

*Columbia County Board of Education
Regular Session
June 11, 2024
5:30 p.m.*

The Columbia County Board of Education met at 5:30 p.m., Tuesday, June 11, 2024, at the Columbia County Board of Education. The following Board of Education members were present:

*Mr. David Dekle, Chairman
Mr. David Alalof, Vice-Chairman
Ms. Lee Ann Meyer, Board Member
Ms. Judy Teasley, Board Member*

Board Member Kristi Baker was not present.

Call to Order

Chairman David Dekle called the meeting to order.

Invocation

St. Teresa of Avila Catholic Church Deacon Joseph Soparas led the Invocation.

Pledge of Allegiance

Grovetown High School JROTC led the Pledge of Allegiance.

Approval of the Agenda

Vice-Chairman David Alalof made a motion to approve the agenda as presented, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.

Special Recommendation

Superintendent Flynt recommended Mr. Brian Killips for the Principal position at Columbia Virtual Academy as presented. Vice-Chairman David Alalof made a motion to approve Brian Killips for the Principal position at Columbia Virtual Academy as presented, seconded by Board Member Judy Teasley, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.

6. Special Recognition
 - a. GHSA Bass Fishing State Championship

7. Board Comments (Optional)

Business Section

Superintendent Flynt requested approval of Consent Items 8a-e as presented. Vice-Chairman David Alalof made a motion for approval of Consent Items 8a-e as presented, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.

8. Approval of Consent Items
 - a. Minutes of May 28, 2024, Work Session Meeting and Minutes of June 6, 2024, Special Called Meeting
 - b. Budget Amendment and Transfer
 - c. Employee Travel
 - d. Program/Camp/Employee Participation Request
 - e. Use/Lease of Facilities

Approval of Board Policies

Superintendent Flynt recommended final approval of the following board policies: Board Policy GAAA, Equal Opportunity Employment, Board Policy GAD, Professional Learning Opportunities, Board Policy GAE, Complaints and Grievances, Board Policy GAE(3), Complaints and Grievances, Non-certified Employees, Board Policy GAEB, Sexual Harassment of Employees, Board Policy GAG, Staff Conflict of Interest, Board Policy GAGC, Employee Ethics, Board Policy GAHB, Staff Political Activities, Board Policy GAJB, Gifts to Staff, Board Policy GAK, Personnel Records, Board Policy GAM, Staff Rights and Responsibilities, Board

Policy GAN, Employee Tobacco Use, Board Policy GANA, Infectious Diseases, Board Policy GARJ, Employee Retirement, Board Policy GBA, Professional Personnel Compensation Guides and Contracts, Board Policy GBA(1), Extended Year, Board Policy GBBA, Professional Personnel Qualifications and Duties, Board Policy GBC, Professional Personnel Recruitment, Board Policy GBD, Professional Personnel Hiring, Board Policy GBE, Professional Personnel Assignment, Board Policy GBH, Professional Personnel Supervision, Board Policy GBI, Professional Personnel Evaluation, Board Policy GBK, Professional Personnel Suspension, Board Policy GBKA, Professional Personnel Lay-Off, Board Policy GBM, Professional Personnel Transfer, Board Policy GBN, Professional Personnel Termination, Board Policy GBO, Professional Personnel Resignation, Board Policy GBQ, Professional Personnel as presented. Board Member Judy Teasley made a motion to approve the following Board Policies: Board Policy GAAA, Equal Opportunity Employment, Board Policy GAD, Professional Learning Opportunities, Board Policy GAE, Complaints and Grievances, Board Policy GAE(3), Complaints and Grievances, Non-certified Employees, Board Policy GAEB, Sexual Harassment of Employees, Board Policy GAG, Staff Conflict of Interest, Board Policy GAGC, Employee Ethics, Board Policy GAHB, Staff Political Activities, Board Policy GAJB, Gifts to Staff, Board Policy GAK, Personnel Records, Board Policy GAM, Staff Rights and Responsibilities, Board Policy GAN, Employee Tobacco Use, Board Policy GANA, Infectious Diseases, Board Policy GARJ, Employee Retirement, Board Policy GBA, Professional Personnel Compensation Guides and Contracts, Board Policy GBA(1), Extended Year, Board Policy GBBA, Professional Personnel Qualifications and Duties, Board Policy GBC, Professional Personnel Recruitment, Board Policy GBD, Professional Personnel Hiring, Board Policy GBE, Professional Personnel Assignment, Board Policy GBH, Professional Personnel Supervision, Board Policy GBI, Professional Personnel Evaluation, Board Policy GBK, Professional Personnel Suspension, Board Policy GBKA, Professional Personnel Lay-Off, Board Policy GBM, Professional Personnel Transfer, Board Policy GBN, Professional Personnel Termination, Board Policy GBO, Professional Personnel Resignation, Board Policy GBQ, Professional Personnel as presented, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.

Board Policy GAAA: Equal Opportunity Employment

Status: DRAFT

Original Adopted Date: 02/24/1998 | Last Revised Date: 07/27/2021 | Last Reviewed Date: 07/27/2021

EQUAL OPPORTUNITY EMPLOYMENT ASSURANCES

It is goal policy of the Columbia County Board of Education to provide opportunities and employment in non discriminatory. This policy serves to prohibit all forms of discrimination, including but not limited to, discrimination on not discriminate on the basis of sex, sexual orientation, gender, age, race, disability, religion, or national origin in all procedures and activitiesits employment practices.

The Columbia County School District shall comply with all aspects of Title VI and VII, Title IX, Age Discrimination in Employment Act (ADEA), Americans With Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

Any employee, applicant for employment, or other person who believes he or she has been discriminated against or harassed in violation of this policy must contact the Department of Human Resources.

Policy Reference Disclaimer:

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Note:

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State References	Description
O.C.G.A. 20-01-0011	Advocating for divisive concepts; prohibition on discrimination; practice of tolerance and mutual respect encouraged; complaint resolution policies; inspection of records; waivers prohibited
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions
O.C.G.A. 20-03-0065	No exclusion from University of Georgia for religious beliefs
O.C.G.A. 30-01-0001	"Deaf person".defined
O.C.G.A. 34-01-0002	Age discrimination in employment prohibited
O.C.G.A. 34-05-0001	Declaration of public policy regarding discriminatory wage practices based on sex
O.C.G.A. 34-06A-0001	Georgia Equal Employment for Persons with Disability - short title
O.C.G.A. 34-06A-0002	Equal Employment for persons with disabilities-Definitions
O.C.G.A. 34-06A-0003	Inquiries by employer as to existence of disability; employment decisions based on disability
O.C.G.A. 34-06A-0004	Prohibited discriminatory activities
O.C.G.A. 34-06A-0005	Retaliation by employers against employees; labor organization members
O.C.G.A. 34-06A-0006	Actions against persons engaged in unfair employment practices; remedies, court costs, and attorney's fees
O.C.G.A. 45-19-0020	Fair Employment Practices Act of 1978 - short title
O.C.G.A. 45-19-0029	Fair Employment Practices Act of 1978-Unlawful practices generally
O.C.G.A. 45-19-0031	Unlawful practices in advertisement of employment
Rule 160-5-4-.18	Bidding Requirements for State-Funded School Capital Outlay Projects
Federal References	Description
18 USC 1513	Retaliating against a witness, victim, or an informant
20 USC 1681	Title IX-Prohibition against discrimination based on sex
Federal References	Description
28 CFR 35.136	Service animals
29 CFR 1605	Guidelines on discrimination because of religion
29 CFR 1691.5	Agency processing of complaints of employment discrimination - ADA
29 USC 623	Prohibition of age discrimination
29 USC 631	Age Discrimination in Employment-age limits
29 USC 794	Nondiscrimination under Federal grants and programs
29 USC 794a	Remedies and attorney fees-federal programs
34 CFR 100.7	Title VI - Conduct of investigations
34 CFR 104.7	Section 504 - Designation of responsible employee and adoption of grievance procedures
34 CFR 106.8	Title IX - Designation of coordinator, dissemination of policy, and adoption of grievance procedures
42 USC 12101	Americans with Disabilities Act - Findings and purpose
42 USC 2000d	Civil Rights Act-Prohibition against discrimination in federally assisted programs on basis of race, color, or national origin
42 USC 2000e-2	Unlawful employment practices
45 CFR 86.57	Discrimination based upon marital or parental status prohibited

Board Policy GAD: Professional Learning Opportunities	Status: DRAFT
Original Adopted Date: 08/11/1997 Last Revised Date: 07/24/2018 Last Reviewed Date: 07/24/2018	

Purpose

All Columbia County public school officials and personnel are provided the opportunity to continue their professional development throughout their professional careers. This is the primary purpose of the professional learning program offered by the Columbia County Board of Education and provided for by In accordance with the Georgia Department of Education, professional development will be the primary purpose of the professional learning program(State Board Rule 160-3-3-.04 and 160-3-3-.10).

Two additional purposes of such professional learning programs are to adopt into general practice the findings of scientifically designed research which has been widely replicated, particularly as it relates to teacher and school effectiveness, and to address the professional needs and deficiencies identified during the process of objective performance evaluations. All professional learning should have, as its primary focus, improving student achievement.

Plans for professional learning will be included in the school district's Consolidated LEA Improvement Plan (CLIP). Such professional learning plans shall organize and direct all professional learning activities for the district regardless of the source of program or funding. Assurances shall be signed by the local superintendent and included as part of the annual CLIP. The plan, and related budgets, shall be reviewed and updated annually.

Professional Learning Stipends

If offered, professional learning stipends must be in accordance with local procedures.

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State References	Description
O.C.G.A. 20-02-0153.1	Georgia Early Literacy: definitions: uniform grade appropriate metrics to measure literacy: role of school boards: accommodations.
O.C.G.A. 20-02-0159.6	Screening for dyslexia and related disorders:training and professional development: pilot program evaluating early intervention: data reporting
O.C.G.A. 20-02-0161	Quality Basic Education formula
O.C.G.A. 20-02-0162	Annual recalculation of funding: mid-term adjustment
O.C.G.A. 20-02-0167	Funding for direct instructional, media center and staff development costs: computerized uniform budget and accounting system: submission of local budget to state board: provision of certain information by local boards
O.C.G.A. 20-02-0182	Program weights to reflect funds for payment of salaries and benefits: maximum class size: reporting requirements: application to specific school years
O.C.G.A. 20-02-0190	Professional development centered on state-wide strategic initiatives
O.C.G.A. 20-02-0200	Regulation of certificated professional personnel by Professional Standards Commission: rules and regulations: fees
O.C.G.A. 20-02-0201	Specific course requirements: in-service or continuing education: online offerings
O.C.G.A. 20-02-0208	Dyslexia endorsement for teachers: requirements: assessments
O.C.G.A. 20-02-0208.1	Inclusion of identification or interventions for dyslexia and other disorders in teacher preparation programs for elem and secondary ed instruction
O.C.G.A. 20-02-0209	Financial literacy endorsement for educators
O.C.G.A. 20-02-0209.1	School safety and anti-gang endorsement for eligible certificated professional personnel.
O.C.G.A. 20-02-0210	Annual performance evaluation: on-time graduation rate
O.C.G.A. 20-02-0213.1	Pay-for-performance for rewarding group activity
O.C.G.A. 20-02-0217	Professional and staff development stipends
O.C.G.A. 20-02-0230	New board member orientation to educational program objectives required
O.C.G.A. 20-02-0251	Teacher recruitment and retention program: purpose: annual evaluation of program: maximum participation
O.C.G.A. 20-02-0751.7	Student reporting of inappropriate behavior by teacher/staff
O.C.G.A. 20-02-0759	Minimum qualifications for hearing officers, disciplinary hearing officers, tribunals, and panels
O.C.G.A. 38-03-0022.3	Memorandum of agreement with military commands in this state to enhance opportunities for Georgians
Rule 160-5-6-.01	Statewide School Nutritional Program
Rule 160-5-1-.02	School Day and School Year for Students and Employees
Rule 160-3-1-.07	Testing Programs- Student Assessment
Rule 160-4-3-.11	Extended Day Grant Program
Rule 160-4-8-.15	Student Discipline
Rule 160-3-3-.04	Professional Learning
Rule 160-4-9-.03	Statewide Vocational Staff Development Eligibility
Rule 160-4-8-.19	Suicide Prevention Training Requirement for Certificated School System Personnel
Rule 160-4-9-.07	Charter Systems

Board Policy GAE: Complaints and Grievances

Status: DRAFT

Original Adopted Date: 11/13/1991 | Last Revised Date: 07/26/2016 | Last Reviewed Date: 07/26/2016

It is the policy of the Board of Education that district-certified personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Columbia County Board of Education encourages all employees to resolve their complaints informally in a spirit of professional collegiality where possible. This policy and its corresponding procedure shall be followed are available where such efforts do are not succeed, successful, or where, for any other reason, the employee desires certified personnel decide to pursue resolution of a complaint or grievance. In accordance with this policy, district-certified personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the organizational level closest to the complaint or grievance.

