
Monthly Business Meeting of the Board of Trustees

Monday, March 26, 2018

6:00 p.m. – Rawlinson Road Middle School

A G E N D A

I. Call to Order - **Tori Nelson – Sullivan Middle School**

A. Approval of Agenda (Policy BEDB)

(Under consent agenda, all action items will be voted on after one motion and second to approve them without discussion. If a board member wants any action item discussed or voted on separately, the board member, before the agenda is approved, must ask that the action item be moved to the discussion item section.)

II. Recognitions

- A. Recognition of Braden Shaw, Northwestern High School
- B. Recognition of Heather Giles, President-Elect of SCFLTA
- C. Recognition of Dr. Nancy Turner, SC CASE Administrator of the Year
- D. Recognition of Vy Mai, South Pointe High School (SPiN)
- E. Recognition of ATC HOSA Students
- F. Recognition of RHHS Team and Individual Wrestling State Champions

III. Citizen Participation

IV. Consent Action Agenda

A. Approval of Minutes (Policy BEDG)

- 1. February 12, 2018 Work Session (incl. Data Session)
- 2. February 26, 2018 Business Meeting
- 3. March 2, 2018 Called Executive Session

B. Approval of Personnel Recommendations (Policy BDD)

C. Approval of Activity Bus Rental Request (The Goddard School)

V. Action Agenda

1st Read Policies (Policy BG/BGD)

- A. Approval of Policy **GCR** – Non-school Employment of Professional Staff
- B. Approval of Policy **GDQB** – Resignation of Support Staff
- C. Approval of Policy **GDF** – Support Staff Hiring
- D. Approval of Policy **GCQE/GDQE** – Retirement of Staff
- E. Approval of Elimination of Policy **GCQE** – Retirement of Professional Staff
- F. Approval of Elimination of Policy **GDQE** – Retirement of Support Staff
- G. Approval of Policy **IKF, IKF-R** – Graduation Requirements

Learn + Grow + Connect + Thrive

2nd Read Policies *(Policy BG/BGD)*

- H. Approval of Policy **GCA** – *Professional Staff Positions*
- I. Approval of Policy **GCMD** – *Instructional Staff Extra Duties*
- J. Approval of Policy **GCNA** – *Supervision of Instructional Staff*
- K. Approval of Policy **GDA** – *Support Staff Positions*
- L. Approval of Policy **GDO** – *Evaluation of Support Staff*
- M. Approval of Policy **GCCAAA, GCCAAA-R** – *Sick Leave Bank*
- N. Approval of Policy **GDJ** – *Support Staff Assignments & Transfers*
- O. Approval of Policy **GCQA/GCB** – *Professional Staff Reduction in Force*
- P. Approval of Policy **GDR** – *Non-school Employment of Support Staff*

- Q. Approval of YC Natural Hazard Mitigation Plan

VI. Communications

- VII. Report of the Superintendent
- A. Announcements

VIII. Review of School Board Work Session – March 12

IX. Other and Future Business

- X. Executive Session(s) if needed – *(Policy BEC)*
- **Personnel Matter** – *Contractual Matter, Hiring Matters*
 - **Contractual Matter** – *Trademark Agreement*

XI. Action as Required from Executive Session(s) *(Policy BEC)*

XII. Adjournment

Learn + Grow + Connect + Thrive



Communications Department
Telephone: 981-1008 - Fax: 981-1094

Memorandum

TO: Dr. Kelly Pew
FROM: Mychal Frost
DATE: March 21, 2018
SUBJECT: Call to Order at March 26th School Board Meeting

Tori Nelson, a 7th grader at Sullivan Middle School, will provide the “Call to Order” at the March 26th school board meeting.

Tori:

- Is a member of Student Council
- Competes with the Track and Academic Challenge teams
- Is a member of Beta Club, Green Team and Math Counts
- Is actively involved in the 7th grade service project, S2S Sock Campaign

Parents: Millissa and Kyle Nelson

Siblings in Rock Hill Schools: Her sister Veronica is a 2nd grader in the Spanish Immersion program at Richmond Drive Elementary

Principal: Mr. Shane Goodwin

Mailing Address:

1030 Bose Ave
Rock Hill, SC 29730



Communications Department
Telephone: 981-1008 - Fax: 981-1094

Memorandum

TO: Dr. Kelly Pew
FROM: Mychal Frost
DATE: March 21, 2018
SUBJECT: Recognitions for March 26th School Board Meeting

A. Recognition of Braden Shaw, Northwestern High School

Northwestern High School Senior Braden Shaw placed third at the South Carolina Band Directors Association's Master Recital Competition this past weekend in Columbia. Braden was one of twelve high school students from across the state to perform for a panel of judges who evaluated their performances based on technical facility, tone, and musicianship. The finalists for the competition were selected from recordings submitted by students from across the state in early November. Braden is a euphonium player and performed variations on the Scottish folk song *Annie Laurie* arranged by Arthur Pryor. He is in the Northwestern High School Symphonic Band, plays trombone in the Northwestern High School Senior Jazz Ensemble and has been a featured soloist in the Purple Regiment. Braden is also a member of the Winthrop University Youth Wind Ensemble as well as the UNC-Charlotte Youth Wind Ensemble and the South Carolina Youth Wind Symphony. He was selected to perform in the Winthrop Invitational Honors Band as well as the USC Band Clinic Honors Band. Braden has been a member of the SCBDA All-State and Region 3 bands for the past six years and last month was named to the 2018 Senior All State Band.

B. Heather Giles, President-elect SCFLTA

We would like to congratulate Rock Hill High School Spanish teacher Heather Giles on her recent election as President-Elect for the SC Foreign Language Teachers' Association. Over the next three years, Ms. Giles will plan and coordinate professional development opportunities for foreign language teachers, represent the organization on the national stage, and work to recruit and orient new members to the organization. Congratulations, Ms. Giles.

C. Dr. Nany Turner, SC CASE Administrator of the Year

Rock Hill Schools' director of exceptional student education Dr. Nancy Turner has been named the 2018 South Carolina Council of Administrators of Special Education administrator of the year.

Turner, who is in her third year in the district, oversees a staff of 300 teachers, therapists, employment specialists, and assistants committed to serving more than 2,500 students with special needs enrolled in various programs for students with disabilities throughout the district. She also collaborates with local organizations such as Catawba Mental Health, Rock Hill Vocational Rehabilitation, HeadStart, and other outside resources to assist students.

Over the past year, she has been instrumental in leading all schools in the district through a cultural change with an approach to classroom discipline and reinforcement known as PBIS, or Positive Behavior Intervention and Support. Through this approach, teachers are encouraged to accentuate the positive actions of students to minimize disruptions and loss of instructional time when students are removed from the classroom for discipline.

D. SPiN journalist named SC Journalist of the Year

South Pointe High School's student-run newspaper has a history of producing great material and providing a platform for student journalists to excel in areas of writing, photography and video. Earlier this month, editor-in-chief Vy Mai was named the SC Scholastic Press Association's Journalist of the Year. Mai has been involved in the journalism department at South Pointe for the past four years under the guidance of advisor Cindy Koon. Mai says the freedoms she was afforded beginning in her sophomore year allowed her to pair her knack for English with the ability to write about topics interesting to her. She has served as the entertainment editor and spent last school year working with then editor-in-chief Shelby Beckler to prepare for her role this year. As an IB student, Mai sees her work in journalism as an outlet from the stresses of her advanced academic course load. Her website and work samples can be viewed at vymai.weebly.com.

E. ATC Students Represent Well at S.C. HOSA Leadership Competition

Congratulations to our Health Occupation Students of America (HOSA) on a fantastic showing at the 2018 South Carolina HOSA State Leadership Competition in North Charleston. We'd like to recognize instructors Mindy Hainey and Brian Smith for traveling with our students and providing this opportunity for them to compete at the state level. The following students were recognized at the awards ceremony:

- Jodie Maietta top 5 for Medical Law and Ethics
- Abby Spirkowycz and Ayana Meeks top 5 for Community Emergency Response Team (CERT)
- Renee Hilton, LilyAnn Bagley, Hailey McCormick, Sydney Johnson
- DiYa Patel placed 3rd in Medical Relief Corp. (MRC) and qualified for nationals

F. RHHS Team and Individual Wrestling State Champions

The 2017-2018 Rock Hill High School Bearcat wrestling team finished their season as the SC 5A State Dual Champions with a thrilling come-from-behind 35-33 victory over the Fort Dorchester Patriots to claim the school's 19th state championship. Overall, the Bearcats were 43-2 on the season. Along the way to the championship, the Bearcats won the Silver Fox Invitational, the Bearcat Invitational, the Coach Trapp Duals, the Newton-Conover Red Devil Duals, and claimed the Region IV championship and the SC 5A Upper State Champions. The Bearcats also finished as runner-ups in the Buford Invitational, the WRAL Invitational, the Adam Benson Duals, the JL Mann Patriot Duals, and the SC 5A State Individual Tournament. The Bearcats were also very successful individually as Devon Rice was a state qualifier, Justin Beck and Brandon Mills were state runner-ups, and Bailey Wilkins and Noah Reynolds were state champions. The Bearcat wrestling program now has a dual meet record of 402-38 over the last 11 years. Over that course of time they have been runner-ups in the state individual team tournament on four occasions, state dual team runner-ups on four occasions, and state dual team champions on four occasions. Highlights of several wrestlers' seasons are:

At 113 weight class, Justin Beck finished with a 60-3 record and was a SC 5A State Runner-up, Upper State Champ. He finishes his career as the 2nd winningest wrestler in school history with a 232-38 career record.

At 120, Danny Love finished 28-9 and was a SC 5A State Qualifier.

At 132, Bailey Wilkins was 71-3 and won both the Upper State and SC 5A State Championship. His state title was his second such honor.

At 138, Andrew Simpson finished with a 62-11 record.

At 145, Michael Ramirez end the season with a 54-18 mark.

At 160, Noah Reynolds finished 67-3 and won both the Upper State and SC 5A State Championship. He finishes with a career record of 190-23.

At 182, Brandon Mills ended the season with a 69-5 record. He won the Upper State and was runner-up at the state championships. His career record is 187-38.

And, at 285, Devon Rice finished 26-11 and was a SC 5A State Qualifier.

ROCK HILL SCHOOL DISTRICT THREE BOARD OF TRUSTEES

School Board Work Session
Monday, February 12, 2018
Rawlinson Road Middle School

Board Tour of New Montessori School

The Board toured the new Montessori school at 3:00 p.m.

Data Session

The Board received their monthly data update from the administration. (*This session took place from 4:30-5:00 p.m.*)

Call to Order

The Rock Hill School District Three Board of Trustees met this date at 5:30 p.m. with members present as follows: Windy Cole, Mildred Douglas, Terry Hutchinson, Helena Miller, Ann Reid, Jane Sharp, and Jim Vining. Trey Roddey, a 5th grader at Sunset Park Center for Accelerated Studies led in a moment of silence and the Pledge of Allegiance. Chairman Vining stated the local news was notified of the agenda, in writing, on Friday, February 9, 2018. Amanda Harris, with *The Herald*, was present.

A motion was made by Jane Sharp, seconded by Terry Hutchinson, to approve the agenda. The agenda was unanimously approved as presented, 7-0.

Dr. Pew introduced Ms. LaWana Robinson-Lee, the new Director of Procurement, and Mr. Clayton Moton, the new principal of Dutchman Creek Middle School.

TIF Update

Mr. Skip Tuttle and Mr. Gary Williams provided the Board with a TIF update.

Rock Hill High School Improvement Council

The Rock Hill High School Improvement Council made a presentation to the Board of Trustees.

Language Immersion Naming Committee Recommendation

Ms. Susan Dixon, Teacher of the Year at Richmond Drive Elementary presented to the Board, on behalf of the naming committee and the superintendent, the committee's recommendation for the name of new language immersion campus currently under construction. The committee's recommendation is: *Cherry Park Elementary School of Language Immersion*. This item will be on the Action Agenda at the February business meeting.

Activity Bus Rental Request

Mr. Brian Vaughan, Executive Director of Facilities Services, presented to the Board an activity bus rental request for the Upper Palmetto YMCA-Charlotte Avenue. This item will be on the Consent Agenda at the February business meeting.

Policies KHE – Political Solicitations in Schools; and GBI – Staff Participation in Political Activities

Policies **KHE** – *Political Solicitations in Schools* and **GBI** – *Staff Participation in Political Activities* will be on the Action Agenda for 2nd and final read at the February business meeting.

School Board Called Work Session – Page 2
Monday, February 12, 2018
Rawlinson Road Middle School

Section “G” Policies – 6th Set – 2nd and Final Reading

The sixth set of Section “G” policies was presented for review and questions. These policies will be on the February Action Agenda for 2nd and final reading:

Policy **GCI** – *Professional Staff Development*

Policy **GDF** – *Support Staff Hiring*

Policy **GCE/GCF, GCE-R/GCF-R** – *Professional Staff Recruitment & Hiring*

Policy **GCE, GCE-R** – *Professional Staff Recruitment*

Policy **GCF, GCF-R** – *Professional Staff Hiring*

Policy **GBEBDA** – *Criminal Record Checks*

Section “G” Policies – 7th Set – 1st Reading

The seventh set of Section “G” policies was presented for review and questions. These policies will be on the February Action Agenda for 1st and final reading:

Policy **GCA** – *Professional Staff Positions*

Policy **GCMD** – *Instructional Staff Extra Duties*

Policy **GCNA** – *Supervision of Instructional Staff*

Policy **GCRD** – *Tutoring for Pay*

Policy **GDA** – *Support Staff Positions*

Policy **GDO** – *Evaluation of Support Staff*

Policy **GCCAAA, GCCAAA-R** – *Sick Leave Bank*

Policy **GDJ** – *Support Staff Assignments & Transfers*

Policy **GCQA/GCQB** – *Professional Staff Reduction in Force*

Policy **GDR** – *Non-school Employment of Support Staff*

Request for Forgiveness of One Snow Day

The following days have been missed and are scheduled to be made up using previously scheduled and board-approved inclement weather make-up days:

- Monday, September 11, 2017 due to Hurricane Irma related Winds (February 16)
- Wednesday, January 17, 2018 due to ice and snow conditions in our area (February 19)
- Thursday, January 18, 2018 due to ice and snow conditions in our area (March 30)

District administration seeks to have our local Board of Trustees waive, as is allowed by South Carolina Code of Law 59-1-425, the following day:

- Friday, January 19, 2018 due to ice and snow conditions in our area

This item will be on the Action Agenda at the February business meeting.

