



Williamson County Board Policy Committee

September 2, 2025 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

Policy Chair - Jay Galbreath

Policy Committee - Drason Beasley, Donna Clements, Dennis Driggers, Margie Johnson and Melissa Wyatt

1. Agenda

2. Board Policy Second Reading

- a. 5.310 Vacations and Holidays

3. Board Policy First Reading

- a. 3.202 Emergency Preparedness Plan

4. Board Policies for First and Final Reading

- a. 1.901 Charter School Applications
- b. 1.903 Charter School Oversight
- c. 1.904 Charter School Intervention and Revocation
- d. 1.905 Charter School Renewal
- e. 3.204 Threat Assessment Team



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 _____

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

5.310 Vacations and Holidays

Brief justification of why additions or changes needed or required:

During the budget process, the Board approved two additional paid days during spring break for (10) month and eleven (11) month employees. The policy needs to be updated to include the two additional paid days.

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

July 1, 2025
Date

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 02/20/23
		Rescinds: 5.310	Issued: 03/25/19

1 VACATIONS

2 Regular, twelve (12) month employees earn and accrue vacation as follows:

3 Full-Time Classified and management team as defined by the Professional Educators Collaborative
4 Conferencing Act (“PECCA”)*:

- 5 1. 1 day per month worked for the first 5 years of service
- 6 2. 1.25 days per month worked during the 6th year through the 10th year of service
- 7 3. 1.5 days per month worked during the 11th through the 15th year of service
- 8 4. 1.75 days per month worked during the 16th through the 20th year of service
- 9 5. 2 days per month worked with more than 20 years of service

10 Other Full-time Professional: (In accordance with the WCEA MOU)

11 A maximum of twenty-four (24) days may be carried forward from one fiscal year to the next. Annual
12 leave accrued in excess of the applicable maximum shall be transferred to sick leave on June 30 each
13 year. All leave requests must be approved by the employee’s immediate supervisor.

14 Upon termination of employment, any accrued vacation in excess of the appropriate carry forward
15 amount shall be credited to the sick leave balance of the terminating employee. Payment for accrued
16 vacation shall be paid at the employee’s current rate of pay.

17 The increased accrual rates are based on the length of service and become effective on the anniversary
18 of the employee’s date of hire, provided they have been in continuous service.

19 ~~Retirees and~~ Those that resign with accrued vacation may request **will receive** lump sum payments of
20 vacation. However, the amount of payment cannot be reported or used as part of the average final
21 compensation. ~~Should a retiree elect not to receive the lump sum payment for vacation, the retiree will~~
22 ~~be extended on the payroll until all vacation has been used.~~ Future benefits will not accrue after the last
23 working day (physically at work), such as vacation, sick, holiday pay, and insurance benefits. In such a
24 case, the school system will make retirement contributions on behalf of the employee and creditable
25 service for retirement will be granted.

26 Temporary and part-time employees are not entitled to vacation.

27 Vacation for employees is calculated on a daily basis and maintained on a fiscal year basis. Vacation
28 may be taken in ~~hourly~~ **fifteen (15) minute** increments for non-exempt employees.

1 An employee must be in a paid status a minimum of twenty (20) days per month in order to accrue one
2 (1) vacation day.

3 Principals / immediate supervisors must consider school / district business needs prior to approving an
4 employee's vacation request. Normally, vacation requests should be made at least two (2) weeks in
5 advance.

6 All vacation time shall be paid at the employee's current rate of pay. Vacation may not be taken until
7 earned without approval from the Superintendent.

8 **SYSTEM CLOSED DAYS**

9 Paid system closed days for full-time twelve (12) month personnel covered in this section shall be Fall
10 Break (as designated by the calendar approved by the School Board), Thanksgiving Break (as designated
11 by the calendar approved by the School Board), Winter Break (the last teacher day to the first system-
12 wide day), and Spring Break (as designated by the calendar approved by the School Board). Twelve
13 (12) month personnel covered in this section are not required to report to work unless directed to do so
14 by their supervisor. Employees reporting to work on system closed days shall be permitted to take
15 another regular workday off or paid appropriate overtime if prior approval is given by Superintendent or
16 designee.

17 **HOLIDAYS**

18
19 Paid holidays for full-time ten (10) month and eleven (11) month employees shall be Labor Day,
20 Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King, Jr., plus five (5) additional
21 days during winter break *and two (2) additional days during spring break.*

22
23 Paid holidays for full-time twelve (12) month personnel shall be Labor Day, Thanksgiving Day,
24 Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, and Independence Day.