In compliance with Georgia statutes, decisions of the Columbia County Board of Education shall be governed by the State Board Rule governing appeals and no employee shall be subjected to reprisals for filing any complaint or grievance under this policy. Further, nothing in this policy shall be construed to permit or foster collective bargaining.

DEFINITIONS.

- a. "Level One Administrator" means the principal of a school with respect to teachers and other certified personnel assigned to that school. With respect to the certified Administrators supervised by the Superintendent, the "Level One Administrator" shall be the Superintendent. In any case not covered by this paragraph, the "Level One Administrator" shall be the supervisory certificated person designated by the Board or in the absence thereof, by the Superintendent.
- b. "Central office administrator" means the local school district Superintendent.
- c. "Complaint" means any claim or grievance by any certified employee of this school district which is filed pursuant to this policy and which comes within the scope of the policy.
- d. "Notification" means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.

SCOPE OF COMPLAINT: EXCLUSIONS.

- a. Scope. Unless specifically excluded by paragraph (b) hereof, this policy is applicable to any claim by any certified employee who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of this school district or with which the district is required to comply. Pursuant to O.C.G.A. section 20-2-210, this policy shall apply to performance evaluations only with regard to procedural deficiencies which result in a substantive change to evaluation results.
- b. Exclusions: This policy shall not apply to matters otherwise addressed by Georgia Code:
 - 1. Performance ratings contained in personnel evaluation and professional development plans, pursuant to Code Section 20-2-210;
 - 2. Job performance;
 - 3. Termination, non-renewal, demotion, suspension, or reprimand of any employee, as set forth in Code Section 20-2-940; and
 - 4. The revocation, suspension, or denial of certificates of any employee, as set forth in Code Section 20-2-984.5.
- c. An employee who chooses to appeal under Code Section 20-2-1160, under Georgia statutes shall be barred from pursuing the same complaint under this policy.

HEARING RIGHTS: EVIDENCE: REPRESENTATION: DECISIONS: RECORDS.

- a. Hearing: Evidence. The complainant shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses at each level, but the complainant may not present additional evidence at the Second or Third Hearing levels unless notice of the Complainant's intention and the evidence to be presented are submitted in writing five days prior to the hearing to the Administrator who will preside at such level, and in the case of the local board, to the Superintendent. When hearing an appeal from a prior level, the local Board of Education shall hear and decide all appeals de novo.
- b. Representation. The Complainant and the administrator against whom the complaint is filed or whose decision is appealed shall be entitled to the presence of an individual, including an attorney, to assist in the presentation of the complaint and the response thereto, at the Superintendent and at the local Board of Education level. The presence of any individual other than the Complainant and the Administrator at Level One is prohibited, except witnesses who present testimony or documents.
- c. Hearing Officer. The local Board of Education may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.
- d. Overall Hearing Time Schedules. The overall time frame from the initiation of the complaint until rendition of the decision by the local board and notification thereof to the Complainant shall not exceed sixty (60) days.
- e. Automatic Referral to Next Level. Any complaint not processed by the administrator or the local unit of administration within the time frame required by this policy shall be forwarded to the next level for determination.
- f. Records. Accurate records of the proceedings at each level shall be kept; the proceedings shall be recorded by mechanical means; all evidence shall be preserved and made available to the parties at all times; and all costs and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the local Board of Education; provided however, the cost of transcribing the transcript of evidence and proceedings before the local Board shall be borne by the party requesting same, and all costs of the record on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.
- g. Decisions. Each decision shall be made in writing and dated, and shall contain findings of fact and reasons for the particular decision reached.
- h. Notice. The decision at each level shall be delivered to the Complainant by a person designated by the Superintendent, either (1) being hand delivered or (2) being deposited in the U. S. Mail (certified mail, return receipt requested). Notice to the Complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U. S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the Complainant on file with the Board of Education.

FIRST LEVEL: PRESENTATION: TIME: CONTENTS. The complaint shall be presented in writing to the Level One Administrator within ten calendar days after the most recent incident upon which the complaint is based. The complaint shall include the following:

- a. The mailing address of the Complainant to which all notices and other documents may be mailed;
- b. The intent of the Complainant to utilize this complaint procedure, clearly stated;
- c. A reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied;
- d. A brief statement of the facts reasonably calculated to show how such statute, policy, rule, or regulation was violated or misapplied, and how it substantially affects the employment relationship of the Complainant; and
- e. A statement of the relief desired.
- f. The presentation process shall not begin until all contents have been included and provided to the Level One Administrator.

~~The Superintendent shall prepare forms for use in accordance with the foregoing requirements.~~

FIRST LEVEL HEARING AND DECISION. The Level One Administrator shall record the date of filing on the complaint, and shall give notice to the Complainant of the time and place of the hearing, either by mail or hand delivery. When notice is given by mail, it shall be sent by first class mail to the address set forth in the complaint. ~~If no address was included in the complaint, then the notice shall be sent to the last known address of the Complainant on file with the Board of Education.~~ The Level One Administrator shall conduct a hearing on the complaint and render a decision thereon within ten (10) calendar days of the filing of the complaint. The decision shall be dated and a copy shall be sent to the complainant ~~as provided in Section 4 above.~~

SECOND LEVEL: APPEAL FROM FIRST LEVEL TO SUPERINTENDENT OF SCHOOLS. A Complainant dissatisfied with the decision of the first level shall be entitled to appeal to the Superintendent of Schools by filing written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten calendar days after the Complainant is notified of the Level One decision. The Superintendent of Schools shall record the date of the filing on the appeal and shall notify the Complainant in writing of the time and place of the hearing by mail or hand delivery. The Superintendent of Schools shall obtain copies of all minutes, transcripts, documents and other records relating to the complaint and shall conduct a hearing and render decision within ten calendar days of the date of the filing of the appeal, or the hearing may be conducted by any designated representative of the Superintendent of Schools who shall promptly submit his or her recommendations and findings to the Central Office Administrator for final decision. The decision shall be rendered and served on the Complainant and his attorney in accordance with Section 4(h).

THIRD LEVEL: APPEAL TO BOARD OF EDUCATION.
A Complainant or Level One Administrator dissatisfied with the decision of the Superintendent of Schools may appeal to the Board of Education by filing written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten calendar days after the date of the decision as provided in Section 4. The Superintendent shall record the date of filing on the appeal, and shall promptly give written notice, by mail or by hand delivery, to the Complainant of the time and place of hearing. The Complainant and the Administrators against whom the complaint is filed or whose decision is being appealed shall be entitled to appear before the Board of Education and be heard. The Board of Education may direct that a pre-hearing conference be held prior to the hearing to identify issues and facilitate presentation. The local board shall conduct a hearing and render its decision in writing within twenty calendar days after the hearing, and prefect service thereof on the Complainant and his ~~or her~~ attorney, ~~all in accordance with Section 4.~~

APPEALS TO STATE BOARD. Appeals from the decision of the local Board of Education shall be governed by the State Board Rule governing appeals and O.C.G.A. 20-2-1160.

REPRISALS PROHIBITED. No employee shall be subjected to reprisals as a result of filing any complaint under this policy.

COLLECTIVE BARGAINING DISCLAIMER. Nothing in this policy shall be construed to permit or foster collective bargaining.

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State References

Description

- | | |
|-----------------------|---|
| O.C.G.A. 20-02-0940 | Grounds/procedure for terminating or suspending contract of employment (Fair Dismissal Act) |
| O.C.G.A. 20-02-0989.5 | Complaints policy: legislative intent |
| O.C.G.A. 20-02-0989.6 | Complaints - Definitions |
| O.C.G.A. 20-02-0989.7 | Matters not subject to complaint: appeal process for certain educators |

- | | |
|-----------------------|---|
| O.C.G.A. 20-02-0989.8 | Establishment and contents of complaint policy |
| O.C.G.A. 20-02-0989.9 | Complaints - Supplemental rules and policies authorized |
| O.C.G.A. 20-02-1160 | Local boards to be tribunals to determine school law controversies; appeals; special provisions for disabled children |
| Rule 160-1-3-.04 | School Law Tribunals and Appeals |

Federal References

Description

- | | |
|----------------|--|
| 18 USC 1513 | Retaliating against a witness, victim, or an informant |
| 42 USC 2000e-2 | Unlawful employment practices |

Board Policy GAE(3): Complaints and Grievances, Non-certified Employees

Status: DRAFT

Original Adopted Date: 09/10/2013 | Last Reviewed Date: 09/10/2013

SECTION 1. PURPOSE: INFORMAL RESOLUTION. The Columbia County Board of Education encourages all employees to resolve their grievances informally in a spirit of collegiality where possible. Where this is not successful, this policy exists and procedure are available where such efforts do not succeed; however, nothing in this policy shall change the legal status of at-will employees. It is simply designed to give non-certified employees the a fair means to have grievances fairly and informally reviewed. In accordance with this policy, non-certified district personnel shall have the right to present and resolve complaints and grievances relating to certain matters affecting the employment relationship at the organizational level closest to the complaint or grievance.

No employee shall be subjected to reprisals for filing any complaint or grievance under this policy. Nor shall any part of this policy be construed to permit or foster collective bargaining. Further, nothing in this policy shall change the legal status of at-will employees.

The Superintendent of the Columbia County School District, or designee, shall file a report for the Board of Education briefly describing each appeal and the decision made by the Superintendent or designee.

SECTION 2. DEFINITIONS.

- a. "Level One Administrator" means the principal of a school or director of a department with respect to non-certified personnel assigned to the school or department. In any case not covered by this paragraph, the "Level One Administrator" shall be the supervisory certificated person designated by the Board or in the absence thereof, by the Superintendent.
- b. "Central office administrator" means the local school district Superintendent.
- c. "Grievance" means any claim by an employee of this school district which is filed pursuant to this policy and which comes within the scope of the policy.

SECTION 3. SCOPE OF GRIEVANCE; EXCLUSIONS.

- a. **Scope.** Unless specifically excluded by paragraph (b) hereof, this grievance policy is applicable to any claim by any non-certified employee who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of this school district the Columbia County School District or with which the district is required to comply.
- b. **Exclusions:** This policy shall not apply to:
 - 1. Performance ratings contained in a personnel evaluation;
 - 2. Job performance;
 - 3. Termination, demotion, suspension, or reprimand of any employee.

SECTION 4. HEARING RIGHTS; EVIDENCE; REPRESENTATION; DECISIONS; RECORDS.

- a. **Hearing: Evidence.** The employee shall be entitled to an opportunity to be heard and to present relevant evidence by way of an informal proceeding. The employee, in his or her own words, will present the grievance.
- b. **Representation.** The presence of any individual other than the employee and the administrator at Level One is prohibited, except witnesses who present relative information or documents.
- c. **Records.** Accurate records of the proceedings at each level shall be kept; the proceedings shall be recorded by mechanical means; all evidence shall be preserved and made available to the parties at all times.
- d. **Decisions.** Each decision shall be made in writing and dated and shall contain reasons for the particular

decision reached.

- e. **Notice.** The decision at each level shall be delivered to the employee by a person designated by the Superintendent, either being hand delivered, deposited in the U. S. Mail, or sent by email.

