept not covered by the existing reporting method is needed.

GRADING SYSTEM

Kindergarten

~~_____ S _____ Satisfactory: Has met expected outcomes~~
~~_____ P _____ In Progress: Is working toward expected outcomes~~

The grading system for grades 1 and 2 shall be in the following:

~~_____ E _____ Performance **exceeds** expectations~~
~~_____ S _____ Performance **satisfactorily meets** expectations~~
~~_____ N _____ Performance needs improvement~~

Kindergarten, Grades 1 and 2 Core Content Areas (Literacy, Mathematics, Science and Social Studies):

- 4 The student has mastered grade level standards component and is engaged in **deeper study**.
- 3 The student has **mastered** the standard.
- 2 The student is **making progress** towards mastering the standard.
- 1 The student has **not mastered** the standard.
- The student has **not been introduced** to the standard.

Kindergarten Non-Core and Work Skills/Habits:

S: Satisfactory: Has met expected outcomes

P: In Progress: Is working towards expected outcomes

Grades 1 and 2 Non-Core and Work Skills/Habits:

S: Satisfactory: Has met expected outcomes

P: In Progress: Is working towards expected outcomes

U: Unsatisfactory: Not working towards expected outcomes

The grading system for grades 3-12 shall be the following:

<u>Grade</u>	<u>Grade Range</u>
A	91 - 100
B	81 - 90
C	72 - 80
D	70 - 71
F	Below 70
I	Incomplete (must be removed during the next grading period)
P/F	Credit by Examination

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

WEIGHTED GRADES: For Advanced Placement (A.P.) and International Baccalaureate (I.B.) courses teachers will add five (5) points to each grading period grade. For Honors courses and courses resulting in national industry certification teachers will add three (3) points to each grading period grade.

GPA CALCULATION: Grade point averages (~~g.p.a.~~GPA) will be calculated for high school course work based on the following graduated 4-point scale with additional grade-point weighting of 0.5 for Honors courses and 1.0 for Advanced Placement (A.P) and International Baccalaureate (I.B.) courses.

<u>Grade Range</u>	<u>Regular</u>	<u>Honors*</u>	<u>A.P. / I.B.*</u>
97 – 100	4.0	4.5	5.0
94 – 96	3.7	4.2	4.7
91 – 93	3.5	4.0	4.5
87 – 90	3.3	3.8	4.3
84 – 86	3.0	3.5	4.0
81 – 83	2.7	3.2	3.7
77 – 80	2.3	2.8	3.3
72 – 76	2.0	2.5	3.0
70 – 71	1.0	1.5	1.9

State law requires that students applying for lottery scholarships and other state scholarship funds be evaluated utilizing uniform grading scale. The uniform grading scale listed below is the state designated scale for that purpose. Only this scale will be sent to the State for lottery scholarship purposes. The Williamson County grading scale shall be used for all other official purposes including report cards, ~~g.p.a.~~ GPA, class rank, honor roll, etc.

Grade	Percentage Range	Weighting for Honors* Courses and National Industry Certification	Weighting for Advanced* Placement and International Baccalaureate Courses
A	93 -- 100	May include the addition	May include the addition of
B	85 -- 92	of 3 points to the grades	5 points to the grades
C	75 -- 84	used to calculate the	used to calculate the
D	70 -- 74	semester average.	Semester average.

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

High School courses taken in middle school, courses taken for college credit, correspondence courses and e-courses will be recorded on the high school transcript as Credit or No Credit with no GPA value.

COLLEGE ADMISSIONS: For purposes of communicating with college admissions offices and scholarship granting agencies, grade point averages (~~g.p.a.~~ GPA) will be calculated. Graduating seniors will be ranked according to the cumulative average calculated at the end of the last completed semester.

CLASS RANKING AND HONORS RECOGNITION: For purposes of determining honor graduates (e.g., top 10, top 10%, top 20, valedictorian, salutatorian, etc.), ranking in senior class will be used and will be calculated on ALL high school course work. For high school transfer students, the cumulative ~~g.p.a.~~ GPA on the transcript for transferred work will be used without any recalculation other than conversion to a 4-point scale except that honors and Advanced Placement courses will be re-calculated to match the Williamson County Schools scale. All students who are enrolled for the entire final semester of the senior year will be included in class ranking and in determination of honor graduates and honor recognition as graduating seniors.