School Board Called Work Session – Page 3
Monday, February 12, 2018
Rawlinson Road Middle School

Student Drug Testing Update

Dr. Keith Wilks, Executive Director of Student Services, provided the Board with an update on student drug testing as it relates to input from stakeholders and research articles on student drug testing. Dr. Pew noted that the administration hopes to bring a sample policy to the March work session for Board consideration.

Board Self-Evaluation

The Board of Trustees will hold a retreat, for the purpose of self-evaluation, on Monday, April 16, 2018, from 8:30 a.m. – 2:00 p.m. at the new Central Office. This item will be on the Action Agenda for the February business meeting.

Other and Future Business

*The Federal Programs Report was provided to the Board of Trustees in their work session packet.

*The ESOL Program Overview 2017-2018 was provided to the Board of Trustees in their work session packet.

*The Board discussed the annual SCSBA Conference that several members recently attended.

Executive Session

A motion was made by Helena Miller, seconded by Windy Cole to adjourn open session and enter executive session for the following:

Contractual Matter – *Construction Update*

Personnel Matters – *Resignation, Transfer*

This motion was unanimously passed, 7-0.

A motion was made by Terry Hutchinson, seconded by Helena Miller, to adjourn executive session and reconvene open session. This motion was unanimously passed, 7-0.

Action as Required from Executive Session

A motion was made by Mildred Douglas, seconded by Ann Reid to accept the administration's recommendations for administrative assignments for the remainder of the 2017-2018 school year.

This motion was unanimously passed, 7-0.

Adjournment

On a motion by Terry Hutchinson, seconded by Jane Sharp, the Board voted 7-0 to adjourn the meeting.



Meeting of the Board of Trustees

Monday, February 26, 2018

6:00 p.m. – Rawlinson Road Middle School

I. Call to Order and Approval of Agenda

The Board of Trustees met on this date at 6:00 p.m. with members present as follows: Windy Cole, Mildred Douglas, Terry Hutchinson, Helena Miller, Ann Reid, Jane Sharp, and Jim Vining. Myahn “Luke” Bracey, an 8th grader at Dutchman Creek Middle School, led in a moment of silence and the Pledge of Allegiance. Chairman Vining stated that the local news media had been notified of the agenda for this meeting, in writing, on Sunday, February 25, 2018. Amanda Harris, from *The Herald*, was present.

A motion was made by Helena Miller, seconded by Windy Cole, to approve the agenda. The agenda was unanimously approved as presented, 7-0.

II. Recognitions

A. Recognition of Doug Echols, Former Mayor of Rock Hill

The Board of Trustees recognized Doug Echols, former Mayor of Rock Hill, for his nearly 30 years of commitment to public service, 20 of those years as mayor of the City of Rock Hill.

B. Recognition of School Resource Officers

The Board of Trustees said “thank you” to representatives from the Rock Hill Police Department and the York County Sheriff’s Office. In the coming months, School Resource Officers will be invited to share personal stories about his or her involvement with our schools.

C. Recognition of “Leading the Way” Award Winners

The Board of Trustees recognized two of the eight finalists for the 2018 Jessie Williams Little “Leading the Way” award for outstanding mentorship – Rock Hill High School English teacher Carol Weaver and Ebinport Elementary School third grade teacher Mary Lou Pundt. This statewide award is established as a partnership with the Littles, Winthrop University’s Richard W. Riley College of Education and the James and Susan Rex Institute for Educational Renewal and Partnership.

D. Recognition of Dr. Nancy Turner, SC CASE Administrator of the Year

Dr. Nancy Turner was unable to attend the board meeting tonight. Dr. Turner will be recognized at the March business meeting.

E. Recognition of Strait Herron, U.S. Army National Coach of the Year

The Board of Trustees’ recognized South Pointe’s Strait Herron who was named the U.S. Army National Coach of the Year earlier this year while attending the Army All-American

awards ceremony in San Antonio, Texas. Coach Herron led South Pointe to the school's sixth state title, and the fifth in his seven years as the program's helm.

III. Citizen Participation - None

IV. Consent Action Agenda

On a motion by Terry Hutchinson, seconded by Helena Miller, the following topics on the consent action agenda were unanimously approved: the minutes of the January 8, 2018 work session (incl. data session); the minutes of the January 22, 2018 business meeting; the minutes of the January 26, 2018 called executive session; the personnel recommendations as submitted by the administration; and, an activity bus rental request for the YMCA-Charlotte Avenue.

V. Action Agenda

A. Approval of Language Immersion Naming Recommendation

A motion was made by Jane Sharp, seconded by Terry Hutchinson, to approve the following as the name of the new language immersion school: *Cherry Park Elementary School of Language Immersion*. This motion was unanimously approved, 7-0.

B-G. Approval of 2nd Read Section "G" Policies

A motion was made by Mildred Douglas, seconded by Ann Reid, to approve the following policies for 2nd and final read:

*Policy **GCI** – *Professional Staff Development*

*Policy **GDF** – *Support Staff Hiring*

*Policy **GCE/GCF, GCE-R/GCF-R** – *Professional Staff Recruitment & Hiring*

*Policy **GCE, GCE-R** - *Professional Staff Recruitment* - DELETION

*Policy **GCF, GCF-R** – *Professional Staff Hiring* - DELETION

*Policy **GBEBDA** – *Criminal Record Checks* - DELETION

This motion was unanimously approved, 7-0.

H. Approval of Policy KHE – *Political Solicitations in Schools* - 2nd Read

A motion was made by Terry Hutchinson, seconded by Mildred Douglas, to approve Policy **KHE** – *Political Solicitations in Schools* for 2nd and final read. This motion was unanimously approved, 7-0.

I. Approval of Policy GBI – *Staff Participation in Political Activities* – 2nd Read

A motion was made by Jane Sharp, seconded by Helena Miller, to approve Policy **GBI** – *Staff Participation in Political Activities*. This motion was unanimously approved, 7-0.

J-S. Approval of 1st Read Section “G” Policies

A motion was made by Terry Hutchinson, seconded by Ann Reid, to approve the following policies for 1st read:

- *Policy **GCA** – *Professional Staff Positions*
- *Policy **GCMD** – *Instructional Staff Extra Duties*
- *Policy **GCNA** – *Supervision of Instructional Staff*
- *Policy **GCRD** – *Tutoring for Pay*
- *Policy **GDA** – *Support Staff Positions*
- *Policy **GDO** – *Evaluation of Support Staff*
- *Policy **GCAAA, GCCAAA-R** – *Sick Leave Bank*
- *Policy **GDJ** – *Support Staff Assignments & Transfers*
- *Policy **GCQA/GCQB** – *Professional Staff Reduction in Force*
- *Policy **GDR** – *Non-school Employment of Support Staff*

This motion was unanimously approved, 7-0.

T. Approval of Inclement Weather Waiver

The following days have been missed and are scheduled to be made up using previously scheduled and board-approved inclement weather make-up days:

- *Monday, September 11, 2017 due to Hurricane Irma related Winds (February 16)
- *Wednesday, January 17, 2018 due to ice and snow conditions in our area (February 19)
- *Thursday, January 18, 2018 due to ice and snow conditions in our area (March 30)

The administration seeks approval from the Board to waive, or “forgive,” the following day:

- *Friday, January 19, 2018 due to ice and snow conditions in our area

A motion was made by Ann Reid, seconded by Windy Cole, to approve the administration’s request to waive the following day: Friday, January 19, 2018.

Dr. Sharp stated she will not support this request as she feels we are losing crucial instruction time. This motion was passed, 6-1, with Dr. Sharp voting against.

U. Approval of Board Retreat Date

A motion was made by Terry Hutchinson, seconded by Ann Reid, to approve April 16, 2018 as a Board retreat date. The Board will hold a retreat on this date for a self-evaluation. This motion was unanimously passed, 7-0.

VI. Communications – None

VII. Report of the Superintendent

A. Announcements

Superintendent Kelly Pew made the following announcements:

- The School Board will next meet on Monday, March 12, 2018 when it holds a data session and work session. As it stands, our final meeting at Rawlinson Road Middle School will be on Monday, March 26. We look forward to opening our new Central

Office on Monday, April 9 and hosting a board work session on that same evening. As we transition to our new location, meetings will continue to be streamed on our website and on Facebook as well as being made available for on-demand viewing immediately following each broadcast.

- We look forward to hosting community visits this Friday, March 2, at Lesslie Elementary School and Castle Heights Middle School where visitors will have an opportunity to tour each school, talk with students, and hear from school administrators about programs and services available for students. We'll start at Lesslie at 8:40 a.m. and then move to Castle Heights at 10:15 a.m. Visitors are invited to join us for lunch at Castle Heights following the school tour.
- For years, we have visited schools and districts as a member of the League of Innovative Schools, and it is with great excitement that we announce more than 100 superintendents and district leaders from across the country will be in our area on April 26-27, 2018 to visit Rock Hill Schools. We look forward to this tremendous opportunity to showcase the incredible work happening in our schools.
- The Build on the Rock website has been updated with photos. You are encouraged to visit the district's capital building program, "Build on the Rock," website – www.rock-hill.k12.sc.us/BuildOnTheRock - for more information. This website provides status updates on active and planned construction projects in the district. On the page, viewers can see the project descriptions, before and after photographs, and construction timelines.

VIII. Review of School Board Work Session

Chairman Vining reviewed, for the viewing audience, the topics discussed at the February 12 work session.

IX. Other and Future Business

*2DAC – Two Days at the Capitol on April 12th

*Items in the Legislature – discuss possibility of change in start date – 2nd Monday of August; support for local districts deciding their own start date.

*Come-See-Me volunteers

*Social and emotional health of students

*SRO officers at elementary schools

*Job recruitment update

Chairman Vining and Dr. Sharp both announced they will not be seeking re-election this November.

X. Executive Session(s)

A motion was made by Jane Sharp, seconded by Helena Miller, to adjourn open session and enter into executive session to discuss the following:

(1) **Personnel Matters** – *Contractual Matter, Hiring*

(2) **Contractual Matter** – *Construction Update*

This motion was unanimously approved, 7-0.

XI. Action as required from Executive Session(s)

A motion was made by Terry Hutchinson, seconded by Helena Miller, to adjourn executive session and reconvene open session. This motion was unanimously passed, 7-0.

A motion was made by Mildred Douglas, seconded by Helena Miller, to grant the request of a professional employee to be released from the employee's contract with the District and that we direct the administration to make a formal complaint to the State Board of Education regarding the employee's breach of contract.

This motion was unanimously passed, 7-0.

XII. Adjournment

On a motion by Jane Sharp, seconded by Windy Cole, the meeting adjourned.

Secretary

APPROVED: _____
Chairman

Meeting of the Board of Trustees
Monday, February 26, 2018

PERSONNEL MATTERS – February 2018

The board affirmed contracts for the following certified employee(s):

Tanner C. Slagle Ebinport

AS INFORMATION TO THE BOARD

Resignations – Certified

Kevin B. Mulcahey..... Bellevue
Flor De M. Duque Dutchman Creek
Dina J. Genco Lesslie
Joyce C. Cooper Northwestern
Christopher P. Howard Saluda Trail
Sarah E. Eckert York Road

New Employees – Non-Certified

Eloise Griffith..... Exceptional Student Education
Samantha Harper Exceptional Student Education
Laurie Macko Exceptional Student Education
Leonard Herd..... Facilities Services
Robert Marhan..... Facilities Services
Lorenzo Graves Oakdale
Shay Carter Old Pointe
Lisa Williams Rawlinson Road
Amiee Kline Rock Hill High
Erinn Roper Rosewood

Resignations – Non-Certified

Robert Marhan..... Facilities
Melvin Hyman..... Rawlinson Road
Sharon Oates..... Rock Hill High
Gabrielle Bennett..... South Pointe
Dexter Falls South Pointe

ROCK HILL SCHOOL DISTRICT THREE BOARD OF TRUSTEES

Called Executive Session

Friday, March 2, 2018

Castle Heights Middle School – Room B-02 Professional Development Room

The Rock Hill School District Three Board of Trustees held a called executive session for a hiring matter on Friday, March 2, 2018 at 11:30 a.m. in Room B-02 at Castle Heights Middle School. Members present were as follows: Windy Cole, Mildred Douglas, Terry Hutchinson, Helena Miller, Ann Reid, Jane Sharp, and Jim Vining.

The meeting was called to order by Chairman Vining who stated the local news media had been notified of the called meeting in writing on Thursday, March 1, 2018.

Approval of Agenda

A motion was made by Terry Hutchinson, seconded by Windy Cole, to approve the agenda. This motion was unanimously passed, 7-0.

Executive Session

A motion was made by Helena Miller, seconded by Terry Hutchinson, to adjourn open session and enter into executive session to discuss a hiring matter. This motion was unanimously approved, 7-0.

Open Session

A motion was made by Helena Miller, seconded by Windy Cole, to adjourn executive session and reconvene open session. This motion was unanimously passed, 7-0.

Action from Executive Session

A motion was made by Windy Cole, seconded by Mildred Douglas, to accept the administration's recommendation for the new assistant principal of Saluda Trail Middle School. This motion was unanimously approved, 7-0.

Adjournment

On a motion by Jane Sharp, seconded by Terry Hutchinson, the meeting adjourned.