SECTION 5. FIRST LEVEL; PRESENTATION; TIME; CONTENTS. The grievance shall be presented in writing to the Level One Administrator within ten calendar days after the most recent incident upon which the grievance is based. The grievance shall include the following:

- a. The mailing and email address of the non-certified employee to which all notices and other documents may be sent;
- b. The intent of the non-certified employee to utilize this grievance procedure, clearly stated;
- c. A reference or description of the statute, policy, rule, provision or regulation that is alleged to have been violated, misinterpreted or misapplied;
- d. A brief statement of the facts reasonably calculated to show how such statute, policy, rule or regulation was violated or misapplied, and how it substantially affects the employment relationship of the non-certified employee; and
- e. A statement of the relief desired.

The Superintendent shall prepare forms for use in accordance with the foregoing requirements.

SECTION 6. FIRST LEVEL HEARING AND DECISION. The Level One Administrator shall record the date of filing on the grievance, and shall give notice to the non-certified employee of the time and place of the hearing, either by mail, email or hand delivery. The Level One Administrator shall conduct a hearing on the grievance and render a decision thereon whenever possible within ten (10) calendar days of the filing of the grievance. The decision shall be dated and a copy shall be sent to the non-certified employee as provided in Section 4 above.

SECTION 7. SECOND LEVEL; APPEAL FROM FIRST LEVEL TO SUPERINTENDENT OF SCHOOLS. A non-certified employee dissatisfied with the decision of the first level shall be entitled to appeal to the Superintendent of Schools by filing written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten calendar days after the non-certified employee is notified of the Level One decision. The Superintendent of Schools shall obtain copies of all recordings, transcripts, documents and/or other records relating to the grievance and shall conduct a hearing and render a decision whenever possible within ten calendar days of the date of the filing of the appeal, or the hearing may be conducted by any designated representative of the Superintendent of Schools who shall promptly submit his or her recommendations and findings to the Superintendent of Schools for final decision.

SECTION 8. REPRISALS PROHIBITED. No employee shall be subjected to reprisals as a result of filing any grievance under this policy.

SECTION 9. COLLECTIVE BARGAINING DISCLAIMER. Nothing in this policy shall be construed to permit or foster collective bargaining.

SECTION 10. REPEALS. All policies and parts of policies in conflict herewith are repealed.

SECTION 11. GOVERNANCE: The Board reserves the right to repeal, revoke, modify, or amend this policy at any time.

The Superintendent of Schools, or designee, shall file a report for the Board of Education briefly describing each appeal and the decision made by the Superintendent or designee.

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Federal References

18 USC 1513

Description

[Retaliating against a witness, victim, or an informant](#)

Board Policy GAEB: Sexual Harassment of EmployeesStatus: DRAFT

Original Adopted Date: 09/14/1993 | Last Revised Date: 07/27/2021 | Last Reviewed Date: 07/27/2021

It is the policy of the Columbia County Board of Education to prohibit sexual harassment. This policy prohibits any act of sexual harassment of employees, students, parents, and customers, and their visitors by employees at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act shall result in prompt and appropriate discipline, including the possible termination of employment.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any employee or applicant for employment who believes he or she has been subjected to sexual harassment as prohibited by this policy should promptly report the same to the principal of his or her school or department who will implement the board's complaints procedures as required. Employees will not be subjected to retaliation for reporting such harassment or discrimination.

It is the duty of all employees to promptly report sexual harassment forbidden by this policy. All supervisors will instruct his or her subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals and supervisors of all schools and departments shall ensure that employees are informed through handbooks, training materials and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

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State References

- O.C.G.A. 19-07-0005
- O.C.G.A. 20-02-1184

Description

- [Reporting child abuse](#)
- [Mandatory reporting of students committing certain prohibited acts](#)

Federal References

- 18 USC 1513
- 20 USC 1681
- 34 CFR 100.7
- 34 CFR 104.7
- 34 CFR 106.30
- 34 CFR 106.44
- 34 CFR 106.45
- 34 CFR 106.8
- 42 USC 2000d
- 42 USC 2000e-2

Description

- [Retaliating against a witness, victim, or an informant](#)
- [Title IX-Prohibition against discrimination based on sex](#)
- [Title VI - Conduct of investigations](#)
- [Section 504 - Designation of responsible employee and adoption of grievance procedures](#)
- [Definitions. \(Title IX Sexual Harassment\)](#)
- [Recipient's response to sexual harassment](#)
- [Grievance process for formal complaints of sexual harassment](#)
- [Title IX - Designation of coordinator, dissemination of policy, and adoption of grievance procedures](#)
- [Civil Rights Act-Prohibition against discrimination in federally assisted programs on basis of race, color, or national origin](#)
- [Unlawful employment practices](#)

- 45 CFR 86.57

- [Discrimination based upon marital or parental status prohibited](#)

Board Policy GAG: Staff Conflict of Interest

Status: DRAFT

Original Adopted Date: 10/27/1992 | Last Revised Date: 09/09/2014 | Last Reviewed Date: 09/09/2014

The Columbia County Board of Education prohibits assignments which require ~~an employee to directly supervise an immediate the direct supervision of one family member over others of the immediate family.~~ Immediate family includes spouse, children, stepchildren, mother, father, brother, sister, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew or any person living in the household of the employee. Persons who are living together are also subject to this policy.

As used in this policy, "direct supervision" shall mean a position of direct authority over another employee for purposes including, but not limited to, formal evaluations, work assignments, promotions, and discipline. The principal and assistant principal(s) are deemed to be direct supervisors of all employees assigned to a school.

The expectations of this policy include the following:

1. Employees who marry while employed are treated in accordance with this policy. If following marriage one spouse has any supervisory authority over the other, the subordinate employee shall be transferred at the earliest practical time as directed by the superintendent of schools and/or designee.
2. Employees who are already related at the time of the adoption of this policy; or who would be in violation of this policy upon the appointment of a relative to a supervisory position; or who become related subsequent to their employment by way of a marriage or other personal relationship may continue their employment. However, the principal or director shall request the transfer of such employees to avoid the direct supervision of an employee by a relative. Said employees shall not participate in any personnel actions involving the relative.
3. Policy CGBA, Administrative Personnel Qualifications, will be applied as new hires or transfers are requested and finalized.

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State References	Description
O.C.G.A. 16-10-0001	Public officer - willful violation of terms of oath
O.C.G.A. 20-02-0058.1	"Immediate family" defined: employment of family members
O.C.G.A. 20-02-0101	Appointment of school superintendents
O.C.G.A. 45-10-0001	Code of Ethics for Government Service
Federal References	Description
02 CFR 200.318	General procurement standards

Board Policy GAGC: Employee Ethics

Status: DRAFT

Original Adopted Date: 11/14/2006 | Last Revised Date: 08/26/2008 | Last Reviewed Date: 03/13/2024

CONFIDENTIAL RECORDS

It is the professional duty of each school district employee to protect confidential records related to the health, safety, and general welfare of students, their families, and staff. In the fulfillment of this duty and in keeping with the Professional Standards Commission Georgia Code of Ethics for Educators Standard 7: Confidential Information, the Board of Education has a responsibility to the citizens to safeguard the confidentiality and integrity of the information that it collects and maintains. It is the intent of the Columbia County Board to ensure the privacy of information and to ~~implement demonstrate~~ data protection efforts. Therefore, it is the responsibility of all employees to protect against the unauthorized disclosure, access, dissemination, or alteration of confidential information. Sharing of student information concerning academic and disciplinary records, health and medication information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law shall be prohibited.

Therefore, any records designated confidential by law ~~and by the Professional Standards Commission~~ shall be so treated by district employees in the maintenance, storage, and destruction of such confidential records. These records shall be destroyed in a manner that they cannot be read, interpreted, or reconstructed.

Electronic records are official records in the same manner and to the same extent as other records. The Uniform Electronic Transaction Act explicitly recognizes electronic records including electronic signatures and electronic contracts.

Failure to comply with this policy and the related procedure will result in disciplinary action up to and including immediate termination.

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State References	Description
O.C.G.A. 03-03-021.1	Possession of alcoholic beverages on grounds of public school
O.C.G.A. 20-02-0984.1	PSC-Adoption of standards of performance and a code of ethics
O.C.G.A. 20-02-0984.4	PSC - Preliminary investigations: powers of investigator; limitations; notice; change of address; withdrawal of application
O.C.G.A. 20-02-0989.20	Grade Integrity

Board Policy GAHB: Staff Political Activities

Status: DRAFT

Original Adopted Date: 01/08/1985 | Last Revised Date: 08/09/2022 | Last Reviewed Date: 03/13/2024

Classrooms in the Columbia County School District are expected to be a suitable environment where students will learn to express, explore, entertain, and discuss the concepts, principles, information, and ideas put forth in the Columbia County Academic Curriculum of Excellence, even when they may be political in nature. Teachers are expected to guide and direct students in keeping with the content of the standards. At no time should the classroom become a venue for the teacher to express personal political ideas, values, opinions, or beliefs. The following regulations and restrictions will govern all classroom activities:

1. Employees will not attempt to use their position or authority to express opinions related to specific political issues or exert political pressure on behalf or against in support of or in opposition to candidates for an elected office.
2. Employees may use political materials as part of the instructional program, provided the material is relevant to the standards of the course. Any presentation of political materials, or issues, or expression of views, however, must be balanced and fair, and must include all perspectives on the issue(s).
3. Teachers will be responsible for providing students with the opportunity to investigate all sides of the topics presented in their courses, particularly in relation to controversial subjects.
4. Teachers will permit freedom of expression, appropriate for the classroom, on those topics that are debatable so that students may weigh alternative views to formulate an opinion. Students will be encouraged to offer points and counter points to examine, analyze, evaluate, and synthesize the information available to them before drawing conclusions in order to develop as fully as possible their capacities for rational judgment.
5. If a class or school-sponsored group plans a debate or forum that is political in nature during the school day, the sponsor (district employee) will ensure that all participants who have differing opinions on a political issue are given equal opportunity to speak.
6. Teachers will strive to promote tolerance for the opinions of others and respect for the right of all individuals to hold and express differing opinions.

The Columbia County Board of Education encourages its employees to exercise their full rights of citizenship to include participation in political activities. Employees who offer themselves as candidates for public office must notify the Superintendent immediately upon qualifying for election. They must file a written statement explaining plans for conducting their campaign so as not to interfere with their job responsibilities. An employee may be granted leave of absence, with loss of full pay, for a specified period of time for the purpose of campaigning or for serving in public office.

Employees may not participate in any political activity while on duty or when representing the district or school in any official capacity. Sample activities include, but are not limited to, soliciting votes or funds, organizing campaigns, promoting a candidate, circulating petitions, expressing political views verbally or through display of political pictures, badges, stickers, or buttons on school or district property during assigned hours of employment.

Political advertisements on the personal property of employees that are carried on to school property or at school related activities are not permitted. This includes tee-shirts, caps, cards, accessories, bags, purses, backpacks, book bags, or any item displayed or carried by or attached to school personnel.

District personnel may not engage in political activities using personal or district computer networks during work hours, nor are district personnel permitted to use the interschool mail system or district computer networks to distribute political materials to schools or school personnel. Any distribution of political materials, except as part of the instructional program or student government, is prohibited.

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Federal References	Description
05 USC 7324	Political activities on duty; prohibition
18 USC 1951	Interference with commerce by threats or violence
52 USC 10101	Voting Rights
USC 1st Amendment	First Amendment, U.S. Constitution

Board Policy GAJB: Gifts to Staff

Status: DRAFT

Original Adopted Date: 09/26/1995 | Last Revised Date: 08/10/1999 | Last Reviewed Date: 08/10/1999

Employees of the Columbia County Board of Education are prohibited from accepting gifts or items of value if accepting such could be deemed as a conflict of interest. Employees shall not either directly or indirectly from any person, group, company, firm or corporation, or entity, accept any rebate, gift, money or anything of value whatsoever, except when given for the use and benefit of the Columbia County Public Schools. For purposes of this policy, the following items shall not be deemed a thing of value:

- A. Food or beverage consumed at a single meal or event;
- B. Legitimate salary, benefits, fees, commissions, or expenses associated with a recipient's non-public business, employment trade or profession;
- C. An award, plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, political, professional or public service;
- D. Food, beverages and registration at group events to which all members of an agency, as defined in paragraph (1) of subsection (a) of Code Section 21-5-30.2 are invited. An agency shall include the Georgia House of Representatives, the Georgia Senate, committees and subcommittees of such bodies, and the governing body of each political subdivision of this state;
- E. Actual and reasonable expenses for food, beverage, travel, lodging, and registration for a meeting which are provided to permit participation or speaking at the meeting;
- F. A commercially reasonable loan made in the ordinary course of business;
- G. Any gift with a value less than \$100.00;
- H. Promotional items generally distributed to the general public, the employee or distributed at conventions;
- I. A gift from a member of the employee's immediate family; or
- J. Food, beverage, or expenses afforded public officers, members of their immediate families, or others who are associated with normal and customary business or social functions or activities.