Cross References: Accelerated & Advanced Credit 4.604
Graduation Requirements 4.605
Credit Requirements for Graduation 4.6051
Student Fees & Fines 6.709
Graduation with Honors 4.60511

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Janice Mills moved to approve revisions to policy 4.600 as presented on first reading. Barry Watkins seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

d. 4.605 – Graduation Requirements

Mr. Golden presented revisions to policy 4.605 for first reading.

4.605 – GRADUATION REQUIREMENT

Graduation from the Williamson County School System indicates that students have satisfactorily completed the prescribed courses of study in accordance with their respective abilities to achieve and that they have satisfactorily passed any examinations and other requirements set by the State and supplemented by the faculty with the approval of the Board. (In addition, students shall have maintained a satisfactory record of citizenship during their progression through the instructional program of the schools.)

EXIT EXAMS

With the exception of students on an alternative assessment path detailed in an IEP, every student in Williamson County Schools is required to take the ACT as a requirement for graduation. ~~whether in the University or Technical Path.~~ Up to 2% of the students in the 11th grade group may be excused by an IEP team under the same guidelines required for No Child Left Behind. The test will be administered to 11th grade students at the regular Spring testing date established by ACT. Each high school will inform and register students for the spring test using a voucher purchased by the school system from ACT. Students who fail to take the exam on the scheduled day and their parents will be reminded of the requirement and encouraged to register for the next test date. Students who do not take the test on the date established by the school system will be required to pay from personal funds for the make-up exam. The school is responsible for notifying students and parents of this graduation requirement in handbooks and other student publications and school forms.

All students must achieve a passing score on State-mandated Gateway tests as a requirement for a high school diploma.

GRADUATION CEREMONY

Qualification for and participation in graduation or commencement ceremonies shall be limited to seniors who have satisfactorily completed the requirements for a diploma or will complete the requirements in the summer session immediately following the commencement exercises. Those students who have not completed the requirements prior to commencement will be listed as summer graduates.

Upon completion of the Fifth (5th) and Eighth (8th) grades, recognition programs for students may be celebrated. Report cards for those students may be presented at that time, along with special recognition of student's achievement. Formal graduation activities are reserved for graduation from high school.

HIGH SCHOOL DIPLOMAS

The Board authorizes the awarding of high school diplomas or attendance certificates to those students recommended by the school staff, the principal and approved by the Director of Schools as having met the requirements for graduation established by the Board and the Tennessee State Board of Education. Individual schools, with Board approval, may set requirements that exceed those established by the state and the Board of Education as minimum requirements. [These requirements shall be placed on the school's website.](#)

The types of diplomas or certificates that may be awarded to graduating seniors include the regular diploma, the diploma with honors, the Williamson County honors diploma, an individual school honors diploma (where available), the special education diploma (completed I.E.P. for graduation), and an attendance certificate, all according to State regulations (0520-1-3-.06) and other local requirements specified in the following section of this policy.

DIPLOMA REQUIREMENTS

Graduation requirements for Williamson County students will be in compliance with (meet or exceed) currently approved regulations of the Tennessee State Board of Education regarding types of diplomas and course requirements as outlined in policy 4.6051.

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Barry Watkins moved to approve revisions to 4.605 as presented on first reading. Susan Graham seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

e. 5.1061 – Criminal Background Checks

Mr. Golden presented revisions to policy 5.1061 for first reading.

5.1061 – CRIMINAL BACKGROUND CHECKS

The Board of Education in compliance with State statute TCA 49-5-413 requires criminal background checks prior to the final employment of any personnel. The following procedural guidelines meet this statutory requirement.

1. All applicants employees in final consideration for hiring ~~after January 1, 2000~~, must submit to a criminal background check conducted by the Tennessee Bureau of Investigation. Prior to completing final paperwork in the Human Resources Office, the applicant will be fingerprinted by ~~either the Human Resources Staff or its agent~~ a Tennessee Bureau of Investigation selected vendor. The copy of the results of this criminal background investigation may be supplied to the applicant. The results will be maintained in the Human Resources Office as a part of the personnel file.

~~This fingerprint will be sent to the Tennessee Bureau of Investigation in order that a criminal background investigation can be completed.~~

2. The Human Resources staff will also run background checks for such applicants with the Tennessee Department of Children’s Services, the Tennessee Department of Health, and the National Predator database prior to an offer of employment.
3. Applicant may be employed by Williamson County Schools contingent upon a background check that does not conflict with or hinder the ability to perform in the best interest of our students and the district.
4. If an employee is convicted of an offense that, if committed on or after July 1, 2007 is a sexual offense or a violent sexual offense as defined in TCA §40-39-202, after the criminal background check is conducted, the employee shall notify the Human Resources office of the conviction within seven (7) days from the date of conviction.

