



Board of Education Regular Meeting  
February 2, 2023 6:30 PM  
Central Office Board Room  
154 Blountville Bypass  
Blountville, TN 37617

1. Call to Order
2. Approval of the Agenda
3. Consent Agenda
  - a. Meeting Minutes from January 10, 2023
  - b. Field Trip Requests
  - c. Dual Enrollment with Walter's State
4. Director of Schools Contract
5. Public Comment - Agenda Items
6. Communications to the Board
  - a. Director's Comments
    - a. School Board Appreciation
    - b. Lindsay Chapman, WRHS - Flight Academy
7. Unfinished Business
  - a. Sale of CHMS - Restricted Account
8. New Business
  - a. Policy 4.405 Employee-Developed Materials
  - b. Policy 5.310 Vacations and Holidays
  - c. Policy 5.3051 Families First Coronavirus Response Act (FFCRA) - Delete
  - d. SCMS Modular Unit Removal
  - e. Special Course Renewal - Baking & Pastry Arts
  - f. Church Paving
9. Public Comment - Non-agenda Items
10. Board Chairman Comments
11. Adjournment

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="text-align: center;">Employee-Developed Materials</h2>	Descriptor Code: <b>4.405</b>	Issued Date: <b>04/10/12</b>
		Rescinds:	Issued:

1 Materials developed as part of regular employment are equally the properties of the school system and  
 2 the employee.

3 School-owned equipment, including computers, may be used for developing and writing programs that  
 4 will be used as part of the instructional program or for administrative purposes. The school system  
 5 shall maintain full use of all educational or administrative materials, software, manuals and related  
 6 materials developed by school system employees during which time they are being compensated. No  
 7 other compensation to the school system shall be required.

8 **The school system retains all rights to all data stored in all employee’s Sullivan County Schools**  
 9 **Google Drive.**

10 The director of schools shall ensure that a contractual agreement shall be executed between the  
 11 employee and the Board when requested by the Board and/or the employee.

12 Educational materials created by the employee during the employee’s leisure hours when the employee  
 13 is not fulfilling contractual duties to the school system are the property of the employee.

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Cross References

Web Pages 4.407

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Vacations and Holidays</b>	Descriptor Code: <b>5.310</b>	Issued Date: <b>11/03/22</b>
		Rescinds: <b>5.310</b>	Issued: <b>01/15/14</b>

## 1 SUPPORT STAFF

### 2 3 Less than 12 Months Support Staff

4  
5 Paid vacation/holidays for support staff personnel employed on less than twelve (12) months basis are  
6 as follows:

- 7
- 8 1. New Year's Day (January 1)
- 9 2. Good Friday (when school is not in session\*)
- 10 3. Friday of Spring Break (when school is not in session\*)
- 11 4. Labor Day (first Monday in September)
- 12 5. Thanksgiving (two [2] days- Thanksgiving and the Friday following)
- 13 6. Christmas (three [3] days - Christmas Day and two [2] days preceding Christmas Day)
- 14 7. Other paid holiday (one [1] day) as designated by the Director of Schools.

15  
16 *\*If school is in session, three (3) other vacation/holidays will be designated by the Director*

### 17 18 12 Months Professional and Support Staff

#### 19 20 I. Vacation

##### 21 22 A. Paid vacation

- 23
- 24 1. Zero (0) to one (1) year- Zero (0) weeks
- 25 2. One (1) to five (5) years service- two (2) weeks
- 26 3. Six (6) to ten (10) years service- three (3) weeks
- 27 4. Eleven (11) to twenty-five (25) years service- four (4) weeks
- 28 5. Twenty-six (26) or more years service- five (5) weeks

29  
30 B. If a break in service occurs, the employee must be back in service for one (1) year before being  
31 eligible for vacation.