Secretary

APPROVED: _____
Chairman

MONTHLY BOARD REPORT

MARCH 26, 2018

PERSONNEL DEPARTMENT

SUMMARY

ROCK HILL SCHOOL DISTRICT THREE OF YORK COUNTY
ROCK HILL, SOUTH CAROLINA

1. BOARD ACTION REQUIRED

CERTIFIED

New Employees(21)

2. AS INFORMATION TO THE BOARD

CERTIFIED

Resignations(34)

Transfers(5)

NON-CERTIFIED

New Employees(4)

Resignations(4)

BOARD ACTION REQUIRED

NEW EMPLOYEES – CERTIFIED (21)

Jennifer Teknipp	Adult Education	Lead adult education teacher
Courtney Hilton	Bellevue	Grade one teacher
Leah Brevard	Ebinport	Grade one teacher
Caitlin Hayes	Ebinport	Grade five teacher
Justin Hunt	Ebinport	Grade five teacher
Sara Rowe	Ebinport	Media specialist
Pamela Pompey	Exceptional Student Education	School psychologist
Haily Jacobs	Independence	K4 teacher
Sara Catherine Watts	Northside	Grade four teacher
Mackenzie Gresham	Rock Hill High	Special education resource teacher
Genesis Ostrower	Rock Hill High	Special education resource teacher
Emily Stover	Rock Hill High	Social studies teacher
Tasha Stryker	Rock Hill High	Science teacher
Thien Vo	Rock Hill High	Math teacher
Jean Wolfe	Rock Hill High	Math teacher
Alayna Anderson	Rosewood	Grade three teacher
Grace Pannell	Saluda Trail	Special education resource teacher
Kylie Betlesky	South Pointe	English teacher
Carolyn Wilkerson	South Pointe	Social studies
Karlyn McCoy	York Road	Special education SC/multi-cat I teacher
Virginia Theriault	York Road	Grade four teacher

AS INFORMATION TO THE BOARD

RESIGNATIONS – CERTIFIED (34)

Kiersten W. Austin	Adult Education	Lead adult education teacher
Martha A. Menchinger	Applied Technology Center	Visual communications teacher
Wendi R. Bachman	Bellevue	Kindergarten teacher
Robin M. Daniels	Bellevue	Grade five teacher
Sandra K. Jeter	Bellevue	Grade one teacher
Monica R. Faulkner	Castle Heights	Special education resource teacher
Terri L. Grabb	Castle Heights	Special education intensive support teacher
Linda Leopard	Dutchman Creek	Grade seven science teacher
Lindsey R. Westmoreland	Ebenezer Avenue	Grade three inquiry teacher
Merridy S. Mabry	Ebinport	Grade one teacher
Kellie L. VanderMolen	Ebinport	Grade five teacher
Jolaine B. Humphries	Instruction	Title I parent/teacher specialist
Kathryn H. Howe	Mt. Gallant	Grade two teacher
Cathy A. Chastain	Northside	Grade two teacher
Karen Kavis	Northside	Special education resource teacher
Alicia Y. Greene	Northside	Special education SC/DD/K4 teacher
Rachel B. Glibbery	Northwestern	ESOL teacher
Madison Boatwright	Oakdale	Grade three teacher
Brenda R. Capps	Old Pointe	Grade four teacher
Patricia Ramirez	Phoenix Academy	English teacher
Clara B. Walters	Richmond Drive	Grade two teacher

William M. Tindall, Jr.	Rock Hill High	Social studies teacher
Danielle M. Avitabile	Rosewood	Special education resource teacher
Katherine E. Bennett	Rosewood	Grade four teacher
Stacy Patrick	Rosewood	Grade one French immersion teacher
Heather A. Salisbury	Rosewood	Grade three teacher
Laura R. Wallace	Rosewood	Special education resource teacher
Sherri W. Horency	Saluda Trail	Reading intervention teacher
Annette R. Strong	Saluda Trail	Special education/SC/intensive support teacher
April C. Bates	South Pointe	English teacher
Jennifer A. Bucciarelli	South Pointe	Science teacher
Hailey Carpenter	South Pointe	Math teacher
Jason P. Winstead	South Pointe	Social studies teacher
Erin K. Ryan	York Road	Special education multi-cat I teacher

TRANSFERS – CERTIFIED (5)

Emma Wilson	Finley Road	Grade three teacher
Diane Graebner	Northside	School nurse
Amy N. White	Old Pointe	Grade three teacher
Y. Michelle Campbell	Phoenix Academy	Math teacher
Andra Mack	Phoenix Academy	English teacher

NEW EMPLOYEES – NON-CERTIFIED (4)

DemonD Harris	Facilities Services	General services worker
Daniel Dukes	South Pointe	Custodian
Jeanette Jones	South Pointe	Custodian
Sheryl Tewes	South Pointe	Special education assistant

RESIGNATIONS – NON-CERTIFIED (4)

Glenda Dickerson	Exceptional Student Education	Behavior management assistant
Betsy Williams	Finley Road	K4 assistant
Robin Williams	ParentSmart	Parent educator/resource center associate
Julie “Katy” Koon	South Pointe	Accelerate program facilitator



Facilities Services
Telephone: 981-1150

MEMORANDUM

To: Dr. Kelly Pew

From: Brian Vaughan

Date: March 22, 2018

Re: Activity Bus Rental Request

Attached you will find an Activity Bus Rental Request from The Goddard School. I will be present at the business meeting on Monday night to answer any questions.



Activity Bus Rental Request

Today's Date: 01/24/18		Name of Group/Organization: The Goddard School	
Mailing Address: 415 Clouds Way Rock Hill, SC 29732		Contact Person: Jamie Caveny	Phone Number: 803-328- 0101
Date(s) Needed: May 11th, 2018		Time(s) Needed: 9:15am - 1:15pm	
Destination: Black's Peaches 1800 Black Hwy York, SC 29745			
Driver Name:		Driver Needed?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will there be any students or staff requiring special accommodations? If so, please list			
FEE SCHEDULE			
Mileage Rate: \$1.86 per mile	Driver Rate: \$21.21 per hour	Daily Maintenance Fee: \$25.00	

Requestor Signature: Jamie Caveny

Date: 01/24/18

Board Approved: ☐ Yes ☐ No

Date Approved:

Submit this form to: Rock Hill Schools
Attn: Brian Vaughn - Facilities Services
P. O. Drawer 10072
Rock Hill, SC 29731



Personnel Department
Phone: 803-981-1024 - Fax: 803-981-1025

Memo

TO: Dr. Kelly Pew

FROM: Dr. Tanya Campbell

DATE: March 21, 2018

SUBJECT: "G" Policies- Personnel Policies

Attached is the eighth set of "G" policies that have been prepared for first read. These policies have been revised with the assistance of our legal counsel, Kathy Mahoney. The recommendations are based on the firm's work with school districts throughout the State and knowledge of revisions to State and federal laws and regulations, and they take into consideration any policy update recommendations made by SCSBA. We will not be convening a committee to review personnel policies. Employees will be given the opportunity to give feedback on the suggested revisions when Mr. Frost solicits feedback via all user email.

Most additions and deletions within the policies below are updates for clarification, legal statutes, and/or wording. Additions are in red text and deletions are noted by strike through of text.

There are several policies included in this set that do not have any recommended changes.

Attachments (6):

GCR	Non-school Employment of Professional Staff
GDQB	Resignation of Support Staff
GDF	Support Staff Hiring
GCQE/GDQE	Retirement of Staff

GCQE-Retirement of Professional Staff (Eliminate)
GDQE-Retirement of Support Staff (Eliminate)

[DRAFT]

Policy

NONSCHOOL EMPLOYMENT OF PROFESSIONAL STAFF

Code GCR Issued _____

Purpose: To establish the basic structure for the non-school employment of professional staff.

The Board prohibits a professional staff member from engaging in any employment that would have the following effect.

- Impair the employee's ability to be effective ~~individual's usefulness as an employee~~ in the District.
- Make time and/or energy demands upon the individual which could interfere with his/her effectiveness in performing regular assigned duties.
- ~~Compromise or embarrass the school system.~~
- Adversely affect the individual's employment status or professional personnel standing.
- Conflict with assigned duties in any way.
- Conflict with the South Carolina Ethics Act or Board Policy GBEA (Staff Ethics/Conflict of Interest)

An employee will not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

Adopted 4/27/78; Revised 2/26/90, 4/26/04, ____18

Policy GCR Nonschool Employment of Professional Staff

Issued 4/04

Current

Purpose: To establish the basic structure for the non-school employment of professional staff.

The board prohibits a professional staff member from engaging in any employment that would have the following effect.

- Impair the individual's usefulness as an employee in the district.
- Make time and/or energy demands upon the individual which could interfere with his/her effectiveness in performing regular assigned duties.
- Compromise or embarrass the school system.
- Adversely affect the individual's employment status or professional personnel standing.
- Conflict with assigned duties in any way.

An employee will not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

Adopted 4/27/78; Revised 2/26/90, 4/26/04

York 3/Rock Hill School District

[DRAFT]

Policy

RESIGNATION OF SUPPORT STAFF

Code **GDQB** Issued _____

Purpose: To establish the basic structure for the resignation of support staff members.

A support staff member who wishes to terminate his/her employment with the District should ~~may~~ submit a letter of resignation to his/her supervisor. The supervisor will forward the request to the Superintendent, or his/her designee. ~~It is preferable that the staff member submit~~ This letter must be submitted two weeks before the desired termination date. The Board authorizes the Superintendent or his/her designee to accept and approve support staff resignations. The Superintendent or his/her designee will acknowledge and accept such resignations in writing.

The Superintendent will provide as information to the Board of Trustees ~~present~~ a list of resignations he/she has accepted such requests to the Board of Trustees as information.

Adopted 2/26/90; Revised 5/24/04; 2/24/14, ____/18

Policy GDQB Resignation of Support Staff

Current

Issued 2/14

Purpose: To establish the basic structure for the resignation of support staff members.

A support staff member who wishes to terminate his/her employment with the district may submit a letter of resignation to his/her supervisor. The supervisor will forward the request to the superintendent. It is preferable that the staff member submit this letter two weeks before the desired termination date.

The superintendent will present a list of such requests to the Board of Trustees as information.

Adopted 2/26/90; Revised 5/24/04; 2/24/14

York 3/Rock Hill School District

[DRAFT]

Policy

SUPPORT STAFF HIRING

Code **GDF** Issued _____

Purpose: To establish the basic structure for the hiring of support staff.

The Board of Trustees employs all support staff.

It is the Superintendent's or his/her designee's responsibility to ensure that all persons employed meet the qualifications established for the particular position. The Superintendent or his/her designee will establish an interview and selection procedure which will allow the principal or supervisor an opportunity to aid in the selection of the employee. However, the Superintendent or his/her designee will recommend the final selection to the Board of Trustees.

The Superintendent or his/her designee will consider all candidates based on the needs of the District as well as on their merits and qualifications. The District will not discriminate or give preferential treatment with regard to race, national origin, sex, disability, alienage or religion. The District will make reasonable accommodation to known physical or mental limitations of otherwise qualified disabled persons where such accommodation would not impose an undue hardship on the operation of District programs.

The District will not employ any candidate without a personal interview.

All offers of employment are contingent upon successful completion of required criminal records checks that are satisfactory as determined by the Superintendent or his/her designee. For required criminal records checks on new employees, see Policy GCE/GCF and AR GCE-R/GCF-R.

Background Checks

The District will require appropriate State and national criminal background checks as outlined in law on any individual recommended to be employed in a paid position or on any volunteer who has direct interaction with students. The District may conduct background checks at other times after initial employment, if deemed warranted.

The cost of the background checks will be paid by the District. The fee associated with the criminal record search on a teacher or a substitute teacher is waived for the District.

State Law Enforcement Division (SLED) background checks

The District will obtain a name-based criminal record history check from SLED on all new

PAGE 2 – GDF – SUPPORT STAFF HIRING

employees prior to their initial employment. The District will consider the results of all criminal record history checks on an individual basis, and will determine how the information obtained impacts the individual's ability to be an effective employee. When ~~in~~ determining how the information obtained impacts the individual's ability to be an effective employee, the administration District will consider such things as severity of the offense, age of the individual, direct impact of the offense on children, length of time since the conviction or plea, restitution, conduct or remedial actions during probation, and participation in pre-trial intervention and/or expungement.

At a minimum, the District will not employ an individual who has been convicted of or plead guilty to a violent crime as outlined in law. Also, when making employment decisions, the District will carefully consider information relative to felony convictions as well as information that could result in the revocation or suspension of a professional certificate "for cause" as outlined in law.

National Sex Offender Registry checks

The District will perform a National Sex Offender Registry check on all new employees, whether employed on a full-time, part-time, regular, interim or temporary basis, and all volunteers who work in a school on an interim or regular basis as mentors, coaches, chaperones or any other capacity resulting in direct interaction with students.

The District will not permit individuals whose names appear in the National Sex Offender Registry or individuals who have been required to register as sex offenders pursuant to State law to work or serve in the District in any capacity.

If an individual is denied employment in the District as a result of information appearing on the name-based background check, the person may be given an opportunity to respond to the reasons.

Should a vacancy due to retirement of a TERI employee occur in a support staff position during the school year, the Board authorizes the Superintendent to fill such a vacancy for the remainder of the school year or other appropriate period in which the vacancy occurs pursuant to a "Letter of Agreement," when appropriate. The Superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

The Superintendent or his/her designee is authorized to hire retired employees to work in the District on an "as needed" basis when their employment would serve the best interests of the District. In such cases, the Superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the Superintendent, who will make such decisions in the best interests of the District. The salaries of retired employees may be uniformly negotiated below the District's salary schedule to the extent permitted by State law. The decision to employ or not employ retired employees will not be subject to the District's grievance procedures.

PAGE 3 – GDF – SUPPORT STAFF HIRING

Federal and State laws prohibit employers from hiring aliens not legally eligible to work in the United States. They also require all new employees to present evidence of employment eligibility and require employers to verify that eligibility. The District will utilize the federal work authorization program E-Verify for verification of work authorization submitted by an employee. Newly hired employees must complete the required I-9 form no later than three days following their first working day.

Adopted 2/26/90; Revised 5/24/04, 6/20/05, 1/26/09, 11/23/09, __/18

Legal references:

- A. United States Code:
 - 1. 20 U.S.C.A. Sections 1681-86 - Prohibits discrimination on the basis of sex.
 - 2. 29 U.S.C.A. Section 794, et. seq. - The Rehabilitation Act of 1973 - Prohibits discrimination in hiring based on disability handicap.
 - 3. 42 U.S.C.A 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.
 - 4. Public Law 99-603 - Immigration Reform and Control Act of 1987.
 - 5. Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.
 - 6. Public Law 104-208 – Illegal Immigration Reform and Immigrant Responsibility Act of 1996.
- B. Code of Federal Regulations
 - 1. 8 CFR 274a.2 - Verification of employment eligibility.
 - 2. 41 CFR 60-20 (1998) – Prohibits discrimination on the basis of sex.
- C. S.C. Code, 1976, as amended:
 - 1. Section 1-1-550 - School districts shall give preference to employment of honorably discharged veterans.
 - 2. Section 9-1-1790 – Regulations regarding retirees returning to employment
 - 3. Section 9-1-2210 – TERI program participation up to five years
 - 4. ~~Section 59-1-510 – Guidelines and regulations for recruitment and hiring staff in professional areas.~~
 - 5. Section 59-1-520 - Intervention by State Department of Education for non-compliance.
 - 6. ~~Section 59-19-80 – Teaching contracts to be issued in public meeting.~~
 - 7. ~~Section 59-25-410, et seq. – Employment and Dismissal Act Teachers to be notified of employment status by April 15th.~~
 - 8. ~~Section 59-26-40(M) – Before initial employment of a teacher, the local school district shall request a criminal record history from the South Carolina State Law Enforcement Division for past convictions of any crimes~~
 - 9. Section 59-18-1300 - District accountability system.
 - 10. South Carolina Illegal Immigration Reform Act (Act 280 of 2008).
- D. State Board of Education Regulations:
 - 1. R-43-209 - Nonprofessional/paraprofessional personnel positions, qualifications and duties.