25 When a recognized holiday falls on Saturday, it shall be observed on the preceding Friday. When a
26 recognized holiday falls on Sunday, it shall be observed on the following Monday.

27 To qualify for each above paid holiday, each employee must be in a paid work status or paid leave status
28 on the day immediately preceding and the day immediately following that holiday. If an employee is
29 resigning and/or retiring, that employee must be in an active work status (physically at work) on the day
30 following the holiday to receive pay for the holiday.

31 * "Management team" includes professional employees whose principal responsibilities are
32 administration rather than teaching, including but not limited to supervisors and principals.

Cross References

Short Term Leaves of Absence 5.300

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 08/18/25
		Rescinds: 3.202	Issued: 08/19/24

1 *General*

2 The Superintendent of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
5 medical emergencies.

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

9 *A debrief of an event involving a major incident, major accident, and/or major response at a school*
10 *or schools should occur. The debrief of the event may focus on lessons learned, and may utilize an*
11 *after-action review and report, which can be a structured process for analyzing what happened and*
12 *why it happened.*

13 **FIRE AND SAFETY DRILLS**

14 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
15 school days, with no more than two (2) fire drills occurring during the first thirty (30) full days of the
16 school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are
17 conducted throughout the year.²

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

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

24 The district shall work with local law enforcement and the local fire department to develop a procedure
25 for identifying the cause of a fire alarm activation. This procedure must be in place by January 1, 2025,
26 and shall be reviewed and updated annually thereafter.⁴

27 **ANNUAL DRILLS⁵**

28 The principal shall ensure that the school safety team conducts each of the following types of drills
29 annually:

- 1 1. An armed intruder drill in coordination with local law enforcement;
- 2
- 3 2. An incident command drill; and
- 4
- 5 3. An emergency safety bus drill.

6 **AED DRILLS⁶**

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

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

11 **MEDICAL EMERGENCIES/PANDEMIC FLU⁷**

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

16 **REMOTE LEARNING DRILLS⁸**

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

Legal References

1. [TRR/MS 0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#); [Public Acts of 2025, Chapter No. 315](#)
3. [TCA 68-102-137\(f\)](#)
4. [TCA 49-6-807\(e\)](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122](#); [TCA 49-6-1208](#)
7. [TCA 49-6-3004\(a\), \(e\)](#); [TCA 49-5-404](#)
8. [TCA 49-2-139](#)

Cross References

- Safety 3.201
Community Use of School Facilities 3.206



POLICY REVIEW OR CREATION REQUEST

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Recommended by: Staff General Counsel Board Member _____

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

- 1.901 Charter School Applications**
- 1.903 Charter School Oversight**
- 1.904 Charter School Intervention and Revocation**
- 1.905 Charter School Renewal**

Brief justification of why additions or changes needed or required:

Public Chapter 275 creates changes to several charter school policies. This new law shifts certain responsibilities to the State Board of Education and the Tennessee Public Charter Schools Commission. Additionally, there is a new requirement that Boards report all charter applications to the Tennessee Public Charter Schools Commission.

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

August 7, 2025
Date

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 10/23/23
		Rescinds: 1.901	Issued: 06/20/22

1 General

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall be
5 in accordance with state law.¹

6 APPLICATION PROCESS

7 A prospective charter school sponsor shall send notice to the Superintendent of Schools of its intent
8 sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed
9 charter school plans to begin operation as a charter school. The Superintendent of Schools and/or
10 designee shall determine whether the sponsor has selected the correct application category within ten
11 (10) business days of receiving the letter of intent and notify the sponsor within five (5) business days
12 of a determination that the incorrect application category has been selected.²

13 A sponsor seeking board approval of an initial charter school application shall complete the forms
14 provided by the ~~Department~~ *State Board* of Education *in coordination with the Tennessee Public*
15 *Charter School Commission (“the Commission”)*. The application shall provide all the information
16 required by state law. The sponsor shall demonstrate that the proposed charter school meets the
17 purpose prescribed by state law for the formation of a charter school, and the proposed charter school
18 will be able to implement a viable program of quality education for its students.

