

MINUTES
Policy Review Work Session

MEETING: October 2, 2018

PRESENT: Board Members: Bridget Ziegler, Chair; Jane Goodwin, Vice Chair; Shirley Brown; Caroline Zucker; Eric Robinson; Todd Bowden, Superintendent; Jeff Maulsby, Asst. Superintendent/Chief Operating Officer; Roy Sprinkle, Executive Director of Human Resources; Art Hardy, Board Attorney

CALLED TO ORDER: 4:00 p.m.

TOPIC	DISCUSSION
Opening Comments	Bridget Ziegler welcomed everyone to the meeting and deferred to Art Hardy to present the review of Chapter 3 and Chapter 6 policies. Any questions, comments, or concerns were requested to be asked while reviewing the policies.
Chapter 3	<p><u>School Administration</u> Shirley Brown / Todd Bowden</p> <p>3.10 – <i>Administrative Organization</i> – Minor changes 3.11 – <i>Schools-Within-A-School</i> – No changes 3.20 – <i>Responsibilities of Superintendent</i> – No changes 3.201 – <i>Superintendent’s Contract, Compensation and Benefits</i> – No changes 3.202 – <i>Evaluation of the Superintendent</i> – No changes 3.21 – <i>Directives, Procedures, and Administrative Manuals</i> – No changes 3.22 – <i>Opening and Closing of Schools</i> – No changes 3.23 – <i>Emergencies</i> – Changes to make it streamlined 3.25 – <i>Automatic External Defibrillators</i> – Minor changes 3.30 – <i>Responsibilities of Principals</i> – Minor change 3.40 – <i>Campus Disorders and Trespassing</i> - Minor changes 3.41 – <i>Disruptions at School Board Functions</i> – Minor Statute changes 3.42 – <i>Alcohol, Alcoholic Beverages, Mood-modifying or Controlled Substance on Board Property</i> – Minor changes. Discussion ensued regarding events on school campuses.</p>

	<p><u>School Administration</u> Shirley Brown / Todd Bowden</p> <p>3.47 – <i>Animals on Campus</i> – Statutory changes 3.48 – <i>Service Animals</i> – Statutory changes 3.50 – <i>Inspection of Public Records</i> – Statutory and minor changes 3.51 – <i>Copying of Public Records</i> – Statutory changes 3.52 – <i>Copyrighted Material</i> – Minor changes 3.60 – <i>Flag Display and Pledge</i> – Added “In God We Trust” 3.61 – <i>A Moment of Silence</i> – No changes 3.70 – <i>Agents, Solicitors and Salespersons</i> – Minor change 3.80 – <i>School Volunteers</i> – No changes</p>
<p>CHAPTER 6</p>	<p><u>Human Resources</u> Bridget Ziegler / Jeff Maultsby / Roy Sprinkle</p> <p>6.10 – <i>Employment of Personnel</i> – No changes 6.11 – <i>Employment Defined</i> – No changes 6.12 – <i>Nepotism</i> – Changes made. Discussion ensued. 6.13 – <i>Year of Service Defined for Administrative and Instructional Personnel</i> – No changes 6.14 – <i>The Instructional Staff</i> – No changes 6.15 – <i>Veterans’ Preferences</i> – Minor changes 6.16 – <i>Dual Employment</i> - No changes 6.17 – <i>Appointment or Employment Requirements</i> – No changes 6.18 – <i>Contracts: Instructional and Administrative Personnel</i> – Minor changes 6.19 – <i>Identification</i> – No changes 6.20 – <i>Certification of Administrative and Instructional Personnel</i> – No changes 6.21 – <i>District Certificates</i> – Minor changes 6.22 – <i>Teaching Out-of-Field</i> – Statutory changes 6.23 – <i>Verification for “In-Field” Teacher Without the Designated Course Code Certification</i> – Deletion per duplication 6.27 – <i>Professional Ethics</i> – No changes 6.28 – <i>Anti-Fraud</i> – No changes 6.29 – <i>Report of Misconduct</i> – Statutory changes</p>

