

**Policy Committee Meeting**  
**April 8, 2021 4:30 PM**  
Central Services Board Room

1. Call to Order - Mr. Tony Brock
2. Moment of Silence / Pledge of Allegiance - Mr. Tony Brock
3. Approval of Committee Minutes
4. Policy 5.302 Sick Leave
5. Other Discussion
6. Adjournment

**Policy Committee Meeting  
March 4, 2021  
Central Services Board Room**

The Policy Committee met on Thursday, March 4, 2021, in the Central Services Board Room and electronically with Zoom where Mr. Tony Brock called the meeting to order at the approximate hour of 4:30 p.m. He welcomed everyone to the meeting and appreciated everyone for attending.

**PRESENT:**

Mr. Tony Brock, District 5	Mr. Chris King, District 6
Mrs. Rebecca Hamby, District 7	Dr. Ina Maxwell, Director of Schools
Mr. Jim Inman, District 1	Mr. Earl Patton, Attorney
Mrs. Anita Hale, District 4	Mrs. Kim Bray, Human Resource Supervisor
Mrs. Stephanie Barnes, Chief Academic Officer	

**ABSENT:**

1. **Call to Order** – Mr. Tony Brock
2. **Moment of Silence/Pledge of Allegiance** – Mr. Tony Brock
3. **Approval of the January 7, 2021 Minutes** – King made a motion to approve.

**VOICE VOTE:** King (mover- yes)  
Brock (seconder –yes)  
All Ayes

**MOTION:** **Carried unanimously**

4. **Policy 1.700 School District Goals**

Brock said, “The next two items that we will be dealing with a very short introduction really, came as a result of action by the state legislature. We are updating 2 of our policies. Essentially these concern goals for the district and generally for hiring. Mrs. Ina, I know that these goals in particular are fairly general in that they are trying to establish that we are going to practice diversity and make every effort to hire and retain a diverse workforce. They affect your office since so much depends on developing procedures. Would you care to give input and start off with District Goals Policy 1.700.” Maxwell responded, “Sure! As you said these are things that the state has changed or requested to be implemented with state board policy. And so, regarding the diversity, the state is in the process of developing a format that we are to report regarding diversity in our district and how we planned to...what our goals would be. We have to submit this plan to the state in the fall that will have a goal there. Just a note that Mrs. Bray shared with me, our faculty we have more diversity than our student population. Even though we haven’t received a template for a plan yet, we may have already met a goal that we haven’t established, which is a good thing.” Ina asked Mrs. Bray to elaborate. Bray stated, “I just ran an employee list and we have right now eleven employees that are different and which is basically more than we have in the school district itself. I have done the research process looking to go to different job fairs in the state to increase diversity. I have researched some in the state. I attended one at Tennessee Tech this week. That

is going to be my focus and expand my horizon on that going forward.” Maxwell said, “The rest of these are very general statements and are cohesive with what as a district attempt to do.” Brock said I only see one and it could be a typo. Under instruction #4 should have quotation marks and should have an ending.” King said, “Right! There is another one under students. #2 the word should be ensure instead of endure.” Inman said, “I have a question under students it says to promote high quality performance for the staff. I don’t understand why that is under students and under staff as well.” The committee discussed and agreed that they would strike #1 and items two & three would become one and two. Hamby made a motion to accep the policy with changes.

**VOICE VOTE:** Hamby (mover-yes)  
Brick (seconder-yes)

All Ayes

**MOTION:** Carried Unanimously

#### 5. Policy 5.100 Personnel Goals

Brock said, “This seems to go hand and hand with the previous one. Again, it’s to ensure that we recruit, hire, retain as diverse a workforce as possible.” Inman said, “I’ve got a problem with that. On number 5 to conduct evaluation programs and so forth and everything and there is an and at the end. The and needs to go and we need a period after performance.” Hamby agreed! Hamby made a motion to accept the policy as is with mentioned changes.

**VOICE VOTE:** Hamby (mover-yes)  
Brock (seconder-yes)  
All Ayes

**MOTION:** Carried Unanimously

#### 6. Policy 5.302 Sick Leave

Brock said, “I would really like for Mr. King to be present for this one (King lost internet connection) but we can begin discussion of it. This policy was discussed in our last policy committee meeting and we actually gave it a good look and made many revisions. We were ready to pass it on. At the last minute I will tell you before the board got it, I found a glaring problem with it. It is all because of on page 2 line 8 in blue. Mrs. Bray caught this and originally it made a statement. You will see what that statement was if you look at the one that was recommended with changes from TSBA. It will be line 6 on the TSBA one. Support Personnel shall earn one day sick leave for each month and employee is employed. That’s not true. That is why it was pulled and then placed for reconsideration in consultation with Mrs. Bray to make this accurate. The best descriptive line we could come up with is in blue, #8 page 2. Support personnel shall earn sick leave based on the non-certified schedule of benefits. Because the number of sick days that any non-certified person gets varies depending on their contract, whether they are full time, part time, the number of days a year that they are actually on the job. Therefore, we can’t make a blanket statement about how many days they might earn. It does reference how anyone can figure out exactly how many days that particular position would earn.” Inman said he had a couple of questions.” Hamby said the one online does not have the blue change. Brock asked Hamby to look at line 15 on page 2 “Sick Leave Bank.