19 Electronic copies of applications shall be submitted to the Board and *the Commission* ~~Department of~~
20 ~~Education~~ on or before 11:59 p.m. *CST* on February 1st of the year preceding the year in which the
21 proposed charter school plans to begin operation as a charter school. If the 1st of February falls on a
22 Saturday, Sunday, or holiday on which the school district offices are closed, applications will be
23 accepted on the next business day on or before 11:59 p.m. Late applications will not be accepted,
24 without exception. The sponsor shall pay an application fee of \$2,500.00. *The Superintendent of*
25 *Schools and/or designee shall report each application to the Commission no later than ten (10) days*
26 *after receipt.*²

27 REVIEW TEAM¹

28 If necessary, the Executive Committee shall appoint a review team to assist in reviewing and
29 evaluating charter school applications. The team shall be comprised of members of the administrative
30 staff for the district, community members, and a member of the Board with relevant educational,
31 organizational, financial, and legal experience. At a public meeting, the Superintendent of Schools
32 and/or designee shall make a recommendation to the Board on which members of his/her

1 administrative staff should be appointed to the team. The Board shall name the members of the team at
2 its meeting in January of each year. The Board shall designate a Chair of the review team as the
3 contact person for answering questions about the application process and receiving applications. The
4 Superintendent of Schools and/or designee shall develop an orientation for the team to ensure
5 consistent evaluation standards and the elimination of real or perceived conflicts of interest.

6 The Board shall require the Superintendent of Schools and/or designee to develop a procedure for
7 receiving, reviewing, and ruling on applications for the establishment of charter schools by the review
8 team. The procedure shall include a timeline for the application and review process. A copy of the
9 procedure, including the review criteria, shall be available to any interested party upon request.

10 The review team shall:

- 11 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
- 12
- 13 2. Recommend one of the following options to the Board for each application: approve, reject, or
14 reject with stipulations for reconsideration. ⁴

15 **APPROVAL/DENIAL OF APPLICATION⁵**

16 The Board shall rule by resolution on the approval or denial of a charter school application within
17 ninety (90) calendar days of receipt of the completed application, or the application shall be deemed
18 approved by state law. The Superintendent of Schools and/or designee shall report the action taken by
19 the Board to the Department of Education *and the Commission*.

20 *Approval*

21 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
22 the Board which shall be binding on the charter school's governing body. The charter school agreement
23 shall be in writing and signed by the sponsor and the Board.

24 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
25 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁶

26 Charter schools approved by the Board are expected to implement the application as submitted and
27 approved. Material variations in operations from the approved application require amendment pursuant
28 to state law and the charter school agreement.⁷

29 The Board shall not provide services to charter schools that are not requested during the application
30 process except for those services that are required under state or federal law. Services agreed to be
31 provided to the charter school by the Board shall be provided at board actual cost. The Board and
32 charter school shall execute a service contract for any additional services.

33 New charter school agreements are approved for a ten (10) year period.⁸

34 The Board may revoke or deny renewal of a charter school agreement for any of the reasons
35 enumerated in state law.⁹

1 *Denial*

2 If the initial charter school application is denied, the Board shall notify the sponsor in writing within
3 ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the
4 sponsor may submit an amended application. Upon written receipt of the grounds for denial, the
5 sponsor shall have thirty (30) calendar days within which to submit an amended application to correct
6 the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the
7 amended application, or the application shall be deemed approved by state law.⁵

8 If the amended charter school application is denied, the Board shall notify the sponsor in writing
9 within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an
10 appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public
11 Charter School Commission.¹⁰

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; *Public Acts of 2025, Chapter No. 275*; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01(1)
3. TRR/MS 0520-14-01 (1)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; *Public Acts of 2025, Chapter No. 275*; TRR/MS 0520-14-01
6. TCA 49-13-128
7. TCA 49-13-110 (d)-(e); TRR/MS 0520-14-01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

Williamson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Oversight	Descriptor Code: 1.903	Issued Date: 10/23/23
		Rescinds: 1.903	Issued:

1 Once the Williamson County Board of Education authorizes a public charter school, then the Board
2 shall oversee and annually evaluate charter schools to ensure they meet the performance standards and
3 targets set forth in the charter school agreement.¹ The Board shall create a comprehensive
4 performance, accountability, and compliance monitoring system based on the charter school agreement
5 and communicate the results to each charter school. At a minimum, the monitoring system shall
6 address academic, financial, and organizational performance standards as outlined in the charter school
7 agreement and required by the State Board of Education.¹ The Board shall utilize the results when
8 making renewal, revocation, and intervention decisions. Reports on charter school oversight shall be
9 compiled by Assistant Superintendent of Teaching, Learning and Assessment and published on the
10 district's webpage at least annually.