Policy GDF Support Staff Hiring

Issued 11/09

Purpose: To establish the basic structure for the hiring of support staff.

The board of trustees employs all support staff.

It is the superintendent's or his/her designee's responsibility to ensure that all persons employed meet the qualifications established for the particular position. The superintendent or his/her designee will establish an interview and selection procedure which will allow the principal or supervisor an opportunity to aid in the selection of the employee. However, the superintendent or his/her designee will recommend the final selection to the board of trustees.

The superintendent or his/her designee will consider all candidates based on the needs of the district as well as on their merits and qualifications. The district will not discriminate or give preferential treatment with regard to race, national origin, sex, disability, alienage or religion. The district will make reasonable accommodation to known physical or mental limitations of otherwise qualified disabled persons where such accommodation would not impose an undue hardship on the operation of district programs.

The district will not employ any candidate without a personal interview.

Should a vacancy due to retirement of a TERI employee occur in a support staff position during the school year, the board authorizes the superintendent to fill such a vacancy for the remainder of the school year or other appropriate period in which the vacancy occurs pursuant to a "Letter of Agreement," when appropriate. The superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

The superintendent or his/her designee is authorized to hire retired employees to work in the district on an "as needed" basis when their employment would serve the best interests of the district. In such cases, the superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the superintendent, who will make such decisions in the best interests of the district. The salaries of retired employees may be uniformly negotiated below the district's salary schedule to the extent permitted by state law. The decision to employ or not employ retired employees will not be subject to the district's grievance procedures.

Federal and state laws prohibit employers from hiring aliens not legally eligible to work in the United States. They also require all new employees to present evidence of employment eligibility and require employers to verify that eligibility. The district will utilize the federal work authorization program E-Verify for verification of work authorization submitted by an employee. Newly hired employees must complete the required I-9 form no later than three days following their first working day.

Adopted 2/26/90; Revised 5/24/04, 6/20/05, 1/26/09, 11/23/09

Legal references:

United States Code:

20 U.S.C.A. Sections 1681-86 - Prohibits discrimination on the basis of sex.

29 U.S.C.A. Section 794, et. seq. - The Rehabilitation Act of 1973 - Prohibits discrimination in hiring based on handicap.

42 U.S.C.A 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.

Public Law 99-603 - Immigration Reform and Control Act of 1987.

Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

Public Law 104-208 - Illegal Immigration Reform and Immigrant Responsibility Act of 1996.

Code of Federal Regulations:

8 CFR 274a.2 - Verification of employment eligibility.

41 CFR 60-20 (1998) - Prohibits discrimination on the basis of sex.

S. C. Code, 1976, as amended:

Section 1-1-550 - School districts shall give preference to employment of honorably discharged veterans.

Section 9-1-1790 - Regulations regarding retirees returning to employment

Section 9-1-2210 - TERI program participation up to five years

Section 59-1-510 - Guidelines and regulations for recruitment and hiring staff in professional areas.

Section 59-1-520 - Intervention by State Department of Education for non-compliance.

Section 59-19-80 - Teaching contracts to be issued in public meeting.

Section 59-25-410, et seq. - Employment and Dismissal Act - Teachers to be notified of employment status by April 15th.

Section 59-26-40(M) - Before initial employment of a teacher, the local school district shall request a criminal record history from the South Carolina State Law Enforcement Division for past convictions of any crimes

Section 59-18-1300 - District accountability system.

South Carolina Illegal Immigration Reform Act (Act 280 of 2008).

State Board of Education Regulations:

R-43-209 - Nonprofessional/paraprofessional personnel positions, qualifications and duties.

York 3/Rock Hill School District

[DRAFT –]

Policy

RETIREMENT OF PROFESSIONAL STAFF

Code GCQE/GDQE Issued _____

[Recommend combining Retirement of Professional Staff and Retirement of Support Staff Policies into one]

Purpose: To establish the basic structure for the retirement of professional staff in a manner that will have a minimum amount of impact on the District's instructional program.

Any District employee who is a member of the South Carolina Retirement System ("SCRS") is eligible to retire when the employee has met the terms and conditions established for retirement eligibility in State law. Employees should confirm their eligibility with the SCRS.

~~Any District employee who is a member of the South Carolina Retirement System prior to June 30, 2012, may retire with full benefits if the member has five or more years of earned service; reached the age of 60 or has 28 or more years of creditable service. A member who has reached age 60 with five years of earned service may retire with reduced benefits.~~

~~Any District employee with an effective date of membership in the South Carolina Retirement System after June 30, 2012, may retire with full benefits if the employee has eight or more years of earned service; reached the age of 60 or satisfied "the rule of ninety" requirement (age plus service years equals ninety) and separated from service.~~

An eligible employee wishing to retire and to continue his/her employment as a retired employee must adhere to the current State statutes and District policy at the time of retirement, and must be approved for rehire by the Superintendent.

The employee should notify the Superintendent or his/her designee in writing of his/her intent to retire as soon as possible, but no later than March 15 of the year in which he/she plans to retire.

Teacher and Employee Retention Incentive (TERI) program

School District employees who desire to participate in the TERI program should consult the SCRS ~~South Carolina State Retirement System~~ or the District's benefits coordinator in order to ascertain current governing rules and regulations. Employees under TERI are retired for retirement benefit purposes and retain full employment rights and benefits.

The TERI program will be closed effective June 30, 2018. In order to retire and get the full benefit of 60 months, a member must enter the TERI program on or before July 1, 2013. Anyone entering the TERI program after that will receive benefits through June 30, 2018, regardless of

PAGE 2 – GCQE/GDQE – RETIREMENT OF PROFESSIONAL STAFF

when s/he entered the TERI program. Upon termination of employment or at the end of the TERI period, whichever is earlier, the employee will receive his/her accumulated retirement benefit in either a taxable, lump-sum distribution or through a rollover into a qualified tax-sheltered retirement plan. The employee will then begin receiving his/her monthly service retirement benefit plus any cost-of-living increases.

Adopted 2/26/90; Revised 10/22/90, 3/22/04, 11/26/12; 2/24/14, ___/18

Legal references:

A. Federal Law:

1. 29 U.S.C. 621 et seq. - Age Discrimination in Employment Act of 1967.

B. S.C. Code, 1976, as amended:

2. Section 9-1-10 - Teachers are members of the state retirement system.
3. Section 9-1-1510, (A), (B) -Retirement eligibility (Class One or Two member; Class Three member)
4. Section 9-1-1515 - Early retirement.
5. Section 9-1-1550 - Service retirement allowances.
6. Section 9-1-2210 – Teacher and Employee Retention Incentive Program

Policy GCQE Retirement of Professional Staff

Issued 2/14

Purpose: To establish the basic structure for the retirement of professional staff in a manner that will have a minimum amount of impact on the district's instructional program.

Any district employee who is a member of the South Carolina Retirement System prior to June 30, 2012, may retire with full benefits if the member has five or more years of earned service; reached the age of 60 or has 28 or more years of creditable service. A member who has reached age 60 with five years of earned service may retire with reduced benefits.

Any district employee with an effective date of membership in the South Carolina Retirement System after June 30, 2012, may retire with full benefits if the employee has eight or more years of earned service; reached the age of 60 or satisfied "the rule of ninety" requirement (age plus service years equals ninety) and separated from service.

An eligible employee wishing to retire and to continue his/her employment as a retired employee must adhere to the current state statutes and district policy at the time of retirement.

The employee should notify the superintendent or his/her designee in writing of his/her intent to retire as soon as possible.

Teacher and Employee Retention Incentive (TERI) program

School district employees who desire to participate in the TERI program should consult the South Carolina State Retirement System or the district's benefits coordinator in order to ascertain current governing rules and regulations. Employees under TERI are retired for retirement benefit purposes and retain full employment rights and benefits.

The TERI program will be closed effective June 30, 2018. In order to retire and get the full benefit of 60 months, a member must enter the TERI program on or before July 1, 2013. Anyone entering the TERI program after that will receive benefits through June 30, 2018, regardless of when s/he entered the TERI program. Upon termination of employment or at the end of the TERI period, whichever is earlier, the employee will receive his/her accumulated retirement benefit in either a taxable, lump-sum distribution or through a rollover into a qualified tax-sheltered retirement plan. The employee will then begin receiving his/her monthly service retirement benefit plus any cost-of-living increases.

Adopted 2/26/90; Revised 10/22/90, 3/22/04, 11/26/12; 2/24/14

Legal references:

Federal Law:

29 U.S.C. 621 et seq. - Age Discrimination in Employment Act of 1967.

S. C. Code, 1976, as amended:

Section 9-1-10 - Teachers are members of the state retirement system.

Section 9-1-1510, (A), (B) -Retirement eligibility (Class One or Two member; Class Three member)

Section 9-1-1515 - Early retirement.

Section 9-1-1550 - Service retirement allowances.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program

York 3/Rock Hill School District

Policy GDQE Retirement of Support Staff

Issued 2/14

Purpose: To establish the basic structure for the retirement of support staff.

Any district employee who is a member of the South Carolina Retirement System prior to June 30, 2012, may retire with full benefits if the member has five or more years of earned service; reached the age of 60 or has 28 or more years of creditable service. A member who has reached age 60 with five years of earned service may retire with reduced benefits.

Any district employee with an effective date of membership in the South Carolina Retirement System after June 30, 2012, may retire with full benefits if the employee has eight or more years of earned service; reached the age of 60 or satisfied "the rule of ninety" requirement (age plus service years equals ninety) and separated from service.

An eligible employee wishing to retire and to continue his/her employment as a retired employee must adhere to the current state statutes and district policy at the time of retirement.

The employee should notify the superintendent or his/her designee in writing of his/her intent to retire as soon as possible.

Teacher and Employee Retention Incentive (TERI) program

School district employees who desire to participate in the TERI program should consult the South Carolina State Retirement System or the district's benefits coordinator in order to ascertain current governing rules and regulations. Employees under TERI are retired for retirement benefit purposes and retain full employment rights and benefits.

The TERI program will be closed effective June 30, 2018. In order to retire and get the full benefit of 60 months, a member must enter the TERI program on or before July 1, 2013. Anyone entering the TERI program after that will receive benefits through June 30, 2018, regardless of when s/he entered the TERI program. Upon termination of employment or at the end of the TERI period, whichever is earlier, the employee will receive his/her accumulated retirement benefit in either a taxable, lump-sum distribution or through a rollover into a qualified tax-sheltered retirement plan. The employee will then begin receiving his/her monthly service retirement benefit plus any cost-of-living increases.

Adopted 11/26/12; 2/24/14

Legal references:

Federal Law:

29 U.S.C. 621 et seq. - Age Discrimination in Employment Act of 1967.

S. C. Code, 1976, as amended:

Section 9-1-10 - Teachers are members of the state retirement system.

Section 9-1-1510, (A), (B) - Retirement eligibility (Class One or Two member; Class Three member).

Section 9-1-1515 - Early retirement.

Section 9-1-1550 - Service retirement allowances.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program.

York 3/Rock Hill School District



Instruction Department
Phone: 803-981-1055

Memo

TO: Dr. Kelly Pew

FROM: Dr. Harriet L. Jaworowski
Dr. Nancy Turner

DATE: March 22, 2018

SUBJECT: IKF and IKF-R
ESE State Employability Credential

The administration asks that the Board approve the changes to IKF and IKF-R to support the addition of the new South Carolina Employability Credential that will be available to students beginning with those in 9th grade in 2018-2019.

Attachment

Policy IKF Graduation Requirements

Issued 8/15

Purpose: To establish the basic structure for high school graduation.

The South Carolina state board of education regulates the South Carolina state high school diploma. A state high school diploma from this district is based upon the satisfactory completion of the number of units required by state law. A unit of work is the amount of credit earned when the student satisfactorily completes 120 hours of instruction in a given subject area.

Students in the district may graduate from high school by meeting the requirements outlined in administrative rule [IKF-R](#).

Students who have an Individual Education Plan (IEP non-diploma students), who will be eligible to receive a certificate of attendance or **state occupational credential** ~~local education diploma~~, may participate in graduation ceremonies if all requirements of their IEP are met successfully or if the student reaches the age of 21, whichever comes first.

Students must meet all requirements outlined in administrative rule [IKF-R](#) to be eligible to participate in the graduation ceremony at the end of the school year.

Adopted 10/23/89; Revised 8/27/90, 5/27/02, 11/23/09, 8/24/15, **4/18**

Legal references:

S.C. Code, 1976, as amended:

[Section 59-17](#)-130 - American Sign Language as world language credit.

[Section 59-26](#)-70 - No commission or agency to require foreign language as a prerequisite to receive a regular high school diploma.

[Section 59-29](#)-80 - Courses in physical education; ROTC program.

[Section 59-29](#)-190 - Advanced placement courses for academically talented students.

[Section 59-39](#)-100 - Diplomas to be uniform in every respect; units required to earn a diploma.

[Section 59-39](#)-110 - Accelerated program of study.

State Board of Education Regulations:

[R43-234](#) - Defined program, grades 9-12, and graduation requirements.

[R43-235](#) – Defined program, grades 9-12, graduation requirements for applicable students with disabilities

York 3/Rock Hill School District

AR IKF-R Graduation Requirements

State High School Diploma

Issued ~~6/16~~ 4/18

A student must earn 24 units of credit in state-approved courses for graduation.

The unit requirements are distributed as follows:

Subject	Credit units
English language arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	.5
US Government	.5
Other social studies	1
PE or junior ROTC	1
Computer science (including keyboarding)	1
Foreign language or Career and technology education	1
Electives (including .5 credits in health)	7
Total	24

The student must complete a study of and take a final examination on the provisions and principles of the United States Constitution, the Declaration of Independence, the Federalist papers, and American institutions and ideals. This instruction must be given for a period of at least one year or its equivalent, either within the required course U.S. History and Constitution or within another course.

The student must pass a high school credit course in science and a course in United States history in which an end-of-course examination is administered.

The student must be enrolled for a minimum of one semester immediately preceding his/her graduation except in case of a bona fide change of residence. Units earned in a summer school program do not satisfy this requirement.

