

The Powhatan County School Board met in Policy Workshop Session on October 13, 2009 at 3:00 p.m. at Powhatan High School.

Present: Heinrich A. Gideons, Chairman
Debbie M. Jones, Vice-Chairman
Valarie C. Ayers
Timothy L. Gresham
Jason Moore

Also Present: Margaret S. Meara, Division Superintendent
Michele H. Wilson, School Board Clerk

The School Board reviewed the following School Board Policies:

GA – Personnel Policies Goals

Recommendation: Adopt current VSBA policy.

GAA – Staff Time Schedules

Recommendation: Keep current policy but change hours to 7 hours and 15 minutes.

Regulation 5-12 Work Days/Hours of Employment

Recommendation: Change from Regulation to Administrative Procedure and define different classifications of employees

GAB/IIBEA - Acceptable Computer System Use

Recommendation: No change

GAB-E1/IIBEA-E2 – Acceptable Computer System Use Agreement

Recommendation: No change

GAB-R/IIBEA-R – Acceptable Computer System Use (Regulation)

Recommendation: Move to Administration Procedures.

GB – Equal Employment Opportunity/Non-Discrimination - same

Recommendation: Adopt current VSBA policy. Add: Compliance Officer – Rose Studivant and Alternate Compliance Officer – Bill Craig.

GB-F Report of Discrimination Form

Recommendation: Adopt current VSBA policy.

GBA/JFHA – Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion

Recommendation: Adopt current VSBA policy. Add: Compliance Officer – Rose Studivant and Alternate Compliance Officer – Bill Craig.

GBA-F/JFHA-F – Report of Harassment

Recommendation: No change.

GBAA – Personnel Protection From Assault/Other

Recommendation: Keep current policy

GBB – Staff Involvement in Decision Making

Recommendation: Keep current policy.

GBD/BG – Board-Staff Communications

Recommendation: Keep current policy.

GBC-1 – Staff Compensation Procedures

Recommendation: No change

GBC-1A – Deferred Wage Payment Election Form

Recommendation: Adopt current VSBA policy and insert correct year.

GBC-2 – Staff Compensation Procedures

Recommendation: No change

GBC-2A – Notice of How Employees Who Work Less than 12 Months Are to be Paid

Recommendation: Adopt current VSBA policy.

GBE – Staff Health

Recommendation: Adopt current VSBA policy.

Regulation 5-9 – Conditions of Employment: Health Examinations

Recommendation: Change from Regulation to Administrative Procedure and send to School Board Attorney.

GBEA – Unlawful Manufacture, Distribution, Dispensing Possession or Use of A Controlled Substance

Recommendation: Adopt current VSBA policy.

Regulation 5-24 – Use of Alcohol and Drugs

Recommendation: Change from Regulation to Administrative Procedure.

Regulation 5-24.1 – Drug-Free Workplace

Recommendation: Change from Regulation to Administrative Procedure.

Regulation 5-50.5 – Investigating/Reporting Alcohol or Drug Use

Recommendation: Change from Regulation to Administrative Procedure.

GBEB – Staff Weapons in School

Recommendation: Keep current policy.

Regulation 5-25 – Firearms

Recommendation: Delete Regulation.

GBEC/JFCH – Tobacco-Free School for Staff and Students

Recommendation: Keep current policy.

GBG – Staff Participation in Political Activities

Recommendation: Keep current policy.

Regulation 5-26 – Political Activities

Recommendation: Delete Regulation.

GBH – Media Contact

Recommendation: Keep current policy.

GBI – Staff Gifts and Solicitation

Recommendation: Adopt current VSBA policy.

GBK/JOA – Personnel and Students Privacy of Health Information (HIPAA)

Recommendation: Send to School Board Attorney.

GBL – Personnel Records

Recommendation: Adopt current VSBA policy.

GBLA – Third Party Complaints Against Employees

Recommendation: Adopt current VSBA policy.

GBM – Professional Staff Grievances

Recommendation: No change.

GBM-1 Procedures for Adjusting Grievances

Recommendation: No change.

Regulation 5-3 – Procedure for Adjusting Grievances: Teachers

Recommendation: Delete Regulation.

Regulation 5-3.1 – Grievance Procedure for Discrimination on the Basis of Sex, Handicap or Disability

Recommendation: Change from Regulation to Administrative Procedure and update.

GBMA – Support Staff Grievances

Recommendation: No change.

GBMA-R – Classified Employees' Grievance Procedure

Recommendation: Keep current policy.