Legal Reference:
TCA 49-5-413

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Terry Leve moved to approve revisions to policy 5.1061 as presented on first reading. Tim McLaughlin seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D’Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

f. 5.1062 – Application and Recommendation

Mr. Golden presented policy revisions to 5.1062 for first reading.

5.1062 – APPLICATION AND RECOMMENDATION

All certificated ~~professional~~ personnel new to the system shall be qualified as set out by the laws of the State of Tennessee and the State Board of Education's Rules, Regulations, and Minimum Standards at the time of employment. All such ~~professional~~ personnel shall submit to the Director of Schools their teaching and/or administrator licenses. ~~certificates~~

Any ~~An~~ individual desiring a position with the Board shall make application to the Director of Schools on forms approved by the Board.

~~The~~ To be completed, the application must include a transcript of credits earned at the colleges or universities attended along with the reference information from persons such as previous employers, college professors and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from or nonrenewed by a school system. If previously employed by any school system, ~~the local board of education~~ the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach from the State Board of Education; if required for the position which the employee will be employed.
~~Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;~~
2. Who is not a citizen of the United States of America, ~~except exchange teachers;~~ unless he or she provides proper documentation to work in this country;
3. Who advocates the overthrow of the American form of government or who is a member of a political party which advocates the overthrow of the American form of government;
4. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America; ~~or~~
5. Who fails to make a full disclosure of any prior criminal record and any prior dismissal from employment for cause; or
6. Who has not submitted to a TBI/FBI background check.

After checking references and receiving ~~written~~ recommendations, the Director of Schools shall hire and assign qualified applicants.

INITIAL EMPLOYMENT

Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall have fourteen (14) days to accept or reject, in writing, the offered employment. From the date of the written acceptance, such person is considered to be under employment with the Board and is subject to all rights, privileges and duties.

Legal Reference:
TCA 49-5-406
TCA 49-5-403
TCA 49-5-101
TCA 49-5-404
TCA 49-5-202
TCA 49-5-405
TCA 49-2-301(F)(12)
TCA 49-5-101
TCA 49-6-404
TRR/MS 0520-1-3-.08(2)(f)

Cross Reference:
5.1061 Criminal Background Checks

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Janice Mills moved to approve revisions to policy 5.1062 as presented on first reading. Barry Watkins seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

g. 5.109 – Evaluation

Mr. Golden presented revisions to policy 5.109 for first reading.

5.109 - EVALUATION

Appraisal performance of all employees is important in the ongoing efforts toward continuous improvement in the district. An evaluation of each principal and central office director is to be completed at least once annually by the Director of Schools or his/her designee.

An evaluation of each classified employee is to be completed by the immediate supervisor at least once each year using an instrument identified by the Director of Schools.

Educators in Williamson County will be evaluated using a State approved and Board approved model for local evaluation.

The evaluation of each educator's performance is a cooperative and shared endeavor on the part of the educator and the principal, with an evaluator team involved at the principal's discretion. Evaluation shall be for the purpose of improving instruction and ensuring competent and effective performance. A portion of the evaluation will include specific student performance objective data. Such data will include but not be limited to such things as grades, test data, attendance, etc.

NON-TENURED

It shall be the responsibility of the principal to appoint at least one tenured teacher to assist each non-tenured teacher with professional development. The tenured teacher assigned to provide professional development support shall assist the non-tenured teacher specifically toward overcoming deficiencies. Non-tenured teachers shall be evaluated each year with the annual evaluation to be completed by February 15.

~~Unless otherwise approved by the Director of Schools, The principal shall formally observe each non-tenured teacher twice by December 15 for initial evaluation purposes;~~ however, with approval of the Director of Schools, the principal may assign a designee to perform one of these formal observations. The principal shall note any deficiencies and develop a plan for improvement. The non-tenured teacher shall be formally observed at least one additional time each year, for ~~the~~ a total of three observations, prior to February 15 when the evaluation is due. The principal shall submit a written recommendation to the Director of Schools indicating whether the non-tenured teacher is (1) recommended for re-employment as a non-tenured teacher, (2) recommended for tenure (if eligible), or (3) not recommended for re-employment. The Director of Schools shall consider the principal's recommendation. ~~when rehiring and when recommending to the Board regarding tenure.~~

TENURED

It is the annual responsibility of principals to monitor and review the performance of educators under their supervision to determine the frequency of a formal evaluation beyond minimum requirements. The minimum number of times a teacher is evaluated shall be determined by the status (non-tenure or tenure) and performance of the teacher. Tenured teachers shall be formally evaluated at least once every five (5) years or as often as the principal deems necessary to determine and ensure current competent and effective performance. State-mandated informal evaluations must be conducted at least twice every five (5) years.