Awarding of High School Credit

A school may also award and accept credit towards a high school diploma for the following:

- in units of one-fourth, one-half, and a whole; for example, an academic-standards based course that requires a minimum of 120 hours of instruction (one unit), 60 hours of instruction (one-half unit), and 30 hours of instruction (one-fourth unit)
- a course that has been approved by the South Carolina Department of Education in a proficiency-based system
- those gateway courses that are a part of the end-of-course examination program only if the student takes the course approved by the school in which he/she is enrolled and meets all the stipulated requirements of the program
- courses in summer programs that meet all the regulatory requirements for courses offered for students in grades nine through 12
- a course that is approved by the district, whether the school offers the particular course or not, if the student receives prior approval
- a course that the student takes in an approved adult education program if the course is approved by the superintendent or his/her designee
- locally designed subject-area courses, elective courses, and CATE courses under conditions as outlined in State Board of Education regulation
- the PE credit if the PE course meets all statutory requirements including the personal fitness and wellness component and the lifetime fitness component
- the one-half unit of credit carried by the keyboarding course for half the required computer science unit
- the American Sign Language course as the required unit in a foreign language
- a college course that a student in grades nine through 12 takes under the district's dual credit arrangement; any dual credit courses must be included on the transcript while in progress

Adult Education

For adult education students receiving a diploma, the unit requirements are distributed as follows:

Subject	Credit units
English language arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	.5
US Government	.5
Other social studies	1
Computer science (including keyboarding*)	1

Electives	9
Total	24

High School Credit for College Work

Students in grades nine through 12 and/or adult education programs may earn credits for college course work that can be applied to the required number of units for a state high school diploma.

The following conditions apply:

- Courses may be offered through distance learning and cooperative agreements with institutions of higher education. One quality point will be added to the CP weighting for dual credit courses that are applicable.
- Only courses applicable to baccalaureate degrees or to associate degrees offered by institutions accredited by the board of education of that state or the appropriate regional accrediting agency [the New England Association of Colleges and Schools, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools Council on Accreditation and School Improvement (AdvancED/SACS CASI), North Central Association of Colleges and Schools, Western Association of Colleges and Schools, or Northwest Association of Colleges and Schools] qualify.
- Tuition costs and any other fees will be the responsibility of the student or his/her parent/legal guardian.

Issued 11/23/09; Revised 8/24/15, 6/13/16, 4/18

York 3/Rock Hill School District

**South Carolina High School Credential
District Policies and Procedures Example**

**Beginning with students for whom the first year of high school is
2018-2019**

York 3 – Rock Hill Schools

Dr. Kelly Pew, Superintendent



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Introduction and Purpose

South Carolina has roughly 100,000 students with disabilities serviced under the Individuals with Disabilities Education Act (IDEA), of which the majority are able to earn a state high school diploma. Given the varying levels of student achievement, as well as the inability to complete required high school coursework, there is a need to provide an alternative option for students with disabilities to demonstrate their ability to transition into the work community. The uniform state-recognized SC Credential will be aligned to a newly created course of study for these students with disabilities whose Individualized Education Program (IEP) team determines this course of study is appropriate.

To align with the State's Profile of the South Carolina Graduate, an opportunity that will assist these students in acquiring skills necessary to be successful after high school is critical. The purpose of S.C. Code Ann. Section 59-39-100 and State Board of Education Reg. 43-235 is to provide equitable job-readiness opportunities for these students throughout the state, ensure they have evidence of employability skills, and honor the work they have undertaken in our public schools.

State Board of Education Reg. 43-235, as governed by S.C. Code Ann. Section 59-39-100, will promulgate the program components and criteria for a state-recognized SC Credential for applicable students with disabilities for whom such a credential is appropriate.

Pursuant to the statutory requirements in S.C. Ann., Section 59-39-100, beginning in the 2018–19 school year, students with disabilities entering grade nine may attain a uniform diploma through one of the recognized personalized pathways; or may attain a uniform SC Credential. Nothing restricts any student from obtaining a state high school diploma. Nothing contained in this regulation restricts local school boards of trustees from awarding students with a certificate of attendance for students with disabilities who do not meet the requirements for earning either a state high school diploma or a State South Carolina High School Credential.

Beginning no earlier than the end of the student's eighth grade academic school year, or later if deemed appropriate by the student's IEP team, and updated annually thereafter, the IEP team must determine if the student's expected high school outcome will be to attain a state high school diploma or a state-recognized SC Credential. The course of study identified in the IEP must match this determination.

The South Carolina Department of Education (SCDE), as the State Educational Agency (SEA); all Local Educational Agencies (LEAs); all State-Operated Programs (SOPs); and all other public programs providing special education and related services as outlined in the Individuals with Disabilities Education Act (IDEA) must follow and comply with all statutory and regulatory requirements of the IDEA as outlined in 20 U.S.C. Section 1400 et seq., and the Code of Federal Regulations (C.F.R.), Chapter 34, Part 300. In addition to the statutory and regulatory requirements to which the state adheres, Reg. 43-235 further delineates requirements for attaining a state-recognized South Carolina High School Credential.

This policy defines the requirements for attaining a state-recognized South Carolina High School Credential in Rock Hill School District.

A. FAPE and IEP requirements

The decision to accept the South Carolina High School Credential does not relieve the LEA or SOP from providing a free appropriate public education (FAPE) to the student until age 21 as defined in Reg. 43-243(III)(B) or until the student receives a regular high school diploma as defined in 34 C.F.R 300.102(a)(3)(iv).

The LEA or SOP must explain and provide annual written notice to the parent, guardian, or adult student that the South Carolina High School Credential is not a state high school diploma. For the purposes of this part, an adult student is defined as a student who has reached the age of majority as outlined in Reg. 43-242(III)(F)(1).

An IEP team's decision to identify the South Carolina High School Credential as the student's expected high school outcome must be based on data to include, but not be limited to, longitudinal information of student grades, standardized achievement assessments, informal and formal transition assessments, adaptive behavior assessments, and work readiness assessments. The decision must be made only after the IEP team considers a continuum of program options that may allow the student to pursue a diploma.

B. Course Requirements

Minimal Course Requirements: The South Carolina High School Credential is designed for students with disabilities for whom the IEP team determined mastery of a career-based educational program that includes academics, independent work experience, daily living skills, and self-determination skill competencies is the most appropriate way to demonstrate his or her skills and provide a FAPE. To attain the South Carolina High School Credential, the student must meet the graduation requirements of one unit of physical education/health (or equivalent) and one unit of technology course; a student must adhere to the local attendance policy; and a student must complete a total of 24 earned units that include the following:

(a) Course work aligned with the South Carolina College and Career-Ready Standards for English Language Arts (four units), Mathematics (four units), Science (two units), and Social Studies (two units);

(b) Four units of Employability Education; and

(c) Six electives.

Employability Credential Regulation Coursework & Components

**24 earned units that include course work aligned with
the SC College and Career-Ready Standards**

4 Units	English Language Arts - OC
4 Units	Mathematics - OC
2 Units	Science - OC
2 Units	Social Studies - OC
4 Units	Career Prep - OC
1 Unit	Physical Education/Health (or equivalent)
1 Unit	Technology Course
6 Units	Electives

C. Minimal Required Components

In addition to completing coursework outlined in Section A, to receive a South Carolina High School Credential, a student must:

- (a) Complete a career portfolio that includes a multimedia presentation project;
- (b) Obtain work readiness assessment results that demonstrate the student is ready for competitive employment;

The district has approved the following means of completing the minimal required components as part of the South Carolina High School Credential:

- (a) Career portfolios will be initiated as a freshman and maintained through high completion; portfolios will be presented with students' Summary of Performance (SOP)
- (b) Students will complete a state approved Career Readiness Assessment
Examples:
South Carolina Occupational Information System (SCOIS)
Skills, Knowledge and Experience Mastery Assessment for South Carolina (SKEMA-SC)
Worldwide Interactive Network (WIN) Assessment

D. Work-Based Training and Learning

In addition to completing coursework outlined in Section A and B, in order to receive a South Carolina High School Credential a student must complete work-based learning/training that totals at least 360 hours, in which:

(a) Work-based learning/training may be school-based, community-based, and/or paid or unpaid employment;

(b) Work-based learning/training must be aligned with the student's interests, preferences, and postsecondary goals and individual graduation plan; and

(c) Paid employment must be at a minimum wage or above and in compliance with the requirements of the Federal Fair Labor Standards Act;

The district has approved the following means of completing the work-based training as part of the South Carolina High School Credential:

To support the requirements above, Rock Hill Schools employs

- Transition Coordinator – Creates, maintains community partnerships to provide work-based learning opportunities; coordinates the work of job coaches
- Job Coaches – Train and supervise students with disabilities, on-site liaison to community partners
- High School Special Education Teachers- Administer assessments, assist in drafting individual plans, provide instruction in modeling work-based skills, monitor students' progress towards Occupational Credential completion

Policy Feedback

Christine Gammons

From: Carman Austin
Sent: Wednesday, March 21, 2018 2:18 PM
To: Christine Gammons
Subject: Sick leave input

My concern is with "dependent children." While I can no longer claim my 24 year old on my taxes as a dependent, she is single and in school and on her own. In that situation, I would need (and want) to care for her. Also, in the case of divorced couples, would the leave apply to children even if the other parent got to claim them as (tax) dependents? Maybe I'm simply reading it wrong.

Carman Austin

Christine Gammons

From: Ina Pascal
Sent: Wednesday, March 21, 2018 3:33 PM
To: Christine Gammons
Subject: Sick Bank

Mrs. Gammons

This is the part I do not agree with.

If an employee has a previous illness and as used up most of their sick time they have to wait too long to receive sick days from the bank. I find this insulting especially for an employee that has been donating to the bank for years. For example: Employee has previous illness and only 5 days of sick time left. Complications occur and employee has to be out for another month. Under these circumstances the employee must lose 7 days of pay before receiving help. This is not fair. An employee should not have to wait 12 days when they have been donating to the bank for years.

I propose that if the employee has under 12 days they should be able to borrow days after all of their sick time is used and not have to wait the 12 days.

Thank you
Ina Pascal

Ina Pascal, E.D.S.NBCI
The Applied Technology Center
2399 West Main Street
Rock Hill, SC 29732
803-981-1100

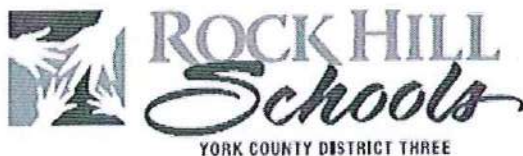


Christine Gammons

From: Deborah Allen
Sent: Wednesday, March 21, 2018 3:37 PM
To: Christine Gammons
Subject: Sick Leave Bank Policy Changes

Please consider adding "parents" to extended leave for "immediate family." Often an adult child is the caregiver for an aging or ill parent.

Thank you,
Debbie Allen



Personnel Department
Phone: 803-981-1024 - Fax: 803-981-1025

Memo

TO: Dr. Kelly Pew

FROM: Dr. Tanya Campbell

DATE: March 21, 2018

SUBJECT: "G" Policies- Personnel Policies

Attached is the seventh set of "G" policies that have been prepared for second read. These policies have been revised with the assistance of our legal counsel, Kathy Mahoney. The recommendations are based on the firm's work with school districts throughout the State and knowledge of revisions to State and federal laws and regulations, and they take into consideration any policy update recommendations made by SCSBA.

We will not be convening a committee to review personnel policies. Employees will be given the opportunity to give feedback on the suggested revisions when Mr. Frost solicits feedback via all user email.

Most additions and deletions within the policies below are updates for clarification, legal statutes, and/or wording. Additions are in red text and deletions are noted by strike through of text.

There are several policies included in this set that do not have any recommended changes.

Based on Feedback from the board and employees, edits have been made to policy GCRD and the Administrative Rule for GCCAAA

Attachments (9):

GCA	Professional Staff Positions
GCMD	Instructional Staff Extra Duty

GCNA	Supervision of Instructional Staff
GDA	Support Staff Positions
GDO	Evaluation of Support Staff
GCCAAA	Sick Leave Bank
	GCCAAAA-R
GDJ	Support Staff Assignments and Transfers
	GDJ(R)
GCQA/GCQB	Professional Staff Reduction in Force
GDR	Non-school employment of Support Staff

[DRAFT]

Policy

PROFESSIONAL STAFF POSITIONS

Code GCA Issued _____

Purpose: To establish the basic structure for the creation of professional staff positions.

The Board, on the recommendation of the Superintendent, will classify and authorize positions for professional personnel that are necessary for the operation of the District's educational program and related services. In each case, the Board will approve the broad purpose and function of the position as recommended by the Superintendent. The Superintendent or his/her designee will be responsible for the employment of a person who meets the stated purpose and function.

Job descriptions

The Superintendent or his/her designee will be responsible for writing and maintaining job descriptions covering qualifications, essential duties and other details pertaining to all professional staff positions in the school system.

Adopted 4/27/78; Revised 2/26/90, 2/23/04, ____/18

Policy GCA Professional Staff Positions

Current

Issued 2/04

Purpose: To establish the basic structure for the creation of professional staff positions.

The board, on the recommendation of the superintendent, will classify and authorize positions for professional personnel that are necessary for the operation of the district's educational program and related services. In each case, the board will approve the broad purpose and function of the position as recommended by the superintendent. The superintendent or his/her designee will be responsible for the employment of a person who meets the stated purpose and function.

Job descriptions

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(Cf. GCF)

Adopted 4/27/78; Revised 2/26/90, 2/23/04

York 3/Rock Hill School District

[DRAFT]

Policy

INSTRUCTIONAL STAFF EXTRA DUTY

Code GCMD Issued _____

Purpose: To establish the basic structure for the requirement of extra duty responsibilities for the District instructional staff.

The Board expects teachers to assume reasonable duties over and above their regular teaching responsibilities in order to provide students with the most comprehensive program possible. These extra duties may include daily class preparation and attendance at staff meetings.

Professional staff members will assist in the supervision of students as part of their regular duties during the school day. This includes, but is not necessarily limited to, bus, lunchroom and hall duty.

The Board expects all teachers to support the activities of their respective schools and, when requested, to assist the principal/director.

The Board also expects teachers to attend the appropriate parent-teacher meetings of their respective schools.

The Board may consider activities and services that make major demands on a teacher's extra time as an extra duty assignment. The Board may compensate such assignments in accordance with the Board's supplementary pay schedule.