Additionally, employees shall not solicit funds or other gifts for any purpose other than those approved by the Board of Education, nor take any action which would give the appearance of impropriety.

This policy is not intended to apply to the contributions of time, effort, materials, or financial gifts from community stakeholders of the Columbia County School District who partner with our schools in a spirit of philanthropy.

Board Policy GAK: Personnel Records

Status: DRAFT

Original Adopted Date: 10/24/1995 | Last Revised Date: 07/24/2018 | Last Reviewed Date: 03/17/2024

Criminal Background Check
All applicants of the Columbia County Board of Education who are selected for employment are subject to and must sign a consent form authorizing a criminal background check, pursuant to O.C.G.A. 49-5-110, et seq. Pursuant to O.C.G.A. 20-2-211, a All new certificated professional personnel to be issued a contract of employment shall be fingerprinted and have criminal record checks through the Georgia Crime Information Center (GCIC) and the Federal Bureau of Investigation (FBI).

Pursuant to O.C.G.A. 20-2-211.1, a A Clearance Certificate verifying a satisfactory criminal background check issued by the Professional Standards Commission is required for the following:

1. All certificated certified and non-certified new hires prior to their being initially contracted or hired; or
2. Upon the renewal of a current employee's certificate.

All employees of the Columbia County Board of Education must have a criminal history background check conducted every five years. For certificated employees, a criminal history background check will be conducted during the year that the required certificate/permit issued by the Professional Standards Commission must be renewed. For all other employees, including non-certified employees, certified employees not required to hold a teaching certificate, teachers who hold life certificates, and substitute employees, a criminal history check must be conducted every five years following the employee's date of hire.

The Department of Human Resources will fingerprint and bear the cost associated with background record checks for all categories of applicants with the exception of except for lay coaches. Upon receipt of an acceptable criminal history report, the Columbia County Board of Education will issue the initial standard one year contract of employment for certified employees. If an adverse employment decision is made based on the results of the criminal history, the applicant will be notified in writing of all information disclosed and the effect it had on the hiring decision.

The Columbia County Board of Education reserves the right to conduct background checks on any employee upon receiving a written complaint signed by a complaining party concerning any employee of the district. These written complaints shall be kept confidential as required by law. The Columbia County Board of Education reserves the right to check, without receiving a written complaint, if sufficient cause is given to justify criminal GCIC checks of any employee. All requirements of the law dealing with criminal GCIC checks shall be met by all employees of the district should it be deemed necessary to complete a background check pursuant to O.C.G.A. 49-5-110, et seq.

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State References	Description
O.C.G.A. 10-01-0912	Notification required upon breach of security regarding personal information
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions
O.C.G.A. 20-02-0211.1	Clearance certificates issued by the Professional Standards Commission relating to fingerprint and criminal background checks
O.C.G.A. 20-02-0320	State-wide comprehensive educational information system; identification of data to implement Quality Basic Education Program
O.C.G.A. 20-02-0944	Letters of Reprimand
O.C.G.A. 24-12-0021	Disclosure of AIDS confidential information
O.C.G.A. 45-01-0005	Purging personnel records of terminated employee
O.C.G.A. 45-18-0053	Authorization for payroll deductions
O.C.G.A. 50-18-0072	When public disclosure not required
Rule 160-5-2-.50	Certified/Classified Personnel Information
Rule 160-5-1-.37	Teacher and Leader Evaluations

Board Policy GAM: Staff Rights and Responsibilities

Status: DRAFT

Original Adopted Date: 03/08/1994 | Last Revised Date: 10/23/2018 | Last Reviewed Date: 04/02/2024

DRUG FREE WORK FORCE

The Columbia County Board of Education ~~is concerned with the well-being of all employees of the school district. The Board~~ recognizes that a drug-free workplace encourages employee productivity. Additionally, a drug-free workplace promotes increased academic achievement as employees endeavor to prepare students for the next phase of learning, ~~and promotes the accomplishment of the Board's missions and goals. In accordance with O.C.G.A. § 45-23-1, also known as:~~ The Board is concerned with the well-being of all employees of the school district. Therefore, in accordance with Georgia's Drug-Free Public Work Force Act of 1990, the Columbia County Board of Education hereby declares that the unlawful **consumption**, manufacture, distribution, sale and possession of controlled substances or other dangerous drugs and alcohol are prohibited in the workplace for all school district employees. In addition, no employees shall possess, consume, or be under the influence of any intoxicating beverages while on school property and/or in performance of official duties as an employee of the Columbia County School District.

For purposes of this policy, the following definitions shall apply:

- ~~"Controlled substance" means any drug, substance, or immediate precursor included in the definition of the term "controlled substance" in paragraph (4) of O.C.G.A. § 16-13-21;~~
- ~~"Convicted" or "conviction" refers to a final conviction in a court of competent jurisdiction, the acceptance of a plea of guilty, or the plea of nolo contendere;~~
- ~~"Dangerous drug" means any drug or substance defined as such under O.C.G.A. § 16-13-71;~~
- ~~"Marijuana" means any substance described in paragraph (16) of O.C.G.A. § 16-13-21;~~
- ~~"Public employee" means any person employed on a full-time, part-time, temporary, or intermittent basis and shall also include all officials, or administrators of any school district;~~
- ~~"Public employer" means any public school district that receives any funds from the State of Georgia; agency thereof;~~
- ~~"Public employment" means employment by any public employer.~~

As a condition of employment, employees will abide by the terms of this policy and shall notify the Columbia County Board of Education of any criminal drug statute conviction or a plea of nolo contendere not later than five days after such conviction. Anyone violating the reporting requirement of this policy shall be deemed to have committed an act of insubordination and be subject to the appropriate personnel action.

Within 30 days of notification by the employee or otherwise receiving actual notice of such conviction, the School Board shall respond in the following manner:

Any employee who is convicted under the laws of this state, the United States, or any state, of any criminal offense involving the manufacture, distribution, sale, or possession of a controlled substance, marijuana, or a dangerous drug shall be subject to disciplinary action, up to and including termination of employment.

If prior to an arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies the Board of Education or designee that the employee illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed ~~O.C.G.A. § 26-5-1~~ and approved by the Board of Education, the employee shall be entitled to maintain the employee's employment for up to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons or property. No statement made by an employee to a supervisor of the employee or other person in order to comply with this policy ~~Code Section~~ shall be admissible in any civil, administrative, or criminal proceeding as evidence against the ~~public~~ employee. The rights granted by this policy shall be available to an employee only once during a five-year period and shall not apply to any employee who has refused to be tested or who has tested positive for a controlled substance, marijuana, or a dangerous drug **or alcohol**.

An employee who has signed a fourth year contract with the school district, as defined under O.C.G.A. § 20-2-942, shall be offered a hearing as provided under the Fair Dismissal Act, O.C.G.A. § 20-2-940 et seq.

Entities contracting with the Board of Education shall, as a condition of the contract, assure a drug-free workplace as required under the U.S. Drug-Free Workplace Act of 1988. For contracts, a drug-free workplace means a geographic location at which individuals are directly engaged in the performance of work pursuant to a contract with the Columbia County Board of Education.

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State References

O.C.G.A. 20-02-1121

O.C.G.A. 40-05-0054

O.C.G.A. 40-06-0391

O.C.G.A. 45-01-0004

Description

[Bus drivers subject to random alcohol/drug testing](#)

[Mandatory suspension of license](#)

[Penalties for driving under the influence of alcohol, drugs or other intoxicants](#)

[Complaints or information from public employees as to fraud, waste, and abuse in state programs and operations](#)

Federal References

18 USC 1513

Description

[Retaliating against a witness, victim, or an informant](#)

Board Policy Manual
Columbia County School District
Printed: 06/04/2024 06:02 PM

Board Policy GAN: Employee Tobacco Use**Status: DRAFT**

Original Adopted Date: 11/13/1990 | **Last Revised Date:** 07/09/2019 | **Last Reviewed Date:** 03/13/2024

The use of tobacco, electronic cigarettes, and vaping devices by employees of the Columbia County Board of Education shall be prohibited on school campuses during school hours, beyond school hours, and beyond school campuses where employees are directly instructing or supervising students, or where students are being transported to and from school, or school activities.

Direct instruction or supervision of students is defined as coaching, band directing, acting as a sponsor or advisor of a school club or other similar school organization, and similar instructional roles, or any event or location where the employee is responsible for supervising students of the Columbia County School District.

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State References

O.C.G.A. 16-12-0002

O.C.G.A. 16-12-0170

O.C.G.A. 16-12-0171

O.C.G.A. 31-12A-0001

O.C.G.A. 31-12A-0002

O.C.G.A. 31-12A-0003

O.C.G.A. 31-12A-0005

O.C.G.A. 31-12A-0006

O.C.G.A. 31-12A-0007

O.C.G.A. 31-12A-0008

O.C.G.A. 31-12A-0011

O.C.G.A. 31-12A-0012

Description

[Smoking in public places](#)

[Definitions \(tobacco related\)](#)

[Prohibited acts \(minors and tobacco\)](#)

[Ga. Smoke Free Air Act of 2005](#)

[Definitions, Ga Smoke Free Air Act of 2005](#)

[Prohibition of Smoking in Facilities, Ga Smoke Free Air Act of 2005](#)

[Prohibition of Smoking in Classrooms, Ga Smoke Free Air Act of 2005](#)

[Exemptions; Ga Smoke Free Air Act of 2005](#)

[Posting No Smoking Signs, Ga Smoke Free Air Act of 2005](#)

[Removal of Ashtrays; Posting; Ga Smoke Free Air Act of 2005](#)

[Local Operating Procedures, Ga Smoke Free Air Act of 2005](#)

[Other Ordinances & Laws, Ga Smoke Free Air Act of 2005](#)

Federal References

20 USC 6082

20 USC 6084

20 USC 7973

Description

[Pro-Children Act of 1994 - Definitions](#)

[Pro-Children Act of 1994 - Preemption](#)

[Nonsmoking policy for children's services](#)

Board Policy GANA: Infectious Diseases

Status: DRAFT

Original Adopted Date: 07/26/1994 | Last Revised Date: 03/12/2013 | Last Reviewed Date: 03/13/2024

The Columbia County Board of Education recognizes the importance of protecting the health and welfare of students and other employees from the spread of serious infectious diseases, while simultaneously respecting the right of an infected or contagious person to be treated with dignity and respect.

The administration will follow medical guidelines for infectious diseases as provided by the Center for Disease Control and the American Academy of Pediatrics. Guidelines are included in the Columbia County School District Student Health Manual. The Student Health Manual is approved and updated each school year by the medical advisor.

If the school administration has reasonable suspicion to believe that an employee or student has an infectious disease, school authorities shall counsel that person immediately, or if the person is a minor, notify his or her parent or guardian of the need to obtain an appropriate medical evaluation.

An "infectious disease" means an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal.

The Board of Education authorizes the Superintendent or designee to develop and implement procedures related to the impact of infectious diseases on school system management and operations. Such procedures shall be consistent with the requirements of Georgia Board of Education Rule ~~160-1-3-.03~~ and shall require the following actions:

1. The annual provision to employees of information, education or training related to transmission of infectious diseases, risk reduction and standard precautions, based on guidelines or recommendations of the Centers for Disease Control and Prevention (CDC).
2. The immediate notification of the person, or if the person is a minor, to the parent or guardian, of the need to obtain an appropriate medical evaluation where there exists reasonable suspicion that an employee or student has an infectious disease.
3. The involvement of the school nurse, public health agency representatives, health care professionals, and school system administrators in operational decisions concerning an employee or student who has an infectious disease.
4. The disclosure of health-related information only as permitted by state or federal law.

