

**August Regular Monthly Board Meeting**

August 16, 2016 5:30 PM  
Central Office Board Room

I. PROCEDURAL ITEMS

- A. Call to Order
- B. Moment of Silence
- C. Pledge of Allegiance
- D. Opening Remarks

II. CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes from July 19, 2016 Regular Monthly Meeting
- C. Overnight and/or Out-of-State Trip Requests
  - 1. Cascade FFA - Indianapolis, IN - National Convention
- D. Local Agriculture Products Compliance Plan  
This compliance plan is to ensure that the school nutrition program will make efforts to allow local agriculture suppliers the opportunity to bid through a flexible bidding process on portions of a bid, rather than the entire bid as long as food provided meets or exceeds food safety standards.
- E. Consolidated School Health MOU
- F. MOU between State of Tn Benefits Admin and Local LEAs  
This is the MOU with the state for all LEAs participating in the state's insurance plans.
- G. 2015-16 Civil Rights and Bullying Compliance Report

III. PRESENTATIONS

- A. SACP Summer Program - Sheree Floyd
- B. 3 Star Grant - Betty Thames

IV. ACTION ITEMS

- A. Policy Revisions

We have conducted an extensive audit of the personnel section of policies.

Many of the changes are simply legal reference updates where Tennessee Code Annotated may have been added after a Public Chapter was approved or subsections were added for clarity or a state board policy was added, etc.

These legal reference changes are included as an FYI in other business on your agenda as they did not change the actual policy itself.

Some of the suggested policy revisions in this section are due to recent legislative changes, federal rules & regs or changes in TSBA model policies. Some are simply to freshen old language such as making a move to refer to classified personnel as support personnel.

- 1. Clean-up - Policy 5.102-Classifications & Qualifications

Legal references and terminology referring to classified personnel have been updated.

2. Clean-up - Policy 5.105 - Recruitment of Employees  
Cleanup of language and to add TCA reference.

3. Clean-up - Policy 5.110 - Compensation Guides & Contracts  
This is a clean-up due to changes in the legal references.

4. Clean-up - Policy 5.114 - Personnel Records  
This is a refresh to update legal references and modifying language accordingly.

5. Clean-up - Policy 5.1141 - Teacher Effect Data  
This is a clean-up due to legal references that changed.

6. Clean-up - Policy 5.116 - Staff Positions  
TCA was updated and language clarified or stricken to freshen the policy.

7. Clean-up - Policy 5.202 - Suspension/Dismissal of Non-Certified Employees  
This is a clean-up to reflect that non-certified personnel are considered "at-will" employees.

8. Clean-up - Policy 5.204 - Resignation  
Legal references were updated and language cleaned-up.

9. Clean-up - Policy 5.205 - Retirement  
This is an oversight correction to reflect a change that should have taken place in 2012 when other policies such as for substitute teachers was updated to change days from 100 to 120 that retired employees may work under TCRS without loss of retirement benefit.

10. Clean-up - Policy 5.303 - Personal and Professional Leave  
Legal reference for TCA has been updated and appropriate language to reflect the update.

11. Clean-up - Policy 5.401 - Acquired Immune Deficiency Syndrome  
Legal reference and cross reference have been updated.  
Language has been refreshed.

12. Clean-up - Policy 5.500 - Discrimination/Harassment of Employees  
This is to add the Title IX Coordinator as we need to have two complaint managers established in the policy.

13. Clean-up - Policy 5.607 - Non-School Employment  
Language clean-up

14. Clean-up - Policy 5.700 - Interim Employees  
Legal reference for correct TCA was added and language updated to reflect this.

15. Clean-up - Policy 5.701 - Substitute Teachers  
This is a clean-up for clarification and to reflect updates on legal references.

16. Clean-up - Policy 5.702 - Student Teachers

This is to refresh the language and legal references to reflect TSBA model policy.

17. Clean-up - Policy 5.801 - School Superintendent Recruitment & Selection

Legal references were updated and language refreshed accordingly.

18. Revision - Policy 5.107 - Orientation & Probation

This is to update terminology regarding classified personnel and the superintendent recommends changing the probationary period from sixty (60) to ninety (90) days.

19. Revision - Policy 5.108- Supervision

The Superintendent recommends the attached revision. Nothing in state law requires the added paragraph in yellow, however it was added to TSBA's model policy so that districts would know that while the law is silent on the issue, this reporting is something they can require. This helps the district meet any potential reporting requirements with either the state board of education or law enforcement authorities.

20. Revision - Policy 5.115 - Assignment/Transfer

The Board had suspended this policy on legal advice during the time when dates kept changing in the legislature. The superintendent recommends to reinstate the policy with the updates shown.

21. Revision - Policy 5.305 - Family and Medical Leave

This revision is to more accurately reflect the Federal FMLA regulations. The first change replaces the word "or" with the word "and", which is consistent with federal law and regulations. The second change addresses the ability to use up to 26 weeks of FMLA for specific reasons. This provision would only apply in a limited set of circumstances. The ability to take state leave in certain situations is also addressed and finally this change clarifies the amount of time spouses may take leave if they are both employed by the school district.

22. Revision - Policy 5.301 - Emergency and Legal Leave

This revision contains legal reference changes and clean-up to better reflect TSBA's model policy which was recently updated to modify language on jury duty for more clarity.

23. Revision - Policy 5.304 - Long-Term Leaves of Absence for Professional Personnel

Legal references for TCA were added to this policy and language to reflect the updates. If the Board approves the new policy on Sabbatical Leave, then redundant language should

be stricken in this policy as show and a cross reference added for the new policy.

24. New - Policy 5.308 - Sabbatical Leave  
Leave for educational improvements is mentioned in the Long Term Leaves of Absence policy, but TSBA suggests we have a separate policy for Sabbatical Leave. The Superintendent recommends adoption of this policy.

25. Revision - Policy 5.403 - Drug & Alcohol Testing for Employees  
This is a major revision to reflect recommended model policy and best practices.

26. Revision - Policy 5.606 - Political Activities  
This revision is to add a TCA legal reference and update the policy accordingly. Additionally, it is being suggested to update the name of the policy from Staff-Community Relations to Political Activities and other modifications to refresh this policy.

B. Bid 17-2 - Substitute Teacher Management System  
The Superintendent recommends the low bid from WillSub.

C. Title III Immigrant Budget  
This is a one year grant and funds will be used to purchase Imagine Learning Language Acquisition Program.

D. July Monthly Financial Report

#### V. REPORT ITEMS

A. Monthly Tax Analysis

B. Monthly Expenditures Report

C. Executive Committee Report

1. Declarations of Surplus Property

a. Portable 6 Surplus

b. SCHS Annex Surplus

D. Superintendent's Report

#### VI. OTHER BUSINESS

A. Acknowledge Special Programs & Achievements

B. FYI - Legal Reference Updates to Policy

For Your Information - These are the policies where only the legal reference was updated.

C. FYI-Personnel

#### VII. ADJOURNMENT

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Chairperson

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Superintendent