Adopted 3/22/04; Revised ____/18

Policy GCMD Instructional Staff Extra Duty

Current

Issued 3/04

Purpose: To establish the basic structure for the requirement of extra duty responsibilities for the district instructional staff.

The board expects teachers to assume reasonable duties over and above their regular teaching responsibilities in order to provide students with the most comprehensive program possible. These extra duties may include daily class preparation and attendance at staff meetings.

Professional staff members will assist in the supervision of students as part of their regular duties during the school day. This includes, but is not necessarily limited to, bus, lunchroom and hall duty.

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The board may consider activities and services that make major demands on a teacher's extra time as an extra duty assignment. The board may compensate such assignments in accordance with the board's supplementary pay schedule.

Adopted 3/22/04

York 3/Rock Hill School District

[DRAFT]

Policy

SUPERVISION OF INSTRUCTIONAL STAFF

Code GCNA Issued _____

Purpose: To establish the Board's vision for the supervision of instructional staff in the District.

The school principal is the instructional leader of the school. As such, he/she is responsible for the supervision of instruction and instructional personnel.

The purpose of supervision (and teacher evaluation) is to improve the educational program and the effectiveness of instruction. Thus, the school principal is responsible for guiding teachers in implementing the approved objectives and reviewing teacher plans, observing actual instruction, offering suggestions for the improvement of teaching, and helping teachers correct deficiencies. The principal may require a teacher to change methods and lesson plans when these conflict with the approved curriculum or Board policy. A teacher who willfully ignores such a directive may be referred to the Superintendent for action on charges of insubordination.

The principal will be particularly attentive to the needs of new teachers, of those teachers who are undertaking new instructional programs, and of those teachers whose classes, for no apparent reason other than daily instruction, have not achieved as well as comparable classes on tests, pass/failure rates, instructional planning, student behavior, and/or other measures.

Adopted 3/22/04; Revised ___/18

Current

Policy GCNA Supervision of Instructional Staff

Issued 3/04

Purpose: To establish the board's vision for the supervision of instructional staff in the district.

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Adopted 3/22/04

York 3/Rock Hill School District

[DRAFT]

Policy

SUPPORT STAFF POSITIONS

Code **GDA** Issued _____

Purpose: To establish the basic structure for the creation of support staff positions.

The Board authorizes the Superintendent to establish necessary support staff positions within budgetary limits. The Board will approve the broad purpose and function of each position and will be responsible for approving, upon recommendation of the Superintendent, the employment of a person who meets the stated purpose and function for each position.

Job descriptions

The Superintendent or his/her designee will be responsible for writing and maintaining job descriptions covering qualifications, essential duties and other details pertaining to all certified positions in the school system.

Adopted 4/26/04; Revised ____/18

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 59-19-270 - Board of trustees may employ technical and clerical personnel.
- B. State Board of Education Regulations:
 - 1. R-43-209 - Non-professional/paraprofessional personnel positions, qualifications and duties.

Policy GDA Support Staff Positions

Current

Issued 4/04

Purpose: To establish the basic structure for the creation of support staff positions.

The board authorizes the superintendent to establish necessary support staff positions within budgetary limits. The board will approve the broad purpose and function of each position and will be responsible for approving, upon recommendation of the superintendent, the employment of a person who meets the stated purpose and function for each position.

Job descriptions

The superintendent or his/her designee will be responsible for writing and maintaining job descriptions covering qualifications, essential duties and other details pertaining to all certified positions in the school system.

Adopted 4/26/04

Legal references:

S. C. Code, 1976, as amended:

Section 59-19-270 - Board of trustees may employ technical and clerical personnel.

State Board of Education Regulations:

R-43-209 - Non-professional/paraprofessional personnel positions, qualifications and duties.

York 3/Rock Hill School District

[DRAFT]

Policy

EVALUATION OF SUPPORT STAFF

Code GDO Issued _____

Purpose: To establish the basic structure for evaluation of support staff to ensure accountability.

The development of a strong, competent support staff and the maintenance of high morale among staff members are major objectives of the Board. The major duties of the Board regarding support staff are to confirm employment, to establish wage and salary policies which encourage employees to put forth their best efforts, and to provide a good atmosphere in which to work. A program of continuous evaluation is necessary for the board to fulfill its duties.

The Board directs the Superintendent to develop and implement a program of support staff evaluation. It will be the responsibility of each supervisor to inform the employee in advance of the criteria to be used in the evaluation.

As a minimum, support staff will be evaluated once annually by their immediate supervisor using a District-approved form. Supervisors and employees are to sign and date evaluations before they are sent to Personnel to be kept in the employee's personnel file. Employees are to receive a copy of their evaluation. Employee evaluation forms are to be submitted by June 30 each year.

The evaluation system for support staff is designed to measure the level of performance of individual employees and to encourage continued professional development. The evaluation system will not be a contract obligation of the district or a contract right of the employee. It is not intended to create, nor will it be construed to create, an expectation or assurance of continued employment. Neither the substance nor the content of the evaluation will be subject to the grievance process.

Adopted 2/26/90; Revised 5/24/04; 2/24/14, ___/18

Policy GDO Evaluation of Support Staff

Current

Issued 2/14

Purpose: To establish the basic structure for evaluation of support staff to ensure accountability.

The development of a strong, competent support staff and the maintenance of high morale among staff members are major objectives of the board. The major duties of the board regarding support staff are to confirm employment, to establish wage and salary policies which encourage employees to put forth their best efforts, and to provide a good atmosphere in which to work. A program of continuous evaluation is necessary for the board to fulfill its duties.

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Adopted 2/26/90; Revised 5/24/04; 2/24/14

York 3/Rock Hill School District

[DRAFT]

Policy

SICK LEAVE BANK

Code **GCCAAA** Issued _____

Purpose: To establish the basic structure for an employee sick leave bank.

Sick leave for catastrophic illness or accident

The Board authorizes the administration to develop guidelines and regulations for the establishment and operation of an employee sick leave bank. Such bank will be governed by representatives of employee groups. Days pooled in the bank will be contributed by the employees. Decisions regarding individual applications to the bank and appeals of any decisions made will be handled by the governing body and will not be matters for Board action. The Board will approve changes in the original operating guidelines.

Adopted 2/26/90; Revised 2/23/04, ___/18

Policy GCCAAA Sick Leave Bank

Issued 2/04

Purpose: To establish the basic structure for an employee sick leave bank.

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Adopted 2/26/90; Revised 2/23/04

York 3/Rock Hill School District

Current

[DRAFT]

Administrative Rule

SICK LEAVE BANK

Code GCCAAA-R Issued _____

Sick leave bank

The District will establish a District-wide sick leave bank for active duty full-time (non-retired) employees who earn sick leave. The purpose of the sick leave bank is to protect eligible employees from undue financial burdens which might result when extended absence from work is necessary due to a catastrophic personal illness or accident or due to such illness or accident involving an immediate family member.

The bank will be administered by a sick leave bank board which will be comprised of two teachers elected by teachers who are members of the bank, a principal elected by principals who have joined the bank, two classified employees representing different service areas elected by classified employees who are bank members, and a District office representative elected by bank members employed at the District level. The ~~Director of Personnel~~ Chief Personnel Officer and a representative from the business department will serve as *ex officio* members of the bank board. Two members will rotate off the board annually. Terms for elected members will be three years. The board year will be from August 1 through July 31 each year. All representatives to the sick leave bank board must be members of the sick leave bank.

The bank board will receive requests for use of days from the sick leave bank and will decide on these requests and upon appeals arising from their decisions according to this administrative rule. The board may make suggestions for improving the operation of the bank. However, any changes to this administrative rule and guidelines must be approved by the Rock Hill School District Three Board.

The sick leave bank board will issue an annual report to the membership.

Definitions

This plan will provide extended sick leave to a member/employee for a physician-certified prolonged illness, injury, quarantine or incapacitation so severe to oneself or an immediate family member that attendance of the employee is impossible.

- Prolonged illness is defined as an illness which extends over 12 or more consecutive working days.
- An immediate family member is defined as a spouse or dependent child of the employee.

Eligibility

PAGE 2 – GCCAAA-R – SICK LEAVE BANK

All employees who are on full-time active duty with the District and who earn sick leave are eligible to participate. Participation is voluntary; however, the bank will not operate with less than 30 percent participation.

To become a member, an employee must complete a membership application and contribute one day of sick leave during the open enrollment period. Additional contributions annually, or as needed, will be automatically transferred to the bank according to the procedures established (see procedures section).

Procedures and regulations for membership

An open enrollment period will occur between July 1 and September 30 of each school year or within the first 30 working days on the job for new hires after September 30 of each school year. A special open enrollment may be declared should the bank become depleted.

Employees who initially choose not to participate in the bank may enroll at a subsequent open enrollment period. However, the employee must contribute a number of days equal to those he/she would have contributed had he/she been a member since the initial enrollment opportunity at hiring or at the initial open enrollment period. In addition, a six-month qualification period will be required prior to any application for use of the bank.

Sick leave bank members must contribute one day of sick leave at the initial enrollment period and one additional day each year at the open enrollment period with the following exceptions.

- In any year that the number of sick leave days in the bank is twice the number of members, no days will be contributed for that year, except by first-time members of the bank.
- At any time the total number of days in the bank reaches a level equal to or less than 25 percent of the number of members, an additional contribution of one day will be required and an open enrollment period declared.

All contributions to the bank remain the property of the bank and under no circumstances can a member withdraw his/her accumulated days from the bank.

All contributions to the bank will remain in force for the fiscal year in which they are contributed. However, a member may cancel his/her membership during the open enrollment period by written notification to the sick leave bank board.

Regulations for use of the bank

In order to make application to receive days from the sick leave bank, an employee must meet the following criteria.

- The employee must be a current member of the bank and have met the six-month qualification period.

PAGE 3 – GCCAAA-R – SICK LEAVE BANK

- The employee must have been out of work for 12 or more consecutive work days as the result of illness or accident to him/herself or an immediate family member.
- The employee must have exhausted all annual and accumulated sick leave.
- The number of days to be approved for an illness will be limited to those days needed until the member is approved for short- or long-term disability, disability retirement benefits, workers' compensation benefits, or to the end of the employee's contract year, whichever comes first.
- The employee utilizing sick leave days from the bank will not be allowed to be employed in any other capacity.
- The employee must use a minimum of 12 sick leave days before the bank can give additional days. If a member does not have 12 accumulated sick leave days, the member will lose pay up to, but no more than, 12 days. For example, a member who has accumulated 10 days of sick leave will lose pay for 2 days before sick leave bank days can be granted.

An employee (~~or family member of an incapacitated employee~~) who meets the eligibility criteria described above may apply to draw upon the sick leave bank by completing an Application For Use of Sick Leave Bank form. This application must be accompanied by a Physician's Confirmation form confirming the nature and expected duration of the disabling condition. Employees requesting additional days must reapply in a timely manner. An additional form from the physician must be completed after each 12 days are drawn from the bank. The maximum number of days which may be drawn from the bank for any catastrophic event is 60.

Applications should be submitted to the ~~Director of Personnel~~ **Chief Personnel Officer** who will schedule meetings of the sick leave bank board in coordination with the District office representative to the bank board. Applications will be reviewed within 45 days of receipt of all required documentation.

All members applying for days from the sick leave bank will be notified in writing of the decision of the board.

- All approved applications will be forwarded to the business office for processing.
- All rejected applications will be returned to the member with an explanation of the specific reason(s) for denial. Members may appeal a rejected decision once by reapplying and submitting additional documentation and/or a second physician's opinion on the Physician's Confirmation form.
- All appeals will be responded to in writing within 45 days of receiving all required appeal documentation.
- Decisions will be made by a majority vote of the sick leave bank board and will be final.
- Members who have been approved for worker's compensation due to a job-related injury will not be eligible to apply for sick leave bank days.
- The medical emergency effecting a leave recipient terminates when the District determines the medical emergency no longer exists or the leave recipient's employment terminates. When the medical emergency effecting a leave recipient terminates, or the employee's employment terminates, any transferred sick leave remaining to the credit of the leave recipient must be restored to the sick leave bank.

PAGE 4 – GCCAAA-R – SICK LEAVE BANK

Additional sick leave days cannot be granted for illness or hospitalization due to normal pregnancy beyond the employee's annual and accumulated leave except in extreme cases such as extra-uterine pregnancy, complications requiring intro-abdominal surgery or toxemia with convulsions or similarly serious complications.

Additional sick leave days cannot be granted for illness or hospitalization due to routine and/or uncomplicated medical and surgical procedures.

Forms to be used for membership application, application for additional sick leave days from the bank and physician confirmation are available from the District's personnel department.

Issued 4/24/89; Revised 4/23/90, 2/23/04, ___/18

AR GCCAAA-R Sick Leave Bank

Issued 2/04

Sick leave bank

The district will establish a districtwide sick leave bank for active duty (non-retired) employees who earn sick leave. The purpose of the sick leave bank is to protect eligible employees from undue financial burdens which might result when extended absence from work is necessary due to a catastrophic personal illness or accident or due to such illness or accident involving an immediate family member.

The bank will be administered by a sick leave bank board which will be comprised of two teachers elected by teachers who are members of the bank, a principal elected by principals who have joined the bank, two classified employees representing different service areas elected by classified employees who are bank members, and a district office representative elected by bank members employed at the district level. The director of personnel and a representative from the business department will serve as ex officio members of the bank board. Two members will rotate off the board annually. Terms for elected members will be three years. The board year will be from August 1 through July 31 each year. All representatives to the sick leave bank board must be members of the sick leave bank.

The bank board will receive requests for use of days from the sick leave bank and will decide on these requests and upon appeals arising from their decisions according to this administrative rule. The board may make suggestions for improving the operation of the bank. However, any changes to this administrative rule and guidelines must be approved by the Rock Hill School District Three board.

The sick leave bank board will issue an annual report to the membership.

Definitions

This plan will provide extended sick leave to a member/employee for prolonged illness, injury, quarantine or incapacitation so severe to oneself or an immediate family member that attendance of the employee is impossible.

- Prolonged illness is defined as an illness which extends over 20 or more consecutive working days.
- An immediate family member is defined as a spouse or dependent child.

Eligibility

All employees who are on full-time active duty with the district and who earn sick leave are eligible to participate. Participation is voluntary; however, the bank will not operate with less than 30 percent participation.

To become a member, an employee must complete a membership application and contribute one day of sick leave during the open enrollment period. Additional contributions annually, or as needed, will be automatically transferred to the bank according to the procedures established (see procedures section).