32  
33 C. ~~For the purpose of determining vacation time, the year shall begin July 1 and end June 30.~~

34  
35 D. ~~Support staff vacation will be calculated on an hourly basis.~~

36  
37 E. ~~Employees hired before July 1, 1984:~~ Vacation is awarded on July 1 of each fiscal year, **unless**  
38 **otherwise contractually approved by the board.** Vacation may accrue from one year to

1 another. ~~Earned vacation must be taken by June 30 of the next fiscal year. F. Employees hired~~  
2 ~~after July 1, 1984: Vacation is earned by anniversary date, unless otherwise contractually~~  
3 ~~approved by the board. Earned vacation must be taken within two years (24 months). **The**~~  
4 ~~**maximum amount of accrued vacation can only be a total of two years allocation. For**~~  
5 ~~**example, an employee who earns 2 weeks of vacation can only have a maximum of 4**~~  
6 ~~**weeks at any time. Any balance over the maximum will be lost.**~~

7 **F. Any request for vacation that exceeds 10 consecutive days must be approved by the**  
8 **Director of Schools.**

9  
10 G. Employees shall be compensated at their current daily rate of pay upon separation for their  
11 unused annual leave. For 12 month professional staff, the daily rate is calculated to be 1/240 of  
12 the annual salary.

## 13 14 **II. Paid Holidays**

15  
16 A. New Year's Day (January 1)- If the holiday occurs on Saturday, Friday will be observed, and if  
17 the holiday occurs on Sunday, Monday will be observed.

18  
19 B. Good Friday- If school is in session, one-half (1/2) of employees shall be granted Friday and  
20 one-half (1/2) shall be granted Monday as a holiday. If school is not in session, all personnel  
21 shall be granted Good Friday as a holiday.

22  
23 C. Independence Day (July 4)

24  
25 D. Memorial Day (one (1) day)

26  
27 E. Labor Day (First Monday in September)

28  
29 F. Floating holiday (two [2] day requested by employee)

30  
31 G. Thanksgiving (two [2] days which include Thanksgiving Day and Friday following)

32  
33 H. Christmas (two [2] days) to be observed as follows:

- 34  
35 1. Christmas on Monday - Monday and Tuesday
  - 36 2. Christmas on Tuesday or Wednesday - That day plus the work day preceding Christmas
  - 37 3. Christmas on Thursday, Friday or Saturday- Thursday and Friday
  - 38 4. Christmas on Sunday- Friday and Monday
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Legal References

1. TCA 5-23-101;104

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Cross References

Short Term Leaves of Absence 5.300

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>FFCRA LEAVE</b>	Descriptor Code: <b>5.3051</b>	Issued Date: <b>04/23/20</b>
		Rescinds:	Issued:

## 1 *General*<sup>1</sup>

2 Under the Families First Coronavirus Response Act (FFCRA), this policy will be in effect from April  
3 1, 2020 until December 31, 2020.

4 The Director of Schools/designee shall post notice of FFCRA requirements and create any necessary  
5 administrative procedures. Employees should seek clarification from the Supervisor of Human  
6 Resources if they have questions regarding the total amount of leave and pay available to them.

## 7 **PAID SICK LEAVE**

8 Employees are entitled to up to two (2) weeks of paid sick leave if they are unable to work or telework  
9 because the employee:<sup>2</sup>

- 10 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 11 2. has been advised by a health care provider to self-quarantine related to COVID-19;
- 12 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 13 4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The  
14 individual must be someone with a personal relationship to the employee;
- 15 5. is caring for his/her son or daughter whose school or place of care is closed, or person who  
16 regularly provides child care is unavailable, for reasons related to COVID-19 and no other  
17 suitable person is available to care for the child during the requested period of leave. Son or  
18 daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child  
19 of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older  
20 who is incapable of self-care because of a mental or physical disability; or  
21 6. is experiencing any other substantially similar condition specified by the Secretary of Health  
22 and Human Services, in consultation with the Secretaries of Labor and Treasury.
- 23  
24  
25  
26  
27

28 This paid leave may be taken if there is work available for the employee to complete and the employee  
29 is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave  
30 that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to  
31 exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

## 32 **EXPANDED FMLA LEAVE**

1 Full-time or part-time employees who have been on the payroll for thirty (30) calendar days prior to  
2 the beginning of the leave are eligible for expanded FMLA leave (EFMLEA). This includes employees  
3 who were laid off or terminated after March 1, 2020, who had worked for the district for at least thirty  
4 (30) of the prior sixty (60) calendar days and were subsequently rehired or otherwise employed by the  
5 district.<sup>3</sup>

6 Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or  
7 telework due the need to care for his/her son or daughter because of a school or child care facility  
8 closure or because the person who regularly provides child care (i.e. this could include a family  
9 member or a neighbor) is unavailable for reasons related to COVID-19.<sup>4</sup> In these circumstances, a son  
10 or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a  
11 person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is  
12 incapable of self-care because of a mental or physical disability.