11 The Board shall communicate with the charter schools in its portfolio as needed, including both the
12 charter school leader and governing board, and provide timely notice of any material charter school
13 agreement violations and performance deficiencies.

14 The Board shall articulate and enforce stated consequences for failing to meet performance
15 expectations or compliance requirements.

16 **MONITORING SYSTEM**

17 The Superintendent of Schools and/or designee shall implement a performance and compliance
18 monitoring system per the terms of the charter agreement. This information will be provided to the
19 Board on an ongoing basis through reports that will form the basis of renewal, revocation, and
20 intervention decisions. To aid in this, the Superintendent of Schools and/or designee shall develop a
21 reporting calendar that outlines when information required by state law shall be provided by the charter
22 school.

23 **SITE VISITS**

24 A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and
25 other qualitative information that cannot be obtained otherwise. The Superintendent of Schools and/or
26 designee shall develop a site visit procedure that outlines the expectations of charter schools prior to,
27 during, and after the site visit, including review of the documents and data, classroom observations,
28 and interviews. These visits shall minimize administrative burdens and avoid operational interference.
29 The Board shall provide the charter school with a report that summarizes the outcome of the visit. The
30 report shall provide an analysis of relevant data and include general recommendations, if applicable.²

31 **CHARTER SCHOOL REPORTING**

1 Charter schools shall provide the information required by the charter school agreement and state law to
2 the Board. The Superintendent of Schools and/or designee shall develop a reporting calendar that
3 defines and communicates the process, methods, and timing of gathering and reporting data to the
4 Board.²

5 By September 1st, the governing body of an approved charter school shall make a written report to the
6 Board.³ The annual report shall include:

- 7 1. A report on the progress of the charter school in achieving the goals outlined in the charter
8 school agreement;
- 9 2. A financial statement disclosing the financial health of the charter school, including the costs of
10 the administration, instruction, and other spending categories of the charter school; and
- 11 3. A detailed accounting, including the amounts and sources, of all funds received by the charter
12 school, other than the funds received per state law.⁴

15 This reporting requirement shall begin in the year after the year in which the charter school begins
16 operation.

17 Multiple charter schools overseen by a single governing board shall report their performance as
18 separate, individual charter schools. Each charter school shall be independently accountable for its
19 performance.

20 Each charter school governing body shall submit an annual audit of all accounts and records, to include
21 internal school activity and cafeteria funds, to the Board as soon as practical after June 30th.⁵

22 **AUTHORIZER REPORTING AND REVIEW**

23 By December 1st, the Board shall report to the ~~Department~~ *State Board* of Education detailing the
24 authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the
25 fee.⁶ By January 1st, the Board shall submit an annual authorizer report to the ~~Department of Education~~
26 ~~and the State Board of Education~~ *and make the report available on the district's website.*⁷ The
27 Superintendent of Schools and/or designee shall prepare the reports and provide the information to the
28 Board prior to submission.

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. TCA 49-13-120
3. TCA 49-13-120(a)-(b)
4. TCA 49-13-112(a), (f)
5. TCA 49-13-127
6. TCA 49-13-128(f); *Public Acts of 2025, Chapter No. 275*
7. TCA 49-13-120(c); *Public Acts of 2025, Chapter No. 275*

Williamson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Intervention and Charter School Revocation	Descriptor Code: 1.904	Issued Date: 10/23/23
		Rescinds: 1.904	Issued:

1 ***General Principles for Charter School Intervention***¹

2 The Board shall develop a clear plan for monitoring charter schools that shall be set forth in the charter
3 agreement. If the Board identifies a deficiency in the academics, finances, or operations of the charter
4 school, the Superintendent of Schools and/or designee shall communicate the problem to the charter
5 school. Any intervention shall be proportionate to the identified problem and adhere to the provisions
6 of the charter agreement, and intervention strategies shall preserve the school autonomy and
7 responsibility while clearly stating consequences for noncompliance.¹

8 The Superintendent of Schools and/or designee shall give the charter school timely notice of any
9 charter agreement violations or performance deficiencies requiring intervention. Notices shall state the:

- 10 1. Deficiency;
- 11
- 12 2. Applicable regulatory, performance, or contractual provision(s) not achieved;
- 13
- 14 3. Expected remedy; and
- 15
- 16 4. Timeframe by which the Board expects the deficiency to be remedied or a corrective action
17 plan to be submitted.