The principal or assistant principal will monitor each classroom and conduct Williamson County Schools' "walk through" informal evaluations with every educator each year. The principal will monitor student performance data annually. If the principal determines that student performance data for a particular educator's class is at an unacceptable level, the educator will be formally evaluated during the next evaluation year.

Legal References: TCA 49-5-5202, 5203, 5204, 5205
TCA 49-5-5206(b), and 5206(c)
TRR/MS 0520-2-1-.02

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Barry Watkins moved to approve revisions to policy 5.109 as presented for first reading. Janine Moore seconded the motion.

Barry Watkins asked for a discussion relating evaluations to the district goals. Dr. Heath requested that be placed on the agenda for the Policy Committee meeting on April 29.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

h. 5.114 – Personnel Records

Mr. Golden presented revisions to policy 5.114 for first reading.

5.114 – PERSONNEL RECORDS

I. Records Requirement Upon Employment

Various documents are required to be submitted in order to complete an employment file. Any employee, who fails to submit the required document record(s) within the specified time may be terminated, held off duty or otherwise appropriately counseled or disciplined. These documents include:

Within 3 working days:

- 1) Documents, as defined by the Department of Homeland Security, needed to complete the I-9 form and establish identity and employment eligibility;
- 2) A receipt verifying completion of fingerprinting by a TBI selected vendor.

By the first pay period:

- 1) Direct Deposit slip from Bank;
- 2) Tennessee Consolidated Retirement form and W-4 form.

~~**Within 30 days: Receipt verifying completion of Fingerprinting (by TBI selected vendor); Superintendent's**~~

- 1) Copy of teacher's license;
- 2) Licenses required for position;
- 3) Transcripts, if required for position.

Certificated Personnel entering the service of Williamson County Schools are required to file affidavits of all public schools teaching experience (outside of Williamson County) up to the year they began employment with the Williamson County Board of Education. It is the responsibility of the employee to file this documentation with Williamson County Schools and with the Tennessee Department of Education. Experience credit will be given only if proper documentation is filed by November 1. Experience credit must be approved by the State as teaching experience in order for the experience to be credited for salary for Williamson County.

Employees who fail to complete the Sick bank enrollment form and Insurance forms within 30 days may not enroll until the next established open enrollment period.

Applications and related documents shall be maintained for at least 3 years after an applicant applies for a position.

College transcripts, and previous employment verification provided within 30 days of employment are used as means for establishing salary for classified employees. Failure to provide this information may result in placement in a lower hiring step.

An official transcript of all college credits must be placed on file for all new Certificated Personnel entering the system.

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Barry Watkins moved to approve revisions to policy 5.114 as presented on first reading. Terry Leve seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

i. 6.200 – Attendance

Mr. Golden presented revisions to policy 6.200 for first reading.

6.200 – ATTENDANCE

Attendance is a key factor in student achievement and, therefore, students are expected to be present each day that school is in session.

The Director of Schools or designee shall oversee the entire attendance program, which shall include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license drops out of school.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
~~All student absences are verified;~~
3. Written excuses are submitted for absences and tardiness;
~~If necessary, verification is required from an official or other source to justify absences;~~
4. System-wide procedures for accounting and reporting are followed; and
5. Notification in writing is provided to the Director of Schools and the parents of the student of any action taken by the school.

The attendance of pupils is to be regular. The principal, or personnel designated by the principal, shall check *and verify where appropriate* all reasons offered for absences. Questionable and prolonged absences are to be reported to the attendance department for prompt investigation.

Conditions for which a student's absence may be excused are:

1. Illness of the student. The principal may require a doctor's statement.
2. Illness in the immediate family which requires absence of the student from school. The principal may require a doctor's statement.
3. Death in the immediate family of the student (should not exceed 5 days).
4. Religious holidays regularly observed by persons of the student's faith. (The principal may require a statement from the minister or other person recognized by the given religious group).
5. Absences for other reasons may be excused if, in the judgment of the principal, the circumstances warrant.