Regulation 5-3.2 – Grievances and Grievance Procedures: Supervisory and Classified Employees

Recommendation: Change from Regulation to Administrative Procedure.

GBN – Application for Positions

Recommendation: Change wording to read in last sentence, “Vacancies within the division will be advertised and notifications posted on the division website.”

GBO – Virginia Retirement System -same

Recommendation: No change.

GBR – Voluntary Retirement Savings Program

Recommendation: Adopt current VSBA policy.

GC – Professional Staff

Recommendation: No change.

GCA – Local Licenses for Teachers

Recommendation: No change.

GCB – Professional Staff Contracts

Recommendation: No change.

GCBA – Staff Salary Schedules

Recommendation: No change.

GCBA – Paydays/Payroll Procedures

Recommendation: Remove the term “working” from all phrases that state, “last working day.” Remove sections C1 and C2. Add to section D, last sentence, “...ten (10) month employee, 222 Days for eleven (11) month employee...”

Regulation 5-32 - Payroll Deductions

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-32.1 – Payroll Deductions: Garnishments

Recommendation: Change Regulation to Administrative Procedure.

GCBAB – Administrative Salary Schedule

Recommendation: Keep current policy.

GCB – Professional Staff Supplementary Plans - same

Recommendation: No change.

GCBC – Staff Fringe Benefits

Recommendation: No change.

GBCA – Sick Leave Bank Policy

Recommendation: No change.

GCBD – Professional Staff Leave and Absences - same

Recommendation: No change.

GCBDA – Sick Leave/Bereavement Leave

Recommendation: Keep current policy and change #3 to read, “Employees must report to duty prior to earning sick leave.”

GCBDB – Terminal Pay for Unused Sick Leave

Recommendation: No change.

GCBDC – Military Leave: Training/Governor’s Call and Call to Active Duty

Recommendation: Keep current policy but change first page B 1-C to 5 years instead of 4 years

GCBEB – Military Leave & Benefits

Recommendation: Remove “in the amount of _____” under Pay/Paid Leave, 2nd paragraph. In blank under Health Benefits insert “Finance Department”.

GCBDD – Annual Leave

Recommendation: No change.

GCBDE – Jury Duty and Subpoenated Witnesses

Recommendation: No change.

GCBE – Family and Medical Leave (and Attachments)

Recommendation: Adopt current VSBA policy and keep current attachments.

- Attachment 1 Notice to Employees of Rights under FMLA WHD Publication 1420
- Attachment 2 FMLA Eligibility Letter Powhatan County Public Schools
- Attachment 3 FMLA Form A Request for Family and Medical Leave Powhatan County Public Schools
- Attachment 4 FMLA Form B Medical Certification of Physicians or Practitioner Powhatan County Public Schools
- Attachment 5 FMLA Form B1 Medical Certification of Physician or Practitioner Powhatan County Public Schools
- Attachment 6 FMLA Form C Notice of Intent to Return from Leave Powhatan County Public Schools
- Attachment 7 FMLA Response Check List Powhatan County Public Schools
- Attachment 8 FMLA Approval Memo Powhatan County Public Schools

GCBEA – Leave Without Pay

Recommendation: Adopt current VSBA policy and rename policy, GCBEA - Long Term Leave Without Pay

GCBG – Leave of Absence Without Pay

Recommendation: Keep current policy and rename policy GCBG – Short Term Leave of Absence Without Pay. In first line of policy remove (Long Term 16 Days – 1 Year). Correct typographic error in first line under “Liberal Sick Leave” and recommend that after 2009-2010 school year to delete Liberal Sick Leave.

Regulation 5-52.1 – Leave of Absence Without Pay

Recommendation: Change from Regulation to Administrative Procedure.

GCBF – Religious Leave

Recommendation: Change leave request must be submitted at least two weeks instead of one week and delete Liberal Sick Leave next year.

Regulation 5-45 Religious Holidays

Recommendation: Delete Regulation.

GCBH – Educational Leave

Recommendation: Suspend current policy indefinitely.

Regulation 5-52.2 Sabbatical Leave

Recommendation: Suspend regulation indefinitely.

GCBHA – Tuition Reimbursement

Recommendation: No change.

GCBI – Licensed Personnel Political Leave

Recommendation: No change

Regulation 5-52.3 – Certificated Personnel: Political Leave

Recommendation: Delete Regulation.

GCBJ – Professional Leave

Recommendation: No change

Regulation 5-34 – Travel Allowance/Expenses

Recommendation: Change Regulation to Administrative Procedure. Change #5 to read “Administrator/Supervisor is to indicate...” Change #6 to read, “Supervisor and Principals are to assist the Assistant Superintendents for Instruction in selecting those personnel to attend the various conferences.”