Decisions related to employees or students with an infectious disease shall be made in conjunction with the school nurse, state and/or local public health agency representatives, health care professionals, and school district administrators.

AIDS/HIV DISEASE

Definitions

As used herein, the following terms shall have the meanings indicated:

AIDS (Acquired Immunodeficiency Syndrome) — a condition characterized by:

1. One or more of the opportunistic diseases diagnosed by methods considered reliable, which are at least moderately indicative of underlying cellular immunodeficiency; and
2. Absence of all known underlying causes of cellular immunodeficiency (other than HIV infection) and absence of all other causes of reduced opportunistic diseases.

Despite satisfying the criteria set out above, a condition will not be considered AIDS if a reliable negative result on testing for serum antibody to HIV is obtained, there is no positive culture for HIV and both a normal or high number of T-helper (OKT4 or LEU3) lymphocytes and a normal or high ratio of T-helper to T-suppressor (OKT8 or LEU2) lymphocytes are present.

- A. HIV Disease—A descriptive term to describe the disease spectrum, from infection with HIV, through an asymptomatic stage, to a symptomatic stage to an end stage AIDS diagnosis:
 - 1. Clinical Abnormalities (continuing three months or more in the absence of other identifiable cause) and diagnosed by a physician:
 - a. Fever 100 degrees or higher
 - b. Lymphadenopathy
 - c. Diarrhea
 - d. Night sweats
 - e. Fatigue
 - f. Weight loss—10% or more than 15 pounds
 - g. Symptoms of the dementia and encephalopathy associated with AIDS
 - h. White spots or blemishes in the mouth
 - i. Opportunistic infections
- B. Suppressed helper T-cell
- C. Depressed helper/suppressor ratio
- D. One of the following: leukopenia, thrombocytopenia, absolute lymphopenia or anemia
- E. Elevated serum globulin
- F. Depressed blastogenesis (pokeweed and PRA)
- G. Abnormal skin tests (using multitest and equivalent)
- H. Infected Person—Any person who has HIV or AIDS. The term "infected person" may be used to refer to infected students, infected employees, and infected superintendents collectively;

I. HIV—Human Immunodeficiency Virus

- J. Reliable positive results on testing for the serum antibody to HIV—a determination made in the following manner: If, after a positive or equivocal result on an enzyme immunoassay (EIA) test, a blood sample is then subjected to a second and third EIA test. If two of the EIA tests have a positive or equivocal result, the Western Blot test is performed. A blood specimen is considered to have reliable positive results on testing for the serum antibody to HIV if it then has a positive Western Blot test result.
- K. Reliable negative results on testing for the serum antibody to HIV—a determination made based upon the following criteria: Negative results on both of two EIA tests or a negative result on the Western Blot test.
- L. Employee—Any employee of the Columbia County School district, except the Superintendent.
- M. Superintendent—Columbia County School Superintendent.

N. Students

The ADA protects students with HIV disease or perceived to have it against discrimination in both public and private school settings. Students who have HIV disease shall be permitted to attend school as they are physically and mentally capable based on medical judgment of their personal physician and reasonable accommodation. Reasonable Accommodation: An accommodation is reasonable unless it imposes either an undue financial hardship or administrative burden on the school district. After a determination of the student's or employee's medical condition has been made using the criteria set forth above, the school, after consultation with the student's or employee's physician, a public health official knowledgeable about HIV disease and/or the School Board's physician (at the school board's option), shall determine whether reasonable accommodation will allow the student to perform in the classroom. The term "undue hardship" is defined as a significant difficulty or expense taking into consideration the cost of the accommodation, the size and resources of the entity/business, the fiscal impact of the expense, etc. Any infected students who because of their infection need special education and related services shall be referred to the local special education program. The Program for Exceptional Children shall adopt rules and regulations necessary for the delivery of a free appropriate public education to infected students who are in need of special education and related services.

O. Employees

- A. The Americans with Disabilities Act (ADA, U.S. Public Law 101-336, protects employees/job applicants against discrimination because of their HIV disease or "perception" of HIV disease. Protected areas include discrimination in job application procedures, the hiring or discharge of employees, employee compensation, advancement, job reassignments, job training and other terms, conditions and privileges

of employment. Each school should follow ADA directives on employment issues.

1. Workers who have AIDS or are known to be HIV infected shall be permitted to work as long as they are physically and mentally capable of performing the essential functions of their personal positions, as determined by their appointing authority and their personal physicians.
- B. Under the ADA, an employer is prohibited from using diagnostic tests to screen out job applicants or to deny services to clients/students:
1. School staff is prohibited from requesting HIV tests on job applicants, current employees, prospective students or students currently enrolled in the school district.
 2. Employees who wish to be tested for HIV can have the test conducted at any local health department for little or no cost. School staff should not request the test results.
 3. Students may also be tested at local public health departments. Public health will encourage minors who wish to be tested to involve parents, guardians or custodians in the decision. However, public health AIDS policy permits testing of minors with or without parental consent. School staff should not request test results on students either.
- C. Employee Responsibilities toward People with HIV Disease:
1. Employees may not excuse themselves from teaching students with HIV disease. Nor may employees excuse themselves from working with other employees who may have HIV disease.
 2. Employees, after having completed the HIV/AIDS education program, who have some concerns or questions about providing services to people with HIV disease, will be provided counseling, as directed by their appointing authority, concerning information on the disease and the HIV/AIDS policy. If the employee then refuses to perform the work assignment, the employee is subject to adverse action.
 3. All HIV infected students and employees will be treated with dignity and compassion. Unless directed otherwise by their physician, employees/students with HIV disease shall not be segregated, sent home, or deprived of privileges afforded other employees/students based solely upon determination of HIV disease or perception of HIV disease.

P. Administrative Findings:

This School Board adopts the epidemiologic research findings of the Centers for Disease Control and Prevention and other worldwide health research organizations that HIV is not transmitted by casual contact in office or school settings.

Further, the school board adopts findings of the Georgia General Assembly that: "Acquired Immunodeficiency Syndrome (AIDS) and its causative agent, Human Immunodeficiency Virus (HIV) ... is largely transmitted through sexual contacts and intravenous drug use, not through casual contact, and is preventable. The key component of the fight against AIDS is education. Through public education and counseling our citizens can learn how the disease is transmitted and, thus how to protect themselves and prevent its spread. The Department of Human Resources is encouraged to continue its efforts to educate all Georgians about the disease, its causative agent, and its means of transmission. In addition, voluntary testing should be encouraged for anyone who feels at risk of infection". —Georgia Law, Act 1440 (1988), p 1799, Section 1.

Q. HIV Testing and Reporting

- A. Under the ADA, an employer is prohibited from using diagnostic tests to screen out job applicants or to deny services to clients/students:
1. School staff is prohibited from requesting HIV tests on job applicants, current employees, prospective students or students currently enrolled in the school district.
 2. Employees who wish to be tested for HIV can have the test conducted at any local health department for little or no cost. School staff should not request the test results.
 3. Students may also be tested at local public health departments. Public health will encourage minors who wish to be tested to involve parents, guardians or custodians in the decision. However, public health AIDS policy permits testing of minors with or without parental consent. School staff should not request test results on students either.

R. AIDS Confidential Information

AIDS Confidential Information (ACI) is defined in Official Code of Georgia Annotated (O.C.G.A.) Section 31-22-

9.1 (a) (2) as information which discloses that a person has

1. Been diagnosed as having AIDS;
2. Been or is being treated for AIDS;
3. Been determined to be infected with HIV;
4. Submitted to an HIV test;
5. Had positive or negative result from an HIV test;
6. Sought and received counseling regarding AIDS; or
7. Been determined to be a person at risk of being infected with AIDS;

and which permits the identification of that person. Notwithstanding anything else to the contrary herein, the Columbia County School District will maintain confidentiality.

The Columbia County Board of Education shall not disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order. Ref State Board of Education Rule 160-1-3-.03.

S. Education

A. Students:

AIDS education shall be integrated into the health and/or science curriculum of the Columbia County School District.

In grades K-5, general information about the seriousness of AIDS should be included in the larger curriculum of personal hygiene, respect for your body, safety rules concerning medicines and drugs, development of positive self-concept, and accepting responsibility for your own health and that of others.

In grades 6 and 7, the curriculum shall be expanded to include the specific disease entity caused by the human immune deficiency virus and its effect on the normal immune district.

In grades 8-12, the curriculum shall be expanded to include modes of transmission and methods to prevent the spread of AIDS with emphasis on abstinence from sexual relations.

B. Employees:

Program on AIDS, its effects, and its spread as well as procedures for handling blood and other fluids shall be provided at least annually for all Columbia County Board of Education employees. The Superintendent of Schools shall assign responsibilities to ensure this policy is enforced and employees are trained.

T. Communicable Disease and Other Blood borne Pathogens Exposure Plan

Purpose:

- A. Identify personnel covered by the Standard.
- B. Analyze potential job hazards.
- C. Reduce the risk of exposure to blood borne pathogens on the job.

PROCEDURE FOR HANDLING FIRST AID INCIDENTS AND BODY FLUIDS IN THE SCHOOL AREA:

1. Wear disposable gloves while attending any injury.
2. Treat all body fluids as if they are contaminated with the hepatitis B. Virus (HBV), Human Immunodeficiency Virus (HIV) or other blood borne pathogens.
3. Place soiled bandages, materials and gloves properly in a bio-hazardous container. Wash hands immediately with an anti-bacterial soap and water.
4. Never pick up broken pieces of a container with your hands, use gloves, broom and dust pan. Dispose of broken pieces properly in a bio-hazardous receptacle.
5. If cleaning vomit or other bodily fluids, wear disposable gloves and clean equipment used with a cleaner composed of one part bleach to ten parts water. Dispose of paper towels and absorbent materials in proper bio-hazardous containers.
6. Teach students and co-workers never to touch another person's blood or bodily fluids without a protection barrier between them and that person's bodily fluid.
7. Red bio-hazardous containers and red bags will be kept in a central location. Sealed red bio-hazardous bags may be placed in regular trash dumpster.

Worker's compensation physician is to provide recommendations for those who report an occupational exposure to blood or other infection materials within 24 hours of incident.

List of job titles or tasks which pose Risk "A" for blood borne pathogens: School Nurse - A First Aid Person - A Safety Person - A Special Education Personnel who handle bodily fluids - A Custodian who cleans up bodily fluid spills - A Physical Education Teachers All "A" classification jobs should be trained in blood borne pathogen safety and protocol for exposure yearly. Personal protective equipment to be supplied by the county:

1. Gloves
2. Disposable aprons for special education personnel
3. Bio-hazardous containers (marked bags) and red bags.

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State References	Description
O.C.G.A. 20-02-0778	Required information to parents of students regarding meningococcal meningitis and influenza and their respective vaccines
O.C.G.A. 24-12-0021	Disclosure of AIDS confidential information
O.C.G.A. 31-12A-0004	Quarantine of diseased persons
O.C.G.A. 31-22-0009.1	HIV tests - Who may perform test
Rule 160-1-3-.03	Infectious Diseases
Federal References	Description
20 USC 1232g	Family Educational Rights and Privacy Act of 1974 (FERPA)

Board Policy GARJ: Employee Retirement	Status: DRAFT
Original Adopted Date: 06/11/2002 Last Revised Date: 05/09/2023 Last Reviewed Date: 03/13/2024	

RETIRED EMPLOYEES RETURNING TO WORK

The Columbia County Board of Education recognizes the value of utilizing the expertise and knowledge of veteran employees who are eligible for retirement but still wish to work. The employment of retired personnel will be made based on the needs of the school district and availability of positions, in accordance with the guidelines and regulations of the Teachers Retirement System of Georgia (TRS). Retired certified employees returning to work shall sign an annual employment contract and the offering of additional contracts will be contingent upon satisfactory annual evaluations and the need for the position as determined at the sole discretion of the Columbia County Board of Education.

Retired teachers, as defined by the laws governing the TRS who work 49% or less, will be paid the pro rata portion of a full-time teacher's salary based on degree and experience. Retired administrators who return to work as 49% or less administrators will be paid the pro rata portion of a full-time administrator's salary at the step on which the administrator was paid at the time of retirement.

A public school retiree who returns to work will be an employee at will and placed on the pay scale for the position and related experience.