Human Resources

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- 6.30 – *Violation of Local, State, and/or Federal Laws* – Minor changes
- 6.31 – *Records and Reports* – No changes
- 6.32 – *Telephone Calls, Electronic Communications and Facsimiles* – No changes
- 6.33 – *Alcohol and Drug-Free Workplace* – No changes
- 6.34 – *Political Activities of Employees* – Minor changes
- 6.35 – *Grievance Procedure for Personnel* – Minor changes
- 6.36 – *Complaints Against Employees* – Minor changes
- 6.37 – *Suspension and Dismissal* – Minor changes. Discussion ensued.
- 6.38 – *Suspension with Partial or No Pay* – No changes
- 6.39 – *Background Investigations* – Minor changes. Discussion ensued.
- 6.40 – *Assessment of Employees* – Minor changes
- 6.41 – *Instructional Employee Performance Criteria* – Minor changes
- 6.42 – *Job Descriptions* – No changes
- 6.50 – *Leave of Absence* – Minor changes
- 6.51 – *Notification of Absence* – No changes
- 6.52 – *Resignations* – No changes
- 6.53 – *Retirement of Employees* – No changes
- 6.55 – *Temporary Duty* – Minor change
- 6.60 – *Transportation – Employee Drug and Alcohol Testing* – No changes
- 6.61 – *School Board Employees with HIV, AIDS, or Other Communicable Diseases* – No changes
- 6.62 – *AIDS, Bloodborne Pathogens and Environmental Hazards* – Minor changes
- 6.65 – *Nursing Mothers* -No changes
- 6.70 – *Professional Development* – Minor changes
- 6.80 – *Employee Assistance Program* – No changes
- 6.88 – *Social Security Numbers* – No changes
- 6.90 – *Personnel Files* – No changes
- 6.91 – *Salary Schedules* – No changes
- 6.92 – *Health Insurance Premiums* – No changes
- 6.111 – *Definition of Personnel* – No changes

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6.141 – *Employment of Athletic Coaches Who Are Not Full-Time Employees of the School Board* - Minor changes

6.142 – *Non-Certified Instructional Personnel* – No changes

6.143 – *Employment of Non-Degreed Vocational and Adult Instructional Personnel* – Minor changes

6.144 – *Educational Paraprofessional* – Minor changes

6.145 – *Substitute Teachers, Temporary and Substitute Classified and Support Employees* – No changes

6.171 – *Physical Examinations* – Minor changes

6.172 – *License of School Bus Operator* – No changes

6.173 – *Responsibilities of School Bus Operators* – No changes

6.181 – *Probationary Status for Non-Instructional Personnel* – No changes

6.301 – *Personal Business on School Time* – Minor change

6.302 – *Indebtedness Created Against a School or The School Board* – No changes

6.303 – *Employees with Weapons* – Minor change

6.304 – *Private Instruction and Tutoring* – Minor changes

6.305 – *Conflict of Interest* - Minor changes

6.306 – *Staff Gifts and Solicitations* – No changes. Discussion ensued.

6.321 – *Wireless Telephone Usage* – Department name change

6.322 – *District-Related Social Media Accounts* – Hold for further conversation

6.501 – *Leave Application* – Minor changes

6.502 – *Approval of Leaves* – No changes

6.511 – *Absence Without Leave* – No changes

6.521 – *Effective Date for Leave, Suspension of Termination* – Changes

6.531 – *Deferred Retirement Option Program ("DROP")* – No changes

6.541 – *Annual/Vacation Leave* – Minor changes

6.542 – *Family and Medical Leave* – Department name change

6.543 – *Illness-Or-Injury-In-Line-of-Duty Leave* – Minor changes

6.544 – *Jury/Witness Duty* – No changes

6.545 – *Military Leave* – No changes

6.546 – *Personal Leave* – Minor changes. Discussion ensued.

	<p><u>Human Resources</u> Bridget Ziegler / Jeff Maulsby / Roy Sprinkle</p> <p>6.547 – <i>Professional Leave</i> – Minor changes 6.549 – <i>Sick Leave</i> – Minor changes 6.911 – <i>Sick Leave Bank</i> – No changes 6.912 – <i>Terminal Pay</i> – Minor changes 6.913 – <i>Lump-Sum Payment of Vacation Leave</i> – Minor changes 6.914 – <i>Compensatory Time</i> – Minor changes 6.915 – <i>Use of Sick Leave by Family Members</i> – Statutory changes 6.921 – <i>Cafeteria Plan</i> – No changes</p>
Adjourned	<p>Chapters 4 and 5 will be reviewed on Tuesday, November 6, 2018.</p> <p>The Policy Review Work Session adjourned at 5:38 p.m.</p>

We certify that the foregoing minutes are a true account of the Policy Review Work Session held on October 2, 2018 and approved at the regular Board meeting on October 16, 2018.

Secretary
Todd Bowden

Chair
Bridget Ziegler