GCBK – Holidays

Recommendation: No change.

GCCA – Posting of Professional Staff Vacancies

Recommendation: Keep current policy but change to read, "...posted on the division website."

GCCB – Employment of Family Members

Recommendation: Adopt current VSBA policy.

GCD – Professional Staff Hiring

Recommendation: No change.

GCDA – Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

Recommendation: No change.

Regulation 5-49 Conditions of Employment: Criminal Checks – Classified

Recommendation: Delete Regulation.

Regulation 5-53 Conditions of Employment: Criminal Checks – Certified

Recommendation: Delete Regulation.

Regulation 5-50.6 Reporting Child Abuse or Neglect

Recommendation: Delete Regulation.

GCDB – Filling Administrative Vacancies

Recommendation: No change

GCE – Part-Time and Substitute Professional Staff Development

Recommendation: Adopt current VSBA policy and insert in #3, "Other requirements as specified in Administrative Procedures."

Regulation 5-57 Substitute Teachers

Change from Regulation to Administrative Procedure

GCG – Professional Staff Probation and Continuing Contract

Recommendation: No change.

GCI – Professional Staff Assignments and Transfers

Recommendation: No change.

GCL – Professional Staff Development

Recommendation: Adopt current VSBA policy.

Regulation 5-50.1 Professional Growth

Recommendation: Delete Regulation.

GCM – Supervision of the Evaluation Process
Recommendation: Adopt current VSBA policy.

GCN – Evaluation of Professional Staff
Recommendation: No change.

GCPA – Reduction in Professional Staff Work Force
Recommendation: No change

GCPA-R – Reduction in Force Policy
Recommendation: No change.

Regulation 5-18 – Reduction in Force
Recommendation: Delete Regulation.

GCPB – Resignation of Professional Staff Members
Recommendation: Adopt current VSBA policy.

GCPD – Professional Staff Members: Contract Status and Discipline
Recommendation: No change.

GCQA – Nonschool Employment by Professional Staff Members
Recommendation: No change.

Regulation 5-28 Nonschool Employment
Recommendation: Delete Regulation.

GCQAB – Tutoring for Pay
Recommendation: No change

Regulation 5-50.4 Certificated Personnel: Tutoring
Recommendation: Delete Regulation.

GCQB – Professional Staff Research and Publishing
Recommendation: Adopt current VSBA Policy Option 2.

GD – Support Staff
Recommendation: No change.

GDB – Support Staff Employment Status
Recommendation: No change.

GDBA – Support Staff Salary Schedules
Recommendation: No change.

GDBD – Support Staff Leaves and Absences

Recommendation: No change.

GDD – Support Staff Hiring

Recommendation: No change.

GDG – Support Staff Probation

Recommendation: No change.

GDI – Support Staff Assignments and Transfers

Recommendation: No change.

GDN – Evaluation of Support Staff

Recommendation: No change.

Regulation 5-53.8 Classified Personnel: Evaluation

Recommendation: Delete Regulation.

GDPB – Resignation of Support Staff Members

Recommendation: No change.

GDPD – Support Staff Members: Contract Status and Discipline

Recommendation: No change.

GDQ – School Bus Drivers

Recommendation: No change.

Regulation 5-49.2.1 Teacher Responsibilities and Duties: Lesson Plans

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-49.5 Certificated Personnel: Dress Code

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-50.3 Certificated Personnel: Committees

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-46 Personnel: Pregnancy

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-29 Personnel: Employee Organizations

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-27 Personnel: Endorsement of Commercial Products or Services

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-37 Personnel: Reporting of Absences

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-40 Personnel: Personal Leave

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-23 Personnel: Telephone Calls

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-22 Personnel: Use of Private Cars for Transporting Students

Recommendation: Change Regulation to Administrative Procedure.

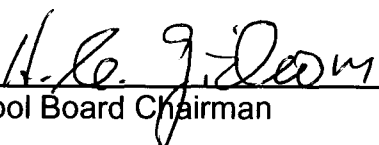
Regulation 5-21 Personnel: School Bus Privileges

Recommendation: Change Regulation to Administrative Procedure.

Regulation 5-33.1 Personnel: Insurance/Retirement Plan – Worker's Compensation Insurance

Recommendation: Change Regulation to Administrative Procedure.

The workshop ended at 5:50 p.m.



School Board Chairman



School Board Clerk