Any student whose absence is unexcused will *be expected* ~~not be allowed~~ to make up the ~~grade credit for~~ work missed or due on dates of absence ~~(except for absence due to suspensions during the mid-term or final examinations)~~. See *Board Policy* 6.316

All missed class work or tests from ~~excused~~ absences may be made up provided the student makes the request immediately upon returning to school, and provided class time is not taken from other students.

Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

If a parent or teacher feels that a principal has been either too harsh or too lenient in judging an absence as excused or unexcused, he should communicate this to the principal whose judgment, after further consideration of the matter, will be final at the school level. ~~Parents may, if they still disagree, forward their complaint to the Director of Schools. (See also Policy 1.404)~~

Any ~~administrative~~ *principal's* decision regarding attendance may be appealed initially to the Director of Schools and ultimately to the Board. The appeal shall be made in writing to the Director of Schools within five (5) working days following the action or the report of the action, whichever is later.

Students who have had five unexcused absences within a school year *become subject to the truancy* ~~will have violated the attendance~~ laws of this state. The name of any student who has accumulated five unexcused absences shall be submitted to the Attendance Department for proper disposition.

The Director of Schools shall report any child who habitually and unlawfully absents himself from school to the juvenile judge. ~~where said judge shall deal with the matter as he may determine to be in the best interest of the child.~~

Legal References:

TCA 49-6-3007
TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006
TCA 49-6-3017
TRR/MS 0520-1-3-.03(15); TCA 49-6-2904

Cross References:

Co-Curricular Activities 4.300
Promotion and Retention 4.603
[Student Expulsion/Suspension 6.316](#)

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Tim McLaughlin moved to approve revisions to policy 6.200 as presented for first reading. Barry Watkins seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

j. 6.308 – Student Transportation Management

Mr. Golden presented revisions to policy 6.308 for first reading.

6.308 – STUDENT TRANSPORTATION MANAGEMENT

The transportation of students is an integral part of the regular school program. This service is organized to provide eligible pupils safe transportation to the district schools and home and/or other related activities.

School buses shall not be used for any purposes other than that of transporting public school students of Williamson County Schools and for community enhancing purposes which are organized by [Federal, State or](#) Williamson County government [for the benefit of Williamson County Schools' students](#) or which have as a primary purpose raising funds to be administered by Williamson County government. Safety and adequate protection shall be primary requirements which must be observed in transporting all students of the Williamson County Schools.

All buses and other vehicles owned and operated by the Williamson County School System shall be safety inspected by the assigned driver and the transportation director on a regular basis. The transportation director shall develop and maintain a safety inspection record which shall be filled out and

signed by the individual who conducts the inspection. In addition, all buses shall be available for the regular state inspections. Any defects noted by either the regular local or state inspection shall be remedied immediately. All buses must pass a regular inspection by the transportation department at least quarterly.

A school bus with or without passengers shall not exceed the posted maximum speed limit; however, in no case shall a bus exceed 35 m.p.h on unpaved roadways. Violation of any Tennessee traffic law will be considered as grounds for dismissal

Cross Reference:
3.400 School Bus Safety/Student Conduct

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Mark Gregory moved to approve revisions to policy 6.308 as presented for first reading. D’Wayne Greer seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D’Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

2. 2008-2009 Budget Resolutions

Chairman Anderson called on Budget Director Leslie Holman, who presented the following budget resolutions:

a. “Touching the Lives of Children” State Grant

Ms. Holman presented a resolution to appropriate \$14,114 of state funds for the pre-K grant, “Touching the Lives of Children.”

Barry Watkins moved to approve the pre-K grant appropriation as presented. Janine Moore seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

b. Intent to Fund Elementary School and Elementary Site

Ms. Holman presented an intent to fund request totaling \$22,000,000 for a new elementary school in the Spring Hill area and for the purchase of a site for another new elementary school.

James Bond moved to approve the funding request as presented. Janine Moore seconded the motion.

There was discussion about the location of the sites, the schools from which they would draw students, and the expected opening date for the facilities. There was further discussion about the resolution language identifying the new elementary site as South Brentwood Elementary, which could be misleading in regard to the location.

Barry Watkins moved to amend the motion to identify the school site as Page zone elementary school. Tim McLaughlin seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the amendment.

Chairman Anderson called for a roll call vote on the amendment.

D'Wayne Greer	Yes	Susan Graham	No
Janice Mills	No	Pat Anderson	Yes
Janine Moore	No	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	No	Mark Gregory	Yes
Terry Leve	No	James Bond	No

Action: Yes, 6; No, 6; Abstain, 0; Motion Failed.