Procedures and regulations for membership

An open enrollment period will occur between July 1 and September 30 of each school year or within the first 30 working days on the job for new hires after September 30 of each school year. A special open enrollment may be declared should the bank become depleted.

Employees who initially choose not to participate in the bank may enroll at a subsequent open enrollment period. However, the employee must contribute a number of days equal to those he/she would have contributed

had he/she been a member since the initial enrollment opportunity at hiring or at the initial open enrollment period. In addition, a six-month qualification period will be required prior to any application for use of the bank.

Sick leave bank members must contribute one day of sick leave at the initial enrollment period and one additional day each year at the open enrollment period with the following exceptions.

- In any year that the number of sick leave days in the bank is twice the number of members, no days will be contributed for that year, except by first-time members of the bank.
- At any time the total number of days in the bank reaches a level equal to or less than 25 percent of the number of members, an additional contribution of one day will be required and an open enrollment period declared.

All contributions to the bank remain the property of the bank and under no circumstances can a member withdraw his/her accumulated days from the bank.

All contributions to the bank will remain in force for the fiscal year in which they are contributed. However, a member may cancel his/her membership during the open enrollment period by written notification to the sick leave bank board.

Regulations for use of the bank

In order to make application to receive days from the sick leave bank, an employee must meet the following criteria.

- The employee must be a current member of the bank and have met the six-month qualification period.
- The employee must have been out of work for 20 or more consecutive work days as the result of illness or accident to him/herself or an immediate family member.
- The employee must have exhausted all annual and accumulated sick leave.
- The employee must use a minimum of 20 sick leave days before the Bank can give additional days. If a member does not have 20 accumulated sick leave days, the member will lose pay up to, but no more than, 20 days. For example, a member who has accumulated 15 days of sick leave will lose pay for 5 days before sick leave bank days can be granted.

An employee (or family member of an incapacitated employee) who meets the eligibility criteria described above may apply to draw upon the sick leave bank by completing an Application For Use of Sick Leave Bank form. This application must be accompanied by a Physician's Confirmation form confirming the nature and expected duration of the disabling condition. Employees requesting additional days must reapply in a timely manner. An additional form from the physician must be completed after each 20 days are drawn from the bank. The maximum number of days which may be drawn from the bank for any catastrophic event is 60.

Applications should be submitted to the director of personnel who will schedule meetings of the sick leave bank board in coordination with the district office representative to the bank board. Applications will be reviewed within 45 days of receipt of all required documentation.

All members applying for days from the sick leave bank will be notified in writing of the decision of the board.

- All approved applications will be forwarded to the business office for processing.
- All rejected applications will be returned to the member with an explanation of the specific reason(s) for denial. Members may appeal a rejected decision once by reapplying and submitting additional documentation and/or a second physician's opinion on the Physician's Confirmation form.

- All appeals will be responded to in writing within 45 days of receiving all required appeal documentation.
- Decisions will be made by a majority vote of the sick leave bank board and will be final.

Members who have been approved for worker's compensation due to a job-related injury will not be eligible to apply for sick leave bank days.

Additional sick leave days cannot be granted for illness or hospitalization due to normal pregnancy beyond the employee's annual and accumulated leave except in extreme cases such as extra-uterine pregnancy, complications requiring intro-abdominal surgery or toxemia with convulsions or similarly serious complications.

Additional sick leave days cannot be granted for illness or hospitalization due to routine and/or uncomplicated medical and surgical procedures.

Forms to be used for membership application, application for additional sick leave days from the bank and physician confirmation are available from the district's personnel department.

Issued 4/24/89; Revised 4/23/90, 2/23/04

York 3/Rock Hill School District

[DRAFT]

Policy

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Code GDJ Issued _____

Purpose: To establish the basic structure for the transfer and assignment of support staff in the District.

Assignment/Reassignment

All personnel are employed by the District, not a particular school.

The Superintendent or his/her designee is authorized to reassign all personnel in the best interests of the District. ~~will assign or reassign support staff members on the basis of their qualifications, the needs of the District and their expressed desires. When he/she cannot meet all three conditions, the Superintendent will assign personnel in this order.~~

- ~~• first, in accordance with the needs of the District and its students—~~
- ~~• second, where the administration believes the employee is most qualified to serve—~~
- ~~• third, as to expressed preference of employees~~

Voluntary Transfers

An employee who wishes to be considered for a lateral transfer to a new location must submit a transfer request form to the District's Human Resources Office. The request for transfer will be handled in accordance with GDJ-R.

~~The term "transfer" refers to the relocation of personnel to a lateral position that does not reflect a change in salary classification. The transfer of a support staff member from one school to another may be initiated by the staff member, by the principal of the school or by the Superintendent.~~

Adopted 4/27/78; Revised 2/26/90, 5/24/04, ___/18

Policy GDJ Support Staff Assignments and Transfers

Current

Issued 5/04

Purpose: To establish the basic structure for the transfer and assignment of support staff in the district.

Assignment

All personnel are employed by the district, not a particular school.

The superintendent or his/her designee will assign or reassign support staff members on the basis of their qualifications, the needs of the district and their expressed desires. When he/she cannot meet all three conditions, the superintendent will assign personnel in this order.

- first, in accordance with the needs of the district and its students
- second, where the administration believes the employee is most qualified to serve
- third, as to expressed preference of employees

Transfer

The term "transfer" refers to the relocation of personnel to a lateral position that does not reflect a change in salary classification. The transfer of a support staff member from one school to another may be initiated by the staff member, by the principal of the school or by the superintendent.

Adopted 4/27/78; Revised 2/26/90, 5/24/04

York 3/Rock Hill School District

[DRAFT]

Administrative Rule

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Code **GDJ-R** Issued _____

The Superintendent or his/her designee may make personnel reassignments or transfers within the District on a voluntary or involuntary basis. The District will use the following procedures in making transfers.

Reassignment

If, in the opinion of the Superintendent, a reassignment would be in the best interest of the District, the Superintendent or his/her designee will advise the employee of the reassignment and confirm the reassignment in writing to the employee. Refusal to comply with the reassignment may be grounds for dismissal.

Request for ~~Voluntary transfer~~

- Voluntary transfers are for a posted position and will be valid until the position is filled.
- The person seeking a transfer should notify his/her immediate supervisor and the Chief Personnel Officer ~~Director of Personnel~~ using the District's Transfer Request Form (Exhibit A).
- Individuals seeking voluntary transfers are ~~guaranteed that their request will~~ have their request be considered by the school/department having a vacancy, as appropriate.
- Individuals will not be interviewed who do not meet established criteria for the position. ~~A minimum of three persons requesting a transfer, if qualified and available, will be interviewed for the position.~~
- The principal/supervisor will recommend the individual who best meets the needs of the students and the instructional program.
- The Superintendent or his/her designee has the final authority to approve or disapprove transfer requests.
- Each July the deadline for the voluntary transfer process will be determined and communicated to staff so that voluntary transfers do not have a negative impact on the District's program due to the timing of the transfer.

~~Involuntary transfer~~

~~Involuntary transfers are often the result of such factors as increased or decreased enrollment, curriculum changes, economic reasons, and/or consolidation of schools. When these conditions occur, involuntary transfers will be made according to the following guidelines: effect on the instructional program, professional qualifications, and length of professional service in the~~

PAGE 2 – GDJ-R – SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

~~district. If, in the opinion of the Superintendent, an involuntary transfer would be in the best interest of the school/District, the District will use the following procedure. ———~~

- ~~• The Superintendent or his/her designee will discuss the need for the transfer with the principal (if in a school) or with the immediate supervisor (if on the District level) from which the transfer will occur.~~
- ~~• The Superintendent or his/her designee will have a conference with the principal of the school to which a transfer is being contemplated. —~~
- ~~• The Superintendent or his/her designee will then talk with the person to be transferred giving reasons why the transfer is being made. Refusal to comply with the transfer may result in loss of employment for the following year.~~
- ~~• The administration will not use transfers as a disciplinary action.~~

Issued 11/23/81; Revised 2/26/90, 5/24/04, ___/18

AR GDJ-R Support Staff Assignments and Transfers

Issued 5/04

Current

The superintendent or his/her designee may make personnel transfers within the district on a voluntary or involuntary basis. The district will use the following procedures in making transfers.

Voluntary transfer

- Voluntary transfers are for a posted position and will be valid until the position is filled.
- The person seeking a transfer should notify his/her immediate supervisor and the director of personnel using the district's Transfer Request Form (Exhibit A).
- Individuals seeking voluntary transfers are guaranteed that their request will be considered by the school/department having a vacancy.
- Individuals will not be interviewed who do not meet established criteria for the position. A minimum of three persons requesting a transfer, if qualified and available, will be interviewed for the position.
- The principal/supervisor will recommend the individual who best meets the needs of the students and the instructional program.

Involuntary transfer

Involuntary transfers are often the result of such factors as increased or decreased enrollment, curriculum changes, economic reasons, and/or consolidation of schools. When these conditions occur, involuntary transfers will be made according to the following guidelines: effect on the instructional program, professional qualifications, and length of professional service in the district. If, in the opinion of the superintendent, an involuntary transfer would be in the best interest of the school/district, the district will use the following procedure.

- The superintendent or his/her designee will discuss the need for the transfer with the principal (if in a school) or with the immediate supervisor (if on the district level) from which the transfer will occur.
- The superintendent or his/her designee will have a conference with the principal of the school to which a transfer is being contemplated.
- The superintendent or his/her designee will then talk with the person to be transferred giving reasons why the transfer is being made. Refusal to comply with the transfer may result in loss of employment for the following year.
- The administration will not use transfers as a disciplinary action.

Issued 11/23/81; Revised 2/26/90, 5/24/04

York 3/Rock Hill School District

[DRAFT]

Policy

PROFESSIONAL STAFF REDUCTION IN FORCE

Code GCQA/GCQB Issued _____

Purpose: To establish the basic structure for any needed reduction in professional staff.

General statement of policy

Under South Carolina law, the Board is responsible for maintaining good public elementary and secondary schools. The Board is also responsible for implementing the educational interests of the State. The Board's primary consideration is the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the School District. The Board recognizes, however, that it may become necessary to eliminate professional staff positions in certain circumstances. Therefore, the Board publishes this policy to provide a fair and orderly process should such eliminations become necessary.

Reasons for elimination of certified professional staff positions

~~The Board has the sole and exclusive prerogative to eliminate professional staff positions consistent with the provisions of State statutes. This elimination should not result in a failure in its duty to implement the educational interests of the State and to provide good public elementary and secondary schools.~~

The Board may find it necessary to eliminate certified professional staff positions because of such things as a decrease ~~decreases~~ in student enrollment, changes in curriculum or programs, financial constraints exigency, District reorganization, or other circumstances as determined by the Superintendent and Board.

Definitions (as used in this policy)

- "Days" means calendar days.
- "Teacher" or "certified professional staff" means any employee of the District who holds a professional certificate issued by the South Carolina State Department of Education and who is employed in a teaching or administrative position below the rank of Superintendent.
- ~~"Financial exigency" means any significant decline in the District's financial resources that is brought about by the decline in enrollment or by other actions or events that compel a reduction in the school's current operations budget.~~
- ~~"Change in curriculum" means any elimination, curtailment or reorganization of curriculum offering, program or school operation or a reorganization or consolidation of two or more individual schools that is unrelated to financial exigency.~~

Procedure

- Once the Superintendent has determined that elimination of certified staff positions is desirable or necessary, the Superintendent will determine what position(s) must be eliminated and what individual(s) is to be terminated and will present his/her recommendations to the Board of Trustees for approval. Certified staff positions may need to be eliminated because of such things as a decrease in student enrollment, changes in curriculum or programs, financial constraints, District reorganization, or other circumstances as determined by the Superintendent and Board.
- Prior to commencing an ~~Before it begins~~ action to terminate certified staff members to ~~not renew professional staff contracts under this policy procedure, the Superintendent will give due consideration to the Board will consider its ability to achieve position elimination~~ eliminate positions and/or reduction in ~~reduce staff by~~ voluntary retirement or resignation, reassignment and part-time employment ~~any of the following.~~
 - ~~voluntary retirement~~
 - ~~voluntary resignation~~
 - ~~transfer of existing staff members~~
 - ~~part-time employment~~
- In the event further reduction is required, the administration Board will adhere to the following guidelines:
 - Reduction in force terminations will be on a Districtwide basis. Therefore, the Superintendent is not limited to considering for RIF termination only those professional staff members in a particular school, area or program in which the loss of enrollment, program change or financial constraints exigency has occurred.
 - Once the Superintendent has determined that a reason exists which requires an elimination of professional staff positions, the Superintendent will, after considering the possibilities set forth above, determine which positions must be eliminated. The Superintendent will present his/her recommendations to the Board for approval.
 - Once the Board has approved the elimination of the specified positions or changes to be made in programs, the Superintendent will use specified criteria to select those professional staff members who are to be considered for nonrenewal or termination. The Superintendent will make a recommendation to the Board based on the following considerations:
 - professional experience;
 - area(s) of certification;
 - education level;
 - performance evaluation;
 - ~~attendance record;~~
 - experience in other areas of certification;
 - principal's or supervisor's recommendation;
 - type of contract;
 - extra-curricular needs of the schools;
 - length of service in the District;

PAGE 3 – GCQA/GCQB – PROFESSIONAL STAFF REDUCTION IN FORCE

- “highly qualified” status as defined by No Child Left Behind Act; and
- any other factor considered appropriate by the Superintendent.

The Superintendent may determine the appropriate weight to give to these factors depending upon the needs and circumstances of the District.

Notice to individual staff member

If, after considering the Superintendent's recommendation, the Board acts to terminate employment of a professional staff member, the Board will give written notice of that decision to the affected member. The Superintendent will send the written notice by certified mail, return receipt requested, and regular U.S. mail. The notice will include a statement of the conditions requiring termination of employment.

The District will assume that the staff member's address as it appears on the School District record is the correct address. It is the staff member's responsibility to see that the District has his/her current address on file.

Review of individual terminations

A professional staff member may request a review of the Board action, provided such request is made within 10 calendar days after his/her receipt of the notice of termination. The only purpose of the review will be to determine whether the decision to terminate was arbitrary or capricious, discriminatory, or otherwise improper or ~~generated by ill-will, fraud, collusion or other such motives~~ with respect to that individual.

The request for review must be in writing and addressed to the Chairperson of the Board. The request must clearly state the grounds on which the staff member contends the decision was arbitrary or capricious, discriminatory, or otherwise improper and ~~capricious or generated by ill-will, fraud, collusion or other such motives~~. The request must include a short, plain statement of facts that the employee believes supports his or her ~~to support the contention~~.