18 The Superintendent of Schools shall provide charter schools with reasonable time and opportunity to
19 remedy the deficiency or to submit a corrective action plan.

20 **PROGRESSIVE INTERVENTIONS**²

21 The Board shall assign a level of intervention for the charter school as defined by the charter
22 agreement if deficiencies are identified. Depending on the severity of the deficiency, the Board
23 reserves the right to revoke the charter agreement in accordance with state law.

24 *Tier I – Notice of Deficiency*

25 The Board shall provide the charter school with notice of the specific deficiency with supporting
26 documentation as well as information on possible consequences.

27 Possible Deficiency: Failure to comply with the terms of the charter application and/or the charter
28 agreement; violation of federal and/or state law.

1 Possible Consequence: Sending a letter to the charter school’s governing board; sending terms of a
2 corrective action plan and possible consequences for the failure to correct the deficiencies.

3 *Tier II – Notice of Probationary Status*

4 Tier II shall be implemented if the interventions in Tier I are unsuccessful. These interventions shall
5 consist of sending a letter to the charter’s governing board as notice of probationary status and
6 outlining in the letter the terms of the probation and the timeline for correction of the deficiencies.

7 *Tier III – Review of Status*

8 Tier III shall be implemented if the interventions in Tier II are unsuccessful. These interventions shall
9 consist of a recommendation to revoke the charter contract or other sanctions.

10 **REMEDIES¹**

11 Charter schools shall be responsible for notifying the Board:

- 12 1. When a deficiency has been remedied;
- 13
- 14 2. If the charter school requires an extension of time to remedy a deficiency; or
- 15
- 16 3. If the charter school requests a modification to its corrective action plan.
- 17

18 ***General Principles for Charter School Revocation***

19 The Board shall revoke a charter school agreement if the charter school:³

- 20 1. Failed to meet or make sufficient progress toward the performance expectations set forth in the
21 charter school agreement;
- 22
- 23 2. Committed a material violation of any of the conditions, standards, or procedures set forth in
24 the charter school agreement;
- 25
- 26 3. Failed to meet generally accepted standards of fiscal management; or
- 27
- 28 4. Performed any of the acts that are conditions for non-approval of charter schools under state
29 law.

30 **NOTICE**

31 The Superintendent of Schools and/or designee shall notify the charter school of the Board’s intent to
32 revoke the charter school agreement in writing at least thirty (30) days prior to the revocation.⁴

33 Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement,
34 the Superintendent of School and/or designee shall report the Board’s decision to the Department of
35 Education *and Tennessee Public Charter School Commission*. The Superintendent of Schools and/or

1 designee shall also provide the charter school with a copy of the Board’s resolution setting forth the
2 decision and the reasons for the decisions, and an explanation of the right to appeal.⁵

3 **REVOCATION DUE TO PRIORITY STATUS**

4 The Board may revoke a charter school agreement if the charter school is identified as a priority school
5 under state law. Revocation shall take effect immediately following the close of the school year in
6 which the charter school is identified as a priority school.⁶

7 **PROCEDURES FOR CLOSURE**

8 The Superintendent of Schools and/or designee shall develop administrative procedures regarding
9 charter school closures prior to the Board denying renewal or revoking a charter school agreement.⁷
10 These procedures shall outline a detailed protocol that will ensure timely notification to parents,
11 orderly transition of students and student records, and disposition of school funds, property, and assets
12 in accordance with state law.

Legal References

1. State Board of Education Policy 6.111
2. TCA 49-13-122
3. TCA 49-13-122(b); State Board of Education Policy 6.111
4. TCA 49-13-122(e)
5. State Board of Education Policy 6.111; *Public Acts of 2025, Chapter No. 275*
6. TCA 49-13-122(a)
7. TCA 49-13-130

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Charter School Renewal	Descriptor Code: 1.905	Issued Date: 10/23/23
		Rescinds: 1.905	Issued:

1 INTERIM REVIEW

2 The Superintendent of Schools and/or designee shall conduct an interim review of a charter school in
3 the fifth year of a charter term in accordance with guidelines developed by the ~~Department~~ *State Board*
4 of Education. As part of this process, the charter school shall submit a report on the progress of the
5 school in achieving the goals and objectives set forth in the charter agreement.¹