Janice Mills moved to amend the motion to change the resolution language to "Trinity area elementary school." Janine Moore seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the amendment.

Chairman Anderson called for a roll call vote on the amendment.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

Chairman Anderson asked for a recommendation on the amended main motion from Interim Superintendent Heath, who recommended approval.

Chairman Anderson called for a roll call vote on the amended main motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	- - -
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 11; No, 0; Abstain, 0; Motion Carried.

c. Adult Education Grant

This agenda item was pulled.

d. Intra-Category Budget Adjustment (Capital Funds)

Ms. Holman presented a request for an intra-category transfer in the amount of \$363,339.35 taken from funds remaining in asphalt accounts from previous years and also from the High School Athletic Bond issue, to increase the scope of work on tracks at Brentwood and Centennial high schools.

James Bond moved to approve the intra-category budget adjustment as presented. Mark Gregory seconded the motion.

There was discussion about possible similar track problems at other schools and the need to go through the Athletic Facilities Committee to determine what needs, if any, existed elsewhere.

Janine Moore expressed concern over the amount of money required for the maintenance of tracks in a tight budget year.

There was further discussion about efforts needed at the schools to prevent unnecessary wear and damage to tracks.

There was agreement about the need to reactivate the Athletic Facilities Committee to review this situation.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	No	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 11; No, 1; Abstain, 0; Motion Carried.

3. Applications for Special High School Courses

Chairman Anderson called on Lynn Heady, Director of Teaching, Learning and Assessment, who presented the following list of special high school courses needing yearly board approval. Ms. Heady noted a school addition to the list, adding the offering of Theatre Arts Production at Centennial High School.

2009-2010 Special Course Requests

1 *ACT English & Reading*

2 *ACT Mathematics*

3 *ACT Science*

4 *American Civil War and Reconstruction*

5 *Astronomy*

6 *Film as Literature*

7 *Great Books*

8 *Greek & Roman Mythology*

- 9 *History of Ideas*
- 10 *History of Native Americans*
- 11 *Journalism II*
- 12 *Technology Based Intervention-Math*
- 13 *Technology Based Intervention-Science*
- 14 *Technology Based Intervention-English*
- 15 *Teen Leadership*
- 16 *Theatre Arts Production*
- 17 *Weights & Kinesiology*

Janine Moore moved to approve the list as presented and amended. Barry Watkins seconded the motion.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

4. Algebra I Honors

Chairman Anderson called on Lynn Heady, who explained why the staff was proposing the addition of Algebra I Honors to the high school course listing.

Janine Moore moved to approve the addition of Algebra I Honors to the high school course listing. Susan Graham seconded the motion.

Janice Mills discussed her reservations about the change and the potential problems she saw. Other board members discussed their views of the pros and cons for the change.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	No	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 11; No, 1; Abstain, 0; Motion Carried.

5. Construction Management Services Recommendation

Chairman Anderson called on Facilities and Construction Director Kevin Fortney, who presented the recommendation from the CM proposal review panel and outlined the steps used in their evaluation to select the following firms to recommend to the Board for construction management services.

American Constructors, Inc. as CM for:

- the new high school on Twin Lakes Drive and Buckner Lane;
- the addition and renovation of Brentwood High School;

D.F. Chase Contractor, Inc., as CM for:

- the west Franklin elementary school.

Janine Moore moved to approve the committee recommendations for construction management services as presented. D'Wayne Greer seconded the motion.

There was discussion regarding the need for better understanding by the Board about the selection process, and there was interest expressed in reviewing the philosophy used by the Board in building schools.

Chairman Anderson asked for a recommendation from Interim Superintendent Heath, who recommended approval of the motion.

Chairman Anderson called for a roll call vote on the motion.

D'Wayne Greer	Yes	Susan Graham	Yes
Janice Mills	Yes	Pat Anderson	Yes
Janine Moore	Yes	Barry Watkins	Yes
Tim McLaughlin	Yes	Bill Peach	Yes
Gary Anderson	Yes	Mark Gregory	Yes
Terry Leve	Yes	James Bond	Yes

Action: Yes, 12; No, 0; Abstain, 0; Motion Carried.

H. Adjournment

There being no further business to come before the Board, Chairman Anderson adjourned the meeting at 8:45 p.m.

Patricia B. Anderson, Chairman

Dr. David Heath, Interim Director of Schools