In order to encourage retired employees to return to work if needed, the Board of Education will offer the following employee benefits to retired employees who are approved to return to work.

I. BENEFITS

- A. Sick Leave - Employees will earn the appropriate percentage of leave based on the percentage worked for the same full-time position and will be allowed to accumulate up to 45 days of unused sick leave.
- B. Benefits - Certified employees will be eligible to participate in the following: life, dental, vision, insurance, deferred compensation plans, and the Professional Association of Georgia Educators. Public school employees will be allowed to participate in all eligible benefits offered by the Columbia County Board of Education if employed in a full-time position.

II. ELIGIBILITY

- A. Certified Employees—Employees must meet the following State requirements:
 - a. Retired Employees Who Work 49% or Less
 - i. Work up to but not more than the maximum part-time hours allowed by the TRS.
 - ii. Complete a one month break in service between retirement and return to work.
 - iii. Be approved annually by the TRS retirement system before being allowed to return to work.
 - b. Retired Employees Who Work Full Time and Accept a Cessation of Retirement Benefits
 - ii. Choose not to reinstate membership in the retirement system, in which case retirement benefits shall be suspended during the period of restored service. Upon cessation of such service, retirement allowance will be resumed.
 - iii. Must become a contributing member of the retirement system and be governed by the retirement provisions of GA Code 47-3-127; or
 - c. Limitations
 - iii. Retired employees desiring to return to work will be hired and/or rehired annually and only after all non-retired employees have been placed.
 - iv. Retired employees who return to work 49% or less are not subject to the TRS retirement withholding or matching contributions.
- B. Public School Employees—Rehired retirees, including bus drivers, custodians, school nutrition workers, and other applicable non-certified employees, may return to work; however, such retirees must have one month break in service between the retirement date and date of rehire and retirement benefits shall be suspended during the period of restored service. Upon subsequent termination of service, retirement benefits shall be restored.

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State References	Description
O.C.G.A. 20-02-0915	Coverage for retiring and retired school employees
O.C.G.A. 47-01-0021	Termination of membership in public retirement system for public employment related crimes
O.C.G.A. 47-01-0022	Forfeiture of rights and benefits for committing public employment related crimes
O.C.G.A. 47-01-0031	Discretionary post-retirement benefit increases subject to reduction by legislation
O.C.G.A. 47-03-0001	Teacher Retirement System - general definitions
O.C.G.A. 47-03-0060	Membership requirements in Teachers Retirement System
O.C.G.A. 47-03-0063	Membership of full-time lunchroom, maintenance or warehouse managers in TRS
O.C.G.A. 47-03-0092	Absence from employment due to sick leave; TRS creditable service
O.C.G.A. 47-03-0101	Eligibility and application for retirement; duration of benefits
O.C.G.A. 47-03-0127.1	Full-time employment of beneficiaries permitted under limited conditions; required employer contributions; areas of highest need
O.C.G.A. 47-04-0001	Public School Employees Retirement System Act - short title
O.C.G.A. 47-04-0100	Normal, early and delayed retirement; vesting of right to retirement benefit
Federal References	Description
29 USC 623	Prohibition of age discrimination
29 USC 631	Age Discrimination in Employment-age limits

Board Policy GBA: Professional Personnel Compensation Guides and Contracts

Status: DRAFT

Original Adopted Date: 03/10/1992 | Last Revised Date: 12/13/2022 | Last Reviewed Date: 12/13/2022

The Columbia County Board of Education annually approves wage and salary schedules during the budget approval process~~cycle~~. Wage and salary schedules for all categories of employees are based on the type of required certificate, level of skills, and/or previous work experience.

Certified employees are paid according to the state teacher salary schedule, in addition to the Columbia County Board of Education local supplement, based on the type of certificate, degree, and previous years of acceptable work experience. ~~Administrative personnel are paid according to the locally developed Administrative Salary Schedule and approved procedures for placement on the salary schedule. The Georgia Board of Education has established in accordance with guidelines to govern acceptable work experience for pay purposes in Rule 160-5-2-.05.~~ Administrative personnel are paid according to the locally developed Administrative Salary Schedule and approved procedures for placement on the salary schedule.

Non-certified employees are paid on the General Services Salary Schedule that recognizes level of skills or training and previous related work experience according to the guidelines in force at the time of employment.

EMPLOYEE EXTENDED DAY / YEAR SALARIES

The Columbia County Board of Education recognizes, as necessary, the extension of secondary educational programs through the use of extended day/year funds in the Quality Basic Education Act [20-2-182(d)]. These extended day/year funds are generated through the full-time equivalency funding process for the categories of 9-12 regular high school, the high school non-Career, Technical and Agriculture Education (CTAE) laboratory program, and the high school CTAE laboratory program.

The Columbia County Board of Education establishes the following criteria that apply to all instructors receiving extended day/year pay.

- a. The extended time required will be beyond the employee's normal workday and year as defined in policies GBRC and AE.
- b. All approved extended instructional activities will relate to instructional student competencies as outlined in State Department of Education requirements.
- c. Instructors must be certified in-field for each segment they teach.
- d. Payment will be made only for work actually performed.
- e. Monthly/yearly documentation of extended salary time and program responsibilities will be maintained by the Superintendent and reported to the State Department of Education.

FAIR LABOR STANDARDS OR OVERTIME/COMPENSATORY PAY

The Columbia County Board of Education shall enforce employment policies and procedures ensuring compliance with the Fair Labor Standards Act of 1938, as amended, Title 29 United States Code. This policy will identify exempt/non-exempt positions and establish guidelines for authorization and payment of required overtime compensation.

Exempt/Non-exempt Employees

All job titles/positions existing or are created in the Columbia County School District shall be designated as "exempt" or "non-exempt" (as those terms are used under the Fair Labor Standards Act of 1938, as amended.)

The regular 40-hour workweek covers a seven-day period, Monday through Sunday, from 12:01 a.m. Monday through 12 midnight on the following Sunday, for 168 consecutive hours. All non-exempt employees of the Board of Education who work more than their maximum number of "straight time" hours (as that term is used in the Fair Labor Standards Act of 1939), as amended in the workweek shall be compensated for the overtime work. Non-exempt employees are prohibited from working more than 40 hours in a normal workweek except in cases where overtime

work has been approved in accordance with the guidelines established under this policy. Non-exempt employees are not allowed by law to waive their rights to overtime compensation and are only permitted to "volunteer" to perform job functions outside of their normal duties consistent with federal law and as permitted by CCBOE administrative procedure.

It shall be the responsibility of both the employee and the employee's immediate supervisor(s) to ensure that non-exempt employees do not work beyond the normal 40-hour workweek except in cases where advance approval for overtime is granted or approved emergency overtime is allowed. Failure to adhere to these guidelines could result in disciplinary action being taken against employees and supervisors who violate this requirement.

Overtime Work and Pay

Overtime work shall be authorized only for eligible employees when required by operation necessity and without which the normal operation of the department or school cannot continue. There are no provisions for overtime compensation or compensatory time for exempt personnel whose duties may require occasional work beyond the eight-hour day. Overtime pay for school-based employees must be approved by the Principal. Department Heads may request overtime in advance for his/her department staff from his/her immediate supervisor (the Superintendent, Associate Superintendent, or Assistant Superintendents).

Emergency overtime may be authorized by the principal or supervisor during emergency circumstances that do not afford time for the principal or supervisor to contact the Associate Superintendent, Assistant Superintendent, or Superintendent for clearance. Such circumstances when the safety or well-being of students or employees is at stake may be handled at the discretion of the principal or supervisor. Reasonable judgment shall be used by the principal or supervisor in approving emergency overtime related to vandalism and securing the building or essential maintenance such as power outages, water or heat problems. Other emergency overtime situations might involve the failure of the main computer systems.

The employee and his or her immediate supervisor are responsible for properly documenting overtime worked, and the principal or supervisor is responsible for verifying overtime worked.

Experience credit may be negotiated for one of a kind or limited categories as recommended by the superintendent and approved by the Board.

Substitute employees are paid at rate(s) as approved by the Board of Education.

It is the employee's responsibility to secure appropriate work experience verification documentation from previous employers at the time of employment. Salaries will be retroactively adjusted to reflect acceptable work experience during the year of receipt but will not be adjusted for prior years if the employee failed to submit the appropriate documentation.

Non-certified employees and certified employees not evaluated by the Teacher or Leader Keys Effectiveness System who receive an overall unsatisfactory annual evaluation will not be eligible for a step increase on the salary schedule the following year. Certified employees evaluated by the Teacher or Leader Keys Effectiveness System who receive an ineffective annual summative performance evaluation or who receive two consecutive needs development annual summative ratings will not be eligible for a step increase on the salary schedule the following year. The district administrator or principal responsible for completing the evaluation must complete a personnel payroll change to withhold the step increase and submit the form to the Human Resources Department by June 1. **EMPLOYEE ATTENDANCE INCENTIVE PAY**

The Board of Education has established an attendance incentive plan to reward employees who maintain excellent attendance. The Board of Education recognizes that employee absenteeism has an adverse impact on productivity and efficiency and that by rewarding outstanding attendance, work performance will be enhanced.

Employees of the Board of Education, excluding principals, assistant principals and district administrators, will be paid an incentive amount for good attendance according to the schedule shown below. Any portion of a day missed is considered as one day missed for this incentive.

Incentive Pay for Missing One Day or Less During the Periods Below:

All eligible employees: July 1 to December 31 – \$250
January 1 to June 30 – \$250

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State References	Description
O.C.G.A. 16-10-0021	Conspiracy to defraud the state
O.C.G.A. 20-02-0182	Program weights to reflect funds for payment of salaries and benefits; maximum class size; reporting requirements; application to specific school years
O.C.G.A. 20-02-0186	Allocation of funds for local systems to pay beginning salaries of superintendents, secretaries, accountants, nurses, and certain other personnel; eligibility of failing schools for funds
O.C.G.A. 20-02-0200	Regulation of certificated professional personnel by Professional Standards Commission; rules and regulations; fees
O.C.G.A. 20-02-0205	Georgia Master Teacher Program
O.C.G.A. 20-02-0210	Annual performance evaluation; on-time graduation rate
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions
O.C.G.A. 20-02-0212	Salary schedules
O.C.G.A. 20-02-0212.1	Increase in state salary of person selected as Georgia Teacher of the Year; advisory role
O.C.G.A. 20-02-0212.2	Salary increase for persons receiving certification from National Board for Professional Teaching Standards; state payment of program participation fee; repayment; reimbursement
O.C.G.A. 20-02-0212.5	Additional compensation for teachers in mathematics or science
O.C.G.A. 20-02-0212.6	Limitation on salary increase for school superintendent or administrators
O.C.G.A. 20-02-0213.1	Pay-for-performance for rewarding group activity
O.C.G.A. 20-02-0214	Salary schedule for principals; supplements
O.C.G.A. 20-02-0214.1	High Performance Principals program
O.C.G.A. 20-02-0218	Duty-free lunch period; exchange of lunch period for compensation or other benefit; length of school day not affected; exemption for extenuating circumstances; funding
O.C.G.A. 20-02-0833	Additional payments to supervisors of student teachers
O.C.G.A. 20-02-0947	LBOEs cannot enter into contracts not authorized by existing law
O.C.G.A. 34-04-0003.1	Wages and employment benefits by local government entities
O.C.G.A. 47-03-0127.1	Full-time employment of beneficiaries permitted under limited conditions; required employer contributions; areas of highest need
Rule 160-5-2-.05	Experience for Salary Purposes
Rule 160-4-3-.11	Extended Day Grant Program
Rule 160-4-3-.09	Extended-Year Technology/Career (Vocational) Education Projects
State References	Description
Rule 160-5-1-.37	Teacher and Leader Evaluations
Federal References	Description
26 USC 125	Cafeteria plans

Board Policy GBA(1): Extended Year

Status: DRAFT

Original Adopted Date: 05/13/1986 | Last Revised Date: 10/27/2009 | Last Reviewed Date: 10/27/2009

EMPLOYEE EXTENDED DAY / YEAR SALARIES

The Columbia County Board of Education recognizes, as necessary, the extension of secondary educational programs through the use of extended day/year funds in the Quality Basic Education Act [20-2-182(d)]. These extended day/year funds are generated through the full-time equivalency funding process for the categories of 9-12 regular high school, the high school non-Career, Technical and Agriculture Education (CTAE) laboratory program, and the high school CTAE laboratory program.