6 CUMULATIVE PERFORMANCE REPORT

7 Three (3) months prior to the date on which a charter school is required to submit a renewal
8 application, the Superintendent of Schools and/or designee shall submit a performance report to the
9 charter school that summarizes the school's performance record over the charter term and states the
10 summative findings concerning the school's performance and prospects for renewal.²

11 APPLICATION AND EVALUATION

12 No later than April 1st of the year prior to the year in which the charter school agreement expires, the
13 governing body of a charter school shall submit a renewal application to the Board.³

14 *The Superintendent of Schools and/or designee shall report each renewal application received to the*
15 *Tennessee Public Charter School Commission ("the Commission") within ten (10) days of receipt.*³

16 The Superintendent of Schools and/or designee shall conduct a renewal evaluation site visit to each
17 charter school that submits a charter school renewal application.

18 The Board will make renewal decisions by February 1st in the year the charter school agreement
19 expires.

20 RENEWAL CRITERIA⁴

21 The Board shall define and communicate with schools the criteria for renewal that is consistent with
22 the charter agreement. The Board shall make its renewal decision based on the renewal application,
23 annual progress reports, and renewal performance report.

24 Within ten (10) days of the Board voting by resolution on a renewal application, the Superintendent of
25 Schools and/or designee shall promptly notify a school of its renewal recommendation and decision,
26 including the reasons for the decision and any rights to an appeal. The Superintendent of Schools
27 and/or designee shall promptly communicate renewal decisions to the school community and public *as*
28 *well as the Department of Education and Commission.*

Legal References

1. TCA 49-13-121; *Public Acts of 2025, Chapter No. 275*
2. State Board of Education Policy 6.111
3. TCA 49-13-121; *Public Acts of 2025, Chapter No. 275*
4. TCA 49-13-121; State Board of Education Policy 6.111; *Public Acts of 2025, Chapter No. 275*



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 _____

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

3.204 Threat Assessment Team

Brief justification of why additions or changes needed or required:

Public Chapter 215 creates new notification requirements regarding credible information of threats of violence or significantly disruptive behavior. A notification must be made to parent(s)/guardian(s), and there must be a quarterly report of incidents provided to the WCBOE.

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

August 7, 2025
Date

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date: 08/21/23
		Rescinds: 3.204	Issued: 08/21/23

1 *General¹*

2 A threat assessment team shall be created within the school district to develop intervention-based
3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
4 safe, supportive, and effective school environment. The Superintendent of Schools shall appoint the
5 members of the threat assessment team which shall include Williamson County Schools staff including
6 Student Support Services personnel, juvenile services, District Attorney office and the local law
7 enforcement.

8 The Superintendent of Schools shall develop administrative procedures regarding the training and
9 operations of the team to comply with state law and State Board of Education rules and regulations.

10 **TEAM MEETINGS**

11 All threat assessment team meetings shall be closed to the public.²

12 **RECORDKEEPING³**

13 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that
14 resulted in intervention and shall provide the information to the Superintendent of Schools.

15 Documents produced or obtained regarding these assessment activities will not be open for public
16 inspection.

17 ***REPORTING⁴***

18 *Parent(s)/guardian(s) shall be notified of credible information regarding a threat of violence or*
19 *significantly disruptive behavior directed toward or occurring on the grounds of the school their*
20 *child attends if the threat or disruptive behavior is reported to a state or local law enforcement*
21 *agency. A report made to a school resource officer is not defined as a report to a state or local law*
22 *enforcement agency unless the school resource officer subsequently reports the threat or*
23 *significantly disruptive behavior for further investigation or for additional assistance in deescalating*
24 *a situation occurring on the grounds of the school.*

25 *Notification to parent(s)/guardian(s) shall occur within forty-eight (48) hours of the report to the*
26 *state or local law enforcement agency and may be made using existing communication methods for*
27 *providing information to parents and guardians.*

- 1 *At least once per quarter, the Superintendent of Schools shall provide the Board with the total*
- 2 *number of incidents requiring notice to parent(s)/guardian(s) for the respective quarter as well as*
- 3 *the total for the year to date.*

Legal References

1. TCA 49-6-2701
2. TCA 49-6-2701(f)
3. TCA 49-6-2702
4. *Public Acts of 2025, Chapter No. 215*

Cross References

- Safety 3.201
- Security 3.205
- Student Records 6.600