13 Qualifying employees may take twelve (12) weeks of EFMLEA leave.<sup>5</sup> The amount of leave available  
14 may be impacted by any prior use of FMLA.<sup>6</sup>

15 The first ten (10) days of EFMLEA leave shall be unpaid, however, an employee may choose to take  
16 any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-thirds  
17 (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued sick leave  
18 or annual leave to cover those days or the amount is capped per federal law.<sup>7</sup>

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#### Legal References

1. Families First Coronavirus Response Act, Pub. L. No. 116-127, §§ 3102, 5101, et seq, (2020)
2. 29 CFR § 826.20(a); 29 CFR § 826.21; 29 CFR § 826.30(a)
3. 29 CFR § 826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), § 3605 (2020)
4. 29 CFR § 826.20(b)
5. 29 CFR § 826.23
6. 29 CFR § 826.23(b); 29 CFR § 826.70
7. 29 CFR § 826.24

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#### Cross References

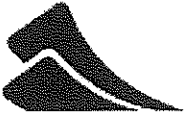
Sick Leave 5.302  
Family and Medical Leave 5.305

## **CTE Special Program of Study Renewal Request for Baking & Pastry Arts**

The Career and Technical Education Department will be submitting an application for renewal of the Special Program of Study request for Baking & Pastry to the Tennessee Department of Education on or before February 15, 2023. This POS is offered at West Ridge High School and began in 2021-2022 (last year). We enrolled 108 students in 2021-2022 and we have 97 students enrolled in 2022-2023. It has been a very successful program with high enrollment numbers. The students are involved in hands-on activities in laboratory/cooking settings and are required to spend 30 hours in each level course in the baking laboratory. They participate in local, state, and national competitions. They also participate in many catering events with the other culinary arts classes within the community to offer students that "real world" hands on work experience. The instructor offers the opportunity for students to obtain an industry credential for ServSafe Food Handler and Manager certifications.

### **Course Description**

Baking & Pastry Arts equips students with the foundational knowledge and skills to pursue careers in the culinary field as competent entry-level quick service and fast food employees. Upon completion of this course, proficient students will have knowledge in the components of commercial kitchen safety and sanitation, history of the baking industry, hospitality careers, nutritional concepts, recipe basics, proper kitchen tools and equipment, and kitchen staples. Throughout the course students will gain experience in commercial food production and service operations, while preparing for further training in the baking and pastry arts program of study at the secondary and postsecondary levels. The course should include a suggested 30 hours spent in a baking laboratory. The program of study offers Level 1, Level 2, Level 3 courses and each level builds on the foundation of knowledge and skills.



Debbie Madgett <debbie.madgett@sullivank12.net>

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## Don't know if you need this

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Nicki Huribert <nicki.huribert@sullivank12.net>

Fri, Jan 27, 2023 at 12:24 PM

To: Debbie Madgett <debbie.madgett@sullivank12.net>

Hi Debbie,

1) how many students did you serve last year in all your classes? **108 students last year 2021-2022**

2) how many students will you serve this year? **97 students this year. The decrease is due to having Seniors in my classes last year and not able to build a bigger B & P 3**

3) how many students have participated in WBL? **15 students approximately**

4) how many events have they been involved in with catering of, since the program began? **17 caterings.**

5) how many are going on into the baking & pastry career or on to a post secondary program? **I have about 4-5 to have**

6) what does the labor market in this area look like for growth and demand of Baking & Pastry Arts? **According to Job4tn.gov, "The estimated number of Food Preparation and Serving Related employed in Tennessee in 2020 was 251,359. It is projected that in 2030 there will be 329,902. This represents an annual average growth rate of 2.76%."**

7) how many received industry certifications last year and which certifications? **27 last year with ServSafe Food Handlers**

How many will receive certifications this year (estimate)? **23 this year with ServSafe Food Handlers**

8) do you have any dual enrollment or dual credit agreements with any post-secondary's and who? **The Culinary Dept at WR has articulation agreements with Sullivan University and with Walter's State**

[Quoted text hidden]