The Columbia County Board of Education establishes the following criteria that apply to all instructors receiving extended day/year salaries:

- a. The extended time required will be beyond the employee's normal workday and year as defined in policies GBRC and AE.
- b. All approved extended instructional activities will relate to instructional student competencies as outlined in State Department of Education requirements.
- c. Instructors must be certified in-field for each segment they teach.
- d. Payment will be made only for work actually performed.
- e. Monthly/yearly documentation of extended salary time and program responsibilities will be maintained by the Superintendent and reported to the State Department of Education.

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State References	Description
O.C.G.A. 20-02-0168	Distribution of federal funds; combined purchase of supplies and equipment; minimum school year; summer school programs; year-round operation
O.C.G.A. 20-02-0182	Program weights to reflect funds for payment of salaries and benefits; maximum class size; reporting requirements; application to specific school years
O.C.G.A. 20-02-0212	Salary schedules
Rule 160-4-3-.09	Extended-Year Technology/Career (Vocational) Education Projects

Board Policy GBBA: Professional Personnel Qualifications and Duties

Status: DRAFT

Original Adopted Date: 04/11/1989 | Last Revised Date: 11/13/2018 | Last Reviewed Date: 03/13/2024

Important to the role of establishing policy focused on student achievement, is the responsibility of theThe Columbia County Board of Education to establish has the power and duty to make rules governing the schools, which includes the qualifications and duties of certified personnel. Certified employees of the Columbia County Board of Education are required to hold valid, in-field teaching certificates in the area of job assignment except as specifically approved by the Board of Education. It is the responsibility of each employee to complete all requirements to earn the required certificatecertification. It is also the responsibility of the employee to apply for the certificate and complete all requirements to keep the required certificate valid.

Some Certain district administrative positions require the employee employees to hold the appropriate valid in-field teaching or leadership certificate fields certification as required by the Georgia Professional Standards Commission (PSC) and other positions do not. Administrative positions which do not require state certification be employed on a year-to-year basis as recommended by the Superintendent of Schools and approved by the Board of Education.

Job descriptions for all certified personnel shall be maintained and the job description of each position will detail the requirements for certification and experience necessary for the position. Because of Due to special When circumstances and program requirements change, it may become necessary to occasionally from time to time to-for the Board of Education to require additional qualifications or duties for specific categories of employees and they will be adjusted accordingly.

The Columbia County Board of Education recognizes the National Board of Professional Teaching Standards as outlined in the Georgia Law ~~O.C.G.A. § 20-2-212.2~~ and will implement the guidelines when applicable.

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State References	Description
O.C.G.A. 20-02-0200	Regulation of certificated professional personnel by Professional Standards Commission; rules and regulations; fees
O.C.G.A. 20-02-0206	Alternative teacher certification program; creditable service
O.C.G.A. 20-02-0990	Legislative findings re: public education in Georgia
O.C.G.A. 43-44-0007	License requirements/exemptions for speech-language pathologists and audiologists
O.C.G.A. 43-44-0008	Requirements for licensure for speech-language pathology or audiology
Rule 160-4-8-.05	School Counseling
Rule 160-5-1-.37	Teacher and Leader Evaluations

Board Policy Manual
Columbia County School District
Printed: 06/10/2024 04:10 PM

Board Policy GBC: Professional Personnel Recruitment

Status: DRAFT

Original Adopted Date: 03/08/1988 | Last Revised Date: 06/26/2018 | Last Reviewed Date: 03/13/2024

To promote student achievement, the most qualified personnel will be recruited. The Columbia County Board of Education does not discriminate on the basis of sex, sexual orientation, gender, gender identity, age, race, disability, religion, or national origin in the recruitment procedures or in the employment selection practices of the Columbia County School District.

Furthermore, the Columbia County Board of Education believes that the likelihood of hiring the best applicants increases when a district seeks a large number of applicants. Therefore, the Columbia County School District will use efficient, expeditious and cost-effective means to announce district vacancies, including, but not limited to, state recruiting sites, educational and human resources websites, educational publications, and social media platforms. The human resources section of the school district website will be the primary means for advertising all district vacancies and related activities.

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State References	Description
O.C.G.A. 20-02-0001	Creation/powers of State Board of Education
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions
O.C.G.A. 20-02-0251	Teacher recruitment and retention program; purpose; annual evaluation of program; maximum participation
O.C.G.A. 35-03-0035	Dissemination of criminal history records
O.C.G.A. 49-05-0110	Criminal background checks; definitions

Board Policy GBD: Professional Personnel Hiring

Status: DRAFT

Original Adopted Date: 08/13/1991 | Last Revised Date: 07/24/2018 | Last Reviewed Date: 06/10/2024

Individuals applying to become certified personnel of the Columbia County School District must meet all appropriate qualifications established by the Professional Standards Commission. ~~All certified personnel must be employed by the Board of Education.~~ Upon the recommendation of the Superintendent of Schools, applicants will be considered for approval by the Board of Education. ~~Certified personnel must meet all minimum qualifications as established by the Professional Standards Commission.~~ When necessary and within policy requirements and procedures, ~~T~~the Superintendent of Schools is authorized to temporarily place under temporary employment certified personnel to fill certified vacancies, ~~as needed, provided all employment policy and procedure requirements have been applied and cleared.~~ Board of Education. In such cases, approval of such employees shall be requested at the next ~~board~~ meeting of the Board, ~~where official personnel action shall be taken.~~ Any such employment is considered "at will" and termination will be immediate~~end immediately~~ if not approved by the Board of Education.

The Board prohibits personnel assignments which require the direct supervision of one family member over others of the immediate family. ~~Immediate family is defined as one of the following: father, mother, brother, sister, son, daughter or spouse of the employee concerned.~~ Immediate family includes spouse, children, stepchildren, mother, father, brother, sister, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew or any person living in the household of the employee. Persons who are living together are also subject to this policy.

Employment contracts of certified personnel shall be in writing. Such contracts shall be signed electronically by professional employees on their own behalf and by the Superintendent of Schools on behalf of the Board of Education. All employees of the Board of Education must take an oath of allegiance to hereby solemnly swear and affirm to support the Constitution of the United States and the Constitution of Georgia, required by O.C.G.A. 45-3-11. No employee who fails to take and subscribe to such will be employed in any capacity paid from public funds.

The Board of Education does not discriminate on the basis of sex, sexual orientation, gender, gender identity, age, race, disability, religion, or national origin in the educational programs and employment opportunities in facilities or programs operated by the Columbia County Board of Education. Certified employees must be American citizens or authorized and able to provide appropriate documentation of such authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

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State References	Description
O.C.G.A. 13-10-0090	Security and Immigration Compliance: Definitions
O.C.G.A. 13-10-0091	Verification of new employee information
O.C.G.A. 19-11-0009.2	Duty of employers to report hiring or rehiring of persons
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions
O.C.G.A. 20-02-0211.1	Clearance certificates issued by the Professional Standards Commission relating to fingerprint and criminal background checks
O.C.G.A. 34-06A-0003	Inquiries by employer as to existence of disability; employment decisions based on disability
O.C.G.A. 42-01-0015	Restriction on registered offenders residing, working, or loitering w/in certain distance of ____ schools ____
O.C.G.A. 45-02-0007	Employment of aliens -- Prohibited generally; exceptions
O.C.G.A. 45-03-0011	Loyalty oath required
O.C.G.A. 45-23-0005	Drug-free Public Work Force Act of 1990-Ineligibility for public employment of person convicted of drug offense
O.C.G.A. 47-03-0127.1	Full-time employment of beneficiaries permitted under limited conditions; required employer contributions; areas of highest need
O.C.G.A. 49-05-0110	Criminal background checks; definitions
Rule 160-1-3-.04	School Law Tribunals and Appeals
Federal References	Description
08 CFR 274a.1	Control of Employment of Aliens-Employer Requirements
08 USC 1324a	Unlawful employment of aliens
20 USC 1681	Title IX-Prohibition against discrimination based on sex
29 USC 623	Prohibition of age discrimination
42 USC 2000d	Civil Rights Act-Prohibition against discrimination in federally assisted programs on basis of race, color, or national origin
42 USC 2000e-2	Unlawful employment practices

Board Policy GBE: Professional Personnel Assignment

Status: DRAFT

Original Adopted Date: 01/01/1976 | Last Revised Date: 08/10/1999 | Last Reviewed Date: 03/13/2024

It shall be the responsibility of the principal, or administrative supervisor, subject to review and approval of the Columbia County School Superintendent and Board of Education, to assign teaching personnel where they are most needed to ensure proper functioning of the school program and to accommodate changes in student enrollment.

Every effort will be made to assign each professional employee so as to assure that student needs are best met, and student achievement is amplified. Whenever possible, staff members are assigned in order to capitalize upon employees' strengths and to best meet the needs of students.

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State References	Description
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions
O.C.G.A. 20-02-0943	Powers of LBOE under Fair Dismissal Act

Board Policy GBH: Professional Personnel Supervision

Status: DRAFT

Original Adopted Date: 01/08/1985 | Last Revised Date: 08/10/1999 | Last Reviewed Date: 03/13/2024

It shall be the duty of the principal to ensure that all staff members report to their appropriate duty stations and perform their assigned responsibilities.

The principal has the authority and duty to supervise all county employees when assigned to the school or when regular duty requires presence on the school campus.

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State References	Description
O.C.G.A. 20-02-0210	Annual performance evaluation; on-time graduation rate

Board Policy GBI: Professional Personnel Evaluation

Status: DRAFT

Original Adopted Date: 08/08/1995 | Last Revised Date: 07/27/2021 | Last Reviewed Date: 07/27/2021

All personnel employed by the Columbia County Board of Education shall have their performances evaluated annually by appropriately trained evaluators. All employees who have deficiencies and other needs shall have remediation plans designed to correct such deficiencies and other needs which have been identified during the evaluation process. A schedule will be published annually outlining when non-certified evaluations must be completed.

The responsibility for evaluation of work performance is assigned to the principal or immediate supervisor to ensure that every employee is evaluated by the state and local programs as required in this policy.

Employees, who receive two consecutive Needs Development or one Ineffective rating using the Teacher/Leader Keys of Effectiveness System (T/LKES) Summative Assessment or an Unsatisfactory using other state or local performance evaluations, will not advance on their respective salary schedules. Furthermore, Summative assessment ratings of Needs dDevelopment or Ineffective Summative Assessment ratings using T/LKES will be reported to the Professional Standards Commission when required. The principal or department head is required to submit paperwork to withhold the step increase for any employee who receives an unsatisfactory evaluation.

Teacher Evaluation Appeals
Teachers who have accepted a full-time, full school year contract with the Board of Education for the fourth or subsequent consecutive school year may appeal his or her summative ratings of Unsatisfactory or Ineffective, if procedural deficiencies on the part of the school or district personnel, and job performance is discovered. An teacher employee shall not be the subject of any reprisal because of filing an appeal under this policy. Any reprisal may be referred to the Professional Standards Commission.

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State References	Description
O.C.G.A. 20-02-0200	Regulation of certificated professional personnel by Professional Standards Commission: rules and regulations: fees
O.C.G.A. 20-02-0200.1	Exemption from testing for transferring out-of state teachers
O.C.G.A. 20-02-0210	Annual performance evaluation: on-time graduation rate
O.C.G.A. 20-02-0212	Salary schedules
O.C.G.A. 20-02-0230	New board member orientation to educational program objectives required
O.C.G.A. 20-02-0281	Student assessments
O.C.G.A. 20-02-0948	Reduction in Force Policies
Rule 160-5-1-.33	Strategic Waivers and Title 20/No Waivers School Systems
Rule 160-5-1-.37	Teacher and Leader Evaluations
Rule 160-4-9-.07	Charter Systems

Board Policy GBK: Professional Personnel Suspension	Status: DRAFT
Original Adopted Date: 01/08/1985 Last Revised Date: 10/11/2022 Last Reviewed Date: 03/13/2024	

The Superintendent or designated representative can temporarily relieve from duty any teacher, or other school employee having a contract for a definite term, for any of the legal reasons for dismissal or suspension pending a **School Board** hearing before the Columbia County Board of Education. However, this suspension should be used only in those cases where the charges are of such seriousness, or other circumstances exist where the employee could present harm to students or disrupt the school. The Superintendent or designated representative must notify the employee in writing of such action following the procedures outlined in the Fair Dismissal Law. Notice of hearing must come at least ten days prior to the hearing. The period of suspension cannot exceed ten working days and during that period it is the duty of the School Board to conduct the hearing on the charges in the same manner as provided for in the Fair Dismissal Law. During this temporary suspension, the employee continues to draw the regular salary. If the hearing is delayed after the ten-day period at the request of the employee, then the employee would not be paid beyond the ten-day period unless the employee is reinstated by the local School Board, in which case the employee receives all compensation to which **he/she is** otherwise entitled.