Brock said the latest version has “separate sick leave banks are available for all professional and support personnel who are eligible for accumulated sick leave. Guidelines and procedures for operation are available at the Human Resource Office.” Hamby agreed with the statement. Brock said, “If you look at

the TSBA one it runs for 15 lines or something and is too wordy and it goes into procedure. I will tell you from the beginning the goal of policy is to point out exactly what we would like to have and procedure is how it is going to take place. I believe the TSBA one that does not need to be in policy. The committee discussed the policy further and the one on the website was not the same as we had in person. The committee also discussed the sick leave left at the end of employment could be donated to the sick leave bank. Hamby made a motion to table this policy until we can have the same copy and be on the next page.

**VOICE VOTE:** Hamby(mover-yes)  
Brock(seconder-yes)  
All Ayes

**MOTION:** Carried Unanimously

**7. Other Discussion**

**8. Adjournment**

**VOICE VOTE:** Hamby (mover-yes)  
King (seconder-yes)  
All Ayes

**MOTION:** Carried Unanimously

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**Dr. Ina Maxwell**  
**Director of Schools**

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**Mr. Tony Brock**  
**Chairman of the Policy Committee**

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**Jane Franklin**  
**Executive Assistant for the Director of Schools and BOE**

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>05/25/17</b>
		Rescinds: <b>5.302</b>	Issued: <b>03/04/04</b>

## 1 PROFESSIONAL PERSONNEL

2 **The time allowed for** sick leave for professional personnel shall **be** accrue at one (1) day for each month  
3 employed during the school year and shall accumulate for an unlimited number of days.<sup>1</sup>

4 Sick leave shall be defined as: illness **of a teacher** from natural causes or accident, quarantine, or illness  
5 or death of a member of the immediate family of an **employee teacher**, including the **teacher's**  
6 **employee's** wife or husband, parents, grandparents, children, grandchildren, brothers, sisters,  
7 mother-in-law, father-in-law, daughter- in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup>

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished  
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all  
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 A **certificate from the** physician's **certificate may be required**, on forms furnished by the Board **may be**  
12 **required** in support of any claim for sick leave pay. **The Supervisor/designee shall notify** Human  
13 Resources **shall be notified** immediately when it is known that an **employee teacher** is out more than  
14 four (4) consecutive days, for FMLA purposes.

15 **The principal Supervisor/Designee** shall **immediately** notify the Director of Schools' office **at**  
16 **once** if an employee is **sick absent** beyond the limit of his/her sick leave accumulation.

17 Permanent, cumulative sick leave records for each active professional employee shall be kept in  
18 the Director of Schools' office or readily available from the county finance department.

19 Upon employment, an **employee teacher** has available **in advance** those sick leave days to be earned in that  
20 school year. However, those days used prior to earning them will be charged against the annual  
21 **accumulation limit**. Upon termination of employment before **such sick leave** days are earned, they  
22 shall be deducted from the final **pay salary** of the **employee teacher** an amount to cover the excess  
23 sick leave days used **by him** and if such salary is insufficient, the **employee teacher** shall be liable for  
24 reimbursement of any amount in excess of **his final leave pay. salary**.

25 **A teacher**, Upon employment **may** transfer of **his/her** accumulated sick leave from another Tennessee  
26 school **district system, provided may be credited when that** the Director of Schools of the  
27 **district system** in which the accumulated leave was held provides notarized verification<sup>3</sup> **and only**  
28 **applies to teachers who have resigned** of resignation in good standing.

Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.<sup>4</sup>

## SUPPORT PERSONNEL

Support personnel shall earn sick leave based on the non-certified schedule of benefits.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be terminated or donated.

The immediate supervisor may require a physician's certificate stating the reason for absence.

## SICK LEAVE BANK

### *Professional Personnel*

A Separate sick leave banks is shall be available for all professional and support personnel<sup>64</sup> who are eligible for accumulated sick leave. Guidelines and procedures for operation are available at the Central Office Human Resource Office.

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#### Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. ~~TCA 49-5-710(a)(5)~~ TCA 49-5-811
5. ~~TCA 49-5-710(a)(2)~~
6. ~~TCA 49-5-804; TCA 49-5-805~~
7. ~~TCA 49-5-811~~

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#### Cross References

Family and Medical Leave 5.305  
 Physical Assault Leave 5.307  
 Workers' Compensation 3/602  
 Short Term Leaves of Absence 5.300

