Williamson County Board Policy Committee

November 2, 2026 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

Policy Chair — Kimberly Calcote
Policy Committee — Tony Bostic, Randy Allen, Dennis Driggers, Margie Padgett, Jennifer Konyn

1. **Agenda**
2. **Board Policies First Reading**
    a. 3.2019 Repairs and Alterations
    b. 3.4001 Special Transportation for Students with Disabilities

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:

☐ Board Member: _____ ☐ General Counsel ☐ WCS Staff: Brian King & Sara Whitfield

Date Submitted to General Counsel:

9/28/2026

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

WCBOE Board Policy 3.2019- Repairs and Alterations

Brief summary of the proposed addition or changes:

Revise the process for approval of construction, renovations or alterations to school facilities or grounds which are outside of the District's approved budget and funded through fundraising activities, to instead have them submitted through a request process provided by the District, with final approval from the Superintendent, and the Board being informed in a monthly meeting report.

Additionally, requests for maintenance services will be entered into a work-order system approved by the District, instead of just made in writing to the Maintenance Department.

Brief justification of why additions or changes needed or required:

This policy was initially approved and last updated years ago when there was very little oversight into schools making modifications to their schools. WCS now has strict procedures in place to make sure any modification goes through the proper channels, goes through a proper review process, and receives approval from necessary internal reviewers (finance, engineering, legal, etc.). The current process, which requires delays while having to wait on the approval of the school board, can sometimes be a hindrance to the project. The school board would still be notified in the board packet of any such approvals.

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.

Brian King	**9-28-2026**
Name of Individual Submitting Policy for Review	**Date**

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Repairs & Alterations**	**3.2019**	~~11/18/19~~11/16/26
		Rescinds: **3.2019**	Issued: ~~08/17/15~~11/18/19

Major repairs may not be made on the school buildings without the permission of the Superintendent of Schools. Any new construction, renovation or alteration to school facilities or grounds that is proposed outside of the District's approved budget and funded through fundraising activities shall be submitted through a Building Modification Request process as provided and outlined by the District. Final approval of all such requests shall be granted by the Superintendent of Schools. All approved Building Modification Requests shall ~~first~~ be ~~approved~~ included in the monthly meeting reports ~~by~~ to the Board under Operations Updates.

Repairs and alterations should be performed in as safe a manner as possible. To the extent practicable, maintenance, cleaning, repair, and other projects that could trigger indoor air pollutants or environmental safety concerns should be scheduled at times when students, parents, and staff will not be negatively impacted through chemicals, fumes, particulate matter, or other health damaging substances.[1]

Regular requests for maintenance service shall be ~~made in writing to the Maintenance Department~~entered into a maintenance work order system approved by the District. Emergency requests for maintenance service shall be made by telephoning the Maintenance Department and explaining the need. The Maintenance Director shall arrange to have the work completed as soon as possible.

Legal References

1. TCA 49-2-121

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Recommended by:

☐ Board Member: _____ ☐ General Counsel ☐ WCS Staff: Brian King & Sara Whitfield

Date Submitted to General Counsel:

9/28/2026

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

WCBOE Policy 3.4001- Special Transportation for Students with Disabilities

Brief summary of the proposed addition or changes:

Amending the requirement that all special education drivers shall maintain a CPR certification to special education drivers and assistants will receive CPR and emergency first aid training.

Brief justification of why additions or changes needed or required:

The requirement to receive CPR certification has not been the WCS practice for several years. CPR certification is a 2-year certification completed by CPR instructors. For Bus drivers, CPR training with additional health training is a more comprehensive training option because a training has been created specifically for WCS bus drivers and the emergencies they may face on their bus. This annual training includes:

- Hands only CPR for school aged children and adults including specific directions for communication and safety on a bus

- Other Health Related Emergencies:
  - Choking
  - Anaphylaxis
  - Asthma
  - Seizures
  - Diabetes
  - Basic First Aid
  - Bleeding Control

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.

Name of Individual Submitting Policy for Review	**Date**
Brian King	9-28-2026

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Special Transportation for Students with Disabilities**	**3.4001**	~~02/17/20~~10/26/26
		Rescinds: **3.4001**	Issued: ~~08/21/06~~02/17/20

When an IEP team determines that a student with a disability requires special transportation to receive a free, appropriate public education, The Board shall provide special transportation as a related service, at no cost, as required under the state and federal law.

Pursuant to state and federal law, students with disabilities are to be placed in their school of zone unless an IEP team determines the school of zone is not an appropriate placement based upon the student's individual needs.

Students receiving special transportation shall be at the bus stop designated by the district and ready to board at the time designated by the district. A parent/guardian or the designee of the parent/guardian must be present at the designated bus stop during pick up and/or drop off.

A parent/guardian will be responsible for providing any physical assistance the student needs in order to board or deboard a bus.

The IEP Team-shall notify the-Executive Director of Student Support Services if placement to an out-of-zone school is required for a student with a disability as quickly as possible.

The WCS Transportation Director shall ensure that the vehicles used to provide special transportation to students with disabilities are well maintained per manufacturer's recommendation, meet applicable state and federal guidelines, and are properly equipped to handle the needs of students with disabilities. All drivers of special transportation buses shall be employees of WCS unless specifically approved by the WCS Transportation Director and the Executive Director for Student Support Services. The Transportation Director will use only experienced drivers who have had satisfactory results on drug screens, criminal background screening, and driving record screening. All drivers and driver assistants of special transportation buses ~~shall maintain a current and valid certification in~~will receive CPR and emergency first aid training upon hiring and annually during in-service.