Notice of suspension must be given in writing by the Superintendent **or designated representative**, either in person or by certified mail.

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State References	Description
O.C.G.A. 20-02-0940	Grounds/procedure for terminating or suspending contract of employment (Fair Dismissal Act)
O.C.G.A. 45-23-0006	Drug-free Public Work Force Act of 1990-Additional or more stringent sanctions authorized

Board Policy GBKA: Professional Personnel Lay-Off

Status: DRAFT

Original Adopted Date: 01/08/1985 | Last Revised Date: 08/14/2012 | Last Reviewed Date: 03/13/2024

Responsibilities and Prerogatives of the Board of Education

Two important functions of the Board of Education are to employ personnel and manage resources within the limitations defined by the funding sources of the school district. Consequently, it shall be the prerogative of the Board to abolish job positions, to reduce the length of the work year and salary of certificated or non-certificated personnel (hereinafter "to downgrade"), and/or to reduce the number of employees when seeking to cope effectively with program changes or financial exigency.

Reasons for Reduction in Force (RIF)

The Board shall consider a reduction in the certified work force to include the abolition of job positions, the downgrading of employees' positions, and/or the reduction of the number of employees, as a response to the following:

1. A decrease in student enrollment in the School District which would necessitate a decrease in personnel or a discontinuation of programs;
2. A change in state or local curriculum, personnel, or financial practices which would necessitate a change in or elimination of program or services provided by the School District;
3. A loss of funds due to a reduction in state funds, reduction in local funds or other funds that make necessary a reduction in spending;
4. A lack of funding for programs, personnel, or services provided by the School District;
5. Any reasonable reorganization plan to achieve a more efficient school district; or
6. Any other good and sufficient reason deemed necessary by the Board of Education.

Applicability of Policy

This RIF policy shall apply to all certified personnel employed by the Columbia County Board of Education. Nothing in this policy, however, shall be construed to extend to certified personnel any expectation of re-employment or due process rights other than those specifically available to such employees under state law; nor is this policy to be construed to mandate the promotion or transfer of an employee to a position of higher, lower or equal rank, authority, or compensation, even though the employee who is to be terminated may be qualified or certified for a higher, lower, or equal position.

RIF Procedure

When the Superintendent determines that the application of this policy is necessary, it shall be his or her primary responsibility to prepare for presentation to the Board of Education a plan for a RIF.

In proposing the plan, the Superintendent will make every effort to maintain if not improve the quality of existing school district programs. The Superintendent may: (1) determine the group(s) or specific subjects taught by employees to which the RIF will be applied; (2) select individuals or positions to be subject to the RIF; or (3) any combination of (1) and (2).

Reduction in Certified Staff Work Force - Excluding Administrators

The primary factor used when developing a reduction in force plan will be the performance of the certified employee, one measure of which may be student academic performance; provided, however, that this provision shall not apply if the Board of Education eliminates an entire program. Other factors to be considered may include, but shall not be limited to, professional expertise, effectiveness, professionalism, performance of duties and responsibilities, relationship with students, parents, and staff, ~~tenure status~~, level of certification, fields of certification, length of continuous service with the Board, number of successful years in public education, performance of extra responsibilities, and performance of extracurricular responsibilities.

To assist the superintendent in measuring employee performance, the superintendent may use, but is not limited to, the superintendent's professional expertise, student and or subordinate employee performance or observations of other school district supervisors.

If it becomes necessary for the Board of Education to reduce the work force for certified staff members, every effort will be made to retain as many staff members as possible. Full-time employees shall have preference over current retired employees who have returned to work at 49%.

If the Superintendent recommends and the Board approves the RIF procedure, employees shall be provided with a copy of the revised procedure before it takes place.

The immediate supervisor shall schedule an individual conference with each employee whose release is to be recommended to the Board of Education to inform the employee of such recommendation. Any staff member released under the provisions of this policy shall be notified in a manner consistent with provisions of Georgia law and he or she shall have whatever rights the Fair Dismissal Act provides for such employee. Upon request, the employee shall be given a letter of recommendation explaining the circumstances and may have priority for substitute teaching.

There shall be no deviation from this policy, except by the Board following a special conference in which the valid interests of the Board to deviate are fairly demonstrated.

Any reduction in force shall be carried out in accordance with relevant statutes.

Terminations and/or demotions will be governed by the Georgia Fair Dismissal Law (~~O.C.G.A. 20-2-940; O.C.G.A. 20-2-941; O.C.G.A. 20-2-942; O.C.G.A. 20-2-948~~).

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State References	Description
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions
O.C.G.A. 20-02-0940	Grounds/procedure for terminating or suspending contract of employment (Fair Dismissal Act)
O.C.G.A. 20-02-0942	Nonrenewal after acceptance of 4th consecutive contract; tenure
O.C.G.A. 20-02-0943	Powers of LBOE under Fair Dismissal Act
O.C.G.A. 20-02-0948	Reduction in Force Policies
O.C.G.A. 20-02-1160	Local boards to be tribunals to determine school law controversies; appeals; special provisions for disabled children
Rule 160-5-1-.37	Teacher and Leader Evaluations

Board Policy GBM: Professional Personnel Transfer	Status: DRAFT
Original Adopted Date: 10/27/1992 Last Revised Date: 09/25/2018 Last Reviewed Date: 03/13/2024	

Personnel in the Columbia County School District are employed by the Board of Education on the recommendation of the Superintendent of Schools and shall be assigned to schools and positions based on the needs of the district. The preferences of employees will be given consideration ~~whenever~~ **in accordance with** the best interest of students and the community. Nothing herein shall limit the right of the Board of Education to deviate from this policy where such deviation is in the best interest of the district.

Positions available in the district for the ensuing year shall be publicly announced to allow anyone interested to have an equal opportunity to apply within a specified time. When all other factors are equal, current employees of the Columbia County School District will be given preference over other applicants.

When personnel must be transferred due to changes in programs or budgetary limitations, including but not limited to loss of students, cancelation of programs, changes in the curriculum, to create new schools, or for any other good and sufficient cause deemed necessary by the Board of Education, the number of positions to be reassigned by certificate area will be identified. In order to minimize disruption of the learning environment, only positions which must be reduced will be affected. The procedure for identifying employees will be on a voluntary basis with preference given to employees with the most seniority in the district. If the required number of volunteers is not attained, then the persons with the least seniority will be transferred. Certified personnel who have received an unsatisfactory evaluation or who are placed on a required Professional Development Plan are not allowed to transfer.

Seniority is defined as the length of uninterrupted service in the Columbia County School District based on the date of hire, or first day of employment, with the district. Interrupted service refers to a break in service of 30 or more days by any employee who worked previously for the school district and is then rehired. In such instances, the employee's seniority begins with the most recent date of hire. Additionally, less than full-time employees earn years towards seniority according to the percentage of time worked during the school year.

In determining seniority in cases where the date of hire is the same, the date of official Board approval shall be the determinant. In cases where both the date of hire and the date of Board approval are the same, then the date of the recommendation for employment shall be used. In cases where all three dates are the same and no volunteers are available, the person(s) to be reassigned shall be drawn by lot.

In order of seniority, involuntarily displaced certified personnel reassigned under this policy have the option to return to their original school the following school year if a position is available. Certified personnel who volunteer to be displaced forfeit the right to return to their former school or department should a vacancy become available at that school or department.

When certified personnel transfers are necessary after the school year begins due to enrollment changes, to minimize disruption, to the extent possible only those employees in the affected grade level or subject area will be displaced

The Columbia County Board of Education policy which prohibits assignments which require the direct supervision of one family member over others of the immediate family will be applied as transfers are requested and finalized. Immediate family is defined as father, mother, brother, sister, son, daughter or spouse of the employee concerned.

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State References	Description
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions
State References	Description
O.C.G.A. 20-02-0942	Nonrenewal after acceptance of 4th consecutive contract; tenure
O.C.G.A. 20-02-0943	Powers of LBOE under Fair Dismissal Act
Rule 160-5-1-.37	Teacher and Leader Evaluations

Board Policy GBN: Professional Personnel Termination

Status: DRAFT

Original Adopted Date: 05/10/1988 | Last Revised Date: 08/10/2012 | Last Reviewed Date: 03/14/2024

The Columbia County Board of Education may terminate or suspend the employment of personnel having a contract of employment for the following reasons:

1. Incompetency;
2. Insubordination;
3. Willful neglect of duties;
4. Immorality;
5. Inciting, encouraging or counseling students to violate any valid state law, municipal ordinance, or policy or rule of the Board of Education;
6. To reduce staff due to loss of students or cancellations of program;
7. Failure to secure and maintain necessary educational training; or
8. Any other good and sufficient cause.

Procedures for the dismissal of certificated employees are set forth in the Fair Dismissal Act, [Georgia Code 20-2-940 and 20-2-942](#), and all actions of the Board, as well as the rights and privileges of employees, are clearly identified.

Notice and Hearing

Before an employee's contract can be terminated or suspended during a contractual year, written notice of the charge(s) shall be given at least ten days before the date set for a hearing. The Columbia County Board of Education or its designee will hear all testimony relative to the charge and render a decision in accordance with [all regulations as specified in Code Section 20-2-940](#).

Counsel and Testimony

Any contractual employee against whom charges have been brought shall be entitled to be represented by counsel, and upon request, shall be entitled to have subpoenas or other compulsory process issued for attendance to witnesses and the production of documents and other evidence.

Superintendent's Power to Relieve from Duty Temporarily

The Superintendent of Schools may temporarily relieve from duty any contractual employee for any reason specified in this policy, pending a hearing by the [Columbia County](#) Board of Education, in those cases where the charges are of such seriousness or other circumstances exist which indicate that such employee could not be permitted to continue to perform assigned duties, pending hearing, without danger of disruption or other serious harm to the school, its mission, students, or other personnel. Such action by the Superintendent shall be communicated to the employee in writing and shall not extend for a period in excess of ten working days, and during such period, the Board of Education will conduct a hearing on the charges in the same manner as described in this policy, except that notice of the time and place of hearing shall be given at least three days prior to the hearing.

Appeals

Decisions of the Columbia County Board of Education may be appealed to the State Board of Education in accordance with [Code Section 20-2-1160](#) [Georgia Code](#) and the rules and regulations of the State Board of [Education](#) governing appeals.

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State References	Description
O.C.G.A. 20-02-0210	Annual performance evaluation; on-time graduation rate
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions
O.C.G.A. 20-02-0940	Grounds/procedure for terminating or suspending contract of employment (Fair Dismissal Act)
O.C.G.A. 20-02-0943	Powers of LBOE under Fair Dismissal Act
O.C.G.A. 20-02-0944	Letters of Reprimand
O.C.G.A. 20-02-1160	Local boards to be tribunals to determine school law controversies; appeals; special provisions for disabled children
O.C.G.A. 45-01-0005	Purging personnel records of terminated employee
O.C.G.A. 45-23-0006	Drug-free Public Work Force Act of 1990-Additional or more stringent sanctions authorized
Rule 160-5-1-.37	Teacher and Leader Evaluations
Federal References	Description
15 USC 1674	Restriction on discharge from employment by reason of garnishment
42 USC 2000e-2	Unlawful employment practices

Board Policy GBO: Professional Personnel Resignation

Status: DRAFT

Original Adopted Date: 04/27/1999 | Last Revised Date: 07/10/2012 | Last Reviewed Date: 03/17