The Board ~~will hold a hearing~~ will be held within 30 calendar days after ~~they receive the request~~ is received. The Board will give the staff member at least five days' notice of the hearing.

The hearing shall be conducted in an informal manner as determined by the Board. The employee may be accompanied by legal counsel and shall be required to satisfy the Board by clear and convincing evidence that the decision to terminate was arbitrary or capricious, discriminatory or otherwise improper. The employee shall be notified within 10 calendar days following the hearing of the Board's decision.

Obligations with respect to re-employment or other employment

As provided in S.C. Code Ann. § 59-25-415, for two years after the effective date of a termination pursuant to the provisions of this policy, the Board will not replace the certified teacher ~~professional staff member~~ whose employment has been terminated without first giving

PAGE 4 – GCQA/GCQB – PROFESSIONAL STAFF REDUCTION IN FORCE

due consideration towards the re-employment of the terminated teacher ~~professional-staff member~~. The Board will make the offer by certified mail, return receipt requested, and regular U.S. mail. The Board will notify the teacher ~~professional-staff member~~ that he/she must submit written acceptance within 15 calendar days of the date of the letter. Failure to make written acceptance within 15 calendar days or rejection of the position eliminates all re-employment rights of the teacher ~~professional-staff member~~.

An employee who has been terminated under this procedure, but who is recalled to employment within two years shall have restored to him/her all of the sick and personal leave accrued but not used on the effective date of termination.

Exclusive RIF procedure

This RIF procedure is the only procedure that may be used in a reduction in force.

Adopted 5/24/82; Revised 2/26/90, 3/22/04, 11/23/09, ___/18

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 59-25-415 - Rehiring of teachers employees terminated for economic reasons.

Policy GCQA/GCQB Professional Staff Reduction in Force

Issued 11/09

Purpose: To establish the basic structure for any needed reduction in professional staff.

General statement of policy

Under South Carolina law, the board is responsible for maintaining good public elementary and secondary schools. The board is also responsible for implementing the educational interests of the state. The board's primary consideration is the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school district. The board recognizes, however, that it may become necessary to eliminate professional staff positions in certain circumstances. Therefore, the board publishes this policy to provide a fair and orderly process should such eliminations become necessary.

Reasons for elimination of professional staff positions

The board has the sole and exclusive prerogative to eliminate professional staff positions consistent with the provisions of state statutes. This elimination should not result in a failure in its duty to implement the educational interests of the state and to provide good public elementary and secondary schools.

The board may find it necessary to eliminate professional staff positions because of decreases in student enrollment, changes in curriculum, financial exigency or other circumstances as determined by the board.

Definitions (as used in this policy)

- "Days" means calendar days.
- "Teacher" or "professional staff" means any employee of the district who holds a professional certificate issued by the South Carolina State Department of Education and who is employed in a teaching or administrative position below the rank of superintendent.
- "Financial exigency" means any significant decline in the district's financial resources that is brought about by the decline in enrollment or by other actions or events that compel a reduction in the school's current operations budget.
- "Change in curriculum" means any elimination, curtailment or reorganization of curriculum offering, program or school operation or a reorganization or consolidation of two or more individual schools that is unrelated to financial exigency.

Procedure

- Before it begins action to not renew professional staff contracts under this procedure, the board will consider its ability to eliminate positions and/or reduce staff by any of the following.
 - voluntary retirement
 - voluntary resignation
 - transfer of existing staff members
 - part-time employment
- In the event further reduction is required, the board will adhere to the following guidelines.

- Reduction in force will be on a districtwide basis. Therefore, the superintendent is not limited to considering for RIF termination only those professional staff members in a particular school, area or program in which the loss of enrollment, program change or financial exigency has occurred.
- Once the superintendent has determined that a reason exists which requires an elimination of professional staff positions, the superintendent will, after considering the possibilities set forth above, determine which positions must be eliminated. The superintendent will present his/her recommendations to the board for approval.
- Once the board has approved the elimination of the specified positions or changes to be made in programs, the superintendent will use specified criteria to select those professional staff members who are to be considered for nonrenewal. The superintendent will make a recommendation to the board based on the following considerations:
 - professional experience;
 - area(s) of certification;
 - education level;
 - performance evaluation;
 - attendance record;
 - experience in other areas of certification;
 - principal's or supervisor's recommendation;
 - type of contract;
 - extra-curricular needs of the schools;
 - length of service in the district;
 - "highly qualified" status as defined by No Child Left Behind Act; and
 - any other factor considered appropriate by the superintendent.

The superintendent may determine the appropriate weight to give to these factors depending upon the needs and circumstances of the district.

Notice to individual staff member

If, after considering the superintendent's recommendation, the board acts to terminate employment of a professional staff member, the board will give written notice of that decision to the affected member. The superintendent will send the written notice by certified mail, return receipt requested, and regular U.S. mail. The notice will include a statement of the conditions requiring termination of employment.

The district will assume that the staff member's address as it appears on the school district record is the correct address. It is the staff member's responsibility to see that the district has his/her current address on file.

Review of individual terminations

A professional staff member may request a review of the board action, provided such request is made within 10 calendar days after his/her receipt of the notice of termination. The only purpose of the review will be to

determine whether the decision to terminate was arbitrary or capricious or generated by ill-will, fraud, collusion or other such motives with respect to that individual.

The request for review must be in writing and addressed to the chairperson of the board. The request must clearly state the grounds on which the staff member contends the decision was arbitrary or capricious or generated by ill-will, fraud, collusion or other such motives. The request must include a short, plain statement of facts to support the contention.

The board will hold a hearing within 30 calendar days after they receive the request. The board will give the staff member at least five days' notice of the hearing.

The hearing shall be conducted in an informal manner as determined by the board. The employee may be accompanied by legal counsel and shall be required to satisfy the board by clear and convincing evidence that the decision to terminate was arbitrary, discriminatory or otherwise improper. The employee shall be notified within 10 calendar days following the hearing of the board's decision.

Obligations with respect to re-employment or other employment

For two years after the effective date of a termination pursuant to the provisions of this policy, the board will not replace the professional staff member whose employment has been terminated without first giving due consideration towards the re-employment of the terminated professional staff member. The board will make the offer by certified mail, return receipt requested, and regular U.S. mail. The board will notify the professional staff member that he/she must submit written acceptance within 15 calendar days of the date of the letter. Failure to make written acceptance within 15 calendar days or rejection of the position eliminates all re-employment rights of the professional staff member.

An employee who has been terminated under this procedure, but who is recalled to employment within two years shall have restored to him/her all of the sick and personal leave accrued but not used on the effective date of termination.

Exclusive RIF procedure

This RIF procedure is the only procedure that may be used in a reduction in force.

Adopted 5/24/82; Revised 2/26/90, 3/22/04, 11/23/09^

Legal references:

S.C. Code, 1976, as amended:

Section 59-25-415 - Rehiring of employees terminated for economic reasons.

York 3/Rock Hill School District

[DRAFT]

Policy

NONSCHOOL EMPLOYMENT OF SUPPORT STAFF

Code GDR Issued _____

Purpose: To establish the basic structure for the non-school employment of support staff.

The District employs all school personnel for a specific job in the schools. The Board expects each employee to carry out the duties of his/her position to the satisfaction of the Superintendent of schools, the principal and his/her supervisor. The Board also recognizes that an individual may desire to improve himself/herself financially.

The District will allow support staff to receive compensation for outside activities as long as these activities do not interfere with the proper discharge of his/her assigned duties and ~~or~~ do not impair the employee's ability to be effective ~~cause poor public relations within the community~~. The Board expects the employee to carry on any outside activity in a businesslike and ethical manner, and consistent with the South Carolina Ethics Act and Board Policy GBEA (Staff Ethics/Conflict of Interest).

An employee will not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

Adopted 5/24/04; Revised ____/18

Policy GDR Nonschool Employment of Support Staff

Current

Issued 5/04

Purpose: To establish the basic structure for the non-school employment of support staff.

The district employs all school personnel for a specific job in the schools. The board expects each employee to carry out the duties of his/her position to the satisfaction of the superintendent of schools, the principal and his/her supervisor. The board also recognizes that an individual may desire to improve himself/herself financially.

The district will allow support staff to receive compensation for outside activities as long as these activities do not interfere with the proper discharge of his/her assigned duties or do not cause poor public relations within the community. The board expects the employee to carry on any outside activity in a businesslike and ethical manner.

An employee will not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

Adopted 5/24/04

York 3/Rock Hill School District

Memo

TO: Superintendent
FROM: Anthony Cox, P.E.
DATE: March 20, 2018
SUBJECT: Adoption of York County Multi-Jurisdictional Hazards Mitigation Plan
CC: Kevin Wren / RHS Safety Committee

This plan was presented to the Board of Trustees at its work session on March 12, 2018.

The Natural Hazard Mitigation Plan is required by the Federal Emergency Management Agency (FEMA) for all counties in the State of South Carolina. The initiation of hazard planning by local governments came into effect after the signing of the Disaster Mitigation Act of 2000 (DMA 2000). Following the passage of the DMA 2000, states and local governments are now required to develop and adopt a hazard mitigation plan in order to remain eligible for FEMA mitigation grant funding.

Through the adoption of hazard mitigation planning practices, we can minimize the impact of hazards on people and the built environment. The York County Multi-Jurisdiction Hazard Mitigation Plan is designed to be a logical, information-driven plan that systematically identifies and guides the implementation of mitigation actions, including policies or site-specific projects designed to make York County and its municipalities safer from the threat of natural hazards. The specific purpose of this Plan is to:

1. Protect life, safety and property by reducing the potential for future damage and economic losses that result from natural hazards;
2. Meet the requirements of the DMA 2000, and therefore qualify for additional grant funding in the following programs: Hazard Mitigation Grant Program, and Pre-Disaster Mitigation Program;
3. Speed recovery and redevelopment following future disaster events;
4. Demonstrate a firm local commitment to hazard mitigation principles; and

5. Comply with both state and federal legislative requirements for local hazard mitigation plans;
6. Ensure that proposals for mitigation actions are reviewed and coordinated among the participating jurisdictions within the County, and supported by technical assistance from appropriated regional, State and Federal agencies; and
7. Provide each participating local jurisdiction with a plan of action that can be adopted and implemented pursuant to its own authorizes and responsibilities.

As an independent local government and body politic the Rock Hill School District Three of York County, through its Board of Trustees is regarded as a local jurisdiction, and our adoption of this plan is recommended and requested by the York County Council.

As discussed with the Board of Trustees, we are presenting the attached resolution for the approval to adopt the subject plan at its upcoming Business Meeting on March 26, 2018.

A Resolution
Adopting the York County Multi-Jurisdictional Hazards Mitigation Plan

Whereas, Rock Hill School District 3 of York County, South Carolina, hereinafter referred to as “RHSD”, recognizes the threat that natural hazards pose to people and property; and

Whereas, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save taxpayer dollars; and

Whereas, an adoption of an hazards mitigation plan is required as a condition of future grant funding of mitigation projects; and

Whereas, RHSD participated jointly in the planning process with the other local units of government within the County to prepare a Hazards Mitigation Plan; and

Whereas, RHSD is aware that revision and updating of the plan is critical for active and effective Hazards Mitigation Planning.

Now, therefore, be it resolved, that the Board of Trustees for RHSD hereby adopts the York County Multi-Jurisdictional Hazard Mitigation Plan as an official plan; and

Be it further resolved, that RHSD shall submit the adoption of the Multi-Jurisdictional Hazard Mitigation Plan to the Federal Emergency Management Agency officials for final approval.

Passed: _____ Date: _____

Certifying Official _____
Jim Vining, Chair, Board of Trustees

ATTEST: _____
Dr. Kelly U. Pew, Superintendent



Communications Department
Telephone: 981-1008 - Fax: 981-1094

Memorandum

TO: Dr. Kelly Pew
FROM: March 21, 2018
SUBJECT: Announcements for March 26th School Board Meeting

Upcoming Board Meetings

The School Board will next meet on Monday, April 9, 2018 when it holds a data session and work session. The work session will be our first meeting in the new Central Office. The next business meeting will be held on Monday, April 23. Meetings will continue to be streamed on our website and on Facebook as well as being made available for on-demand viewing immediately following each broadcast.

Community School Safety Town Hall

Partnering with local law enforcement agencies, Rock Hill Schools is hosting a School Safety Town Hall on Tuesday, March 27 at 6:30 p.m. at Rawlinson Road Middle School. The event will provide a forum for panelists to share how their organizations actively assist Rock Hill Schools to provide a safe and secure learning environment. I will be joined on the panel by Rock Hill Police Chief Chris Watts, York County Sheriff Kevin Tolson, and Winthrop University school psychology professor and co-author of the PREPaRE program Dr. Melissa Reeves. Guests in the audience will have an opportunity to ask panelists questions. The town hall will be moderated by CN2's Lucas McFadden. You are invited to attend this event.

Kindergarten Registration Kickoff

We are hosting a Kindergarten Registration Kickoff on Saturday, April 14 at the Central Office to begin the registration process for students who will graduate as part of the Class of 2031. At the event, families will be assisted with the district's online registration system and be able to meet teachers and administrators from our elementary schools.

League of Innovative Schools Visit

For years, we have visited schools and districts as a member of the League of Innovative Schools, and it is with great excitement that we announce more than 100 superintendents and district leaders from across the country will be in our area on April 26-27, 2018 to visit Rock Hill Schools. We look forward to this tremendous opportunity to showcase the incredible work happening in our schools.

Follow Capital Program Updates

The Build on the Rock website has been updated with photos. You are encouraged to visit the district's capital building program, "Build on the Rock," website – www.rock-hill.k12.sc.us/BuildOnTheRock -- for more information. This website provides status updates on active and planned construction projects in the district. On the page, viewers can see project descriptions, before and after photographs, and construction timelines.

At its work session on March, 2018, held at Rawlinson Road Middle School, the board:

- held its monthly data session;
- discussed Section “G” policies (2 sets);
- reviewed the York County Hazard Mitigation Plan;
- received guidelines for new SC high school credentials and reviewed Policy **IKF**, **IKF – R** – *Graduation Requirements*;
- received an activity bus rental request from The Goddard School;
- received a technology update;
- received a food services update;
- discussed other and future business; and,
- held an executive session for personnel matters.

Other and Future Business

Jim Vining

Executive Session

- Personnel Matter – *Contractual Matter, Hiring Matters*
- Contractual Matter – *Trademark Agreement*

Action as Required from Executive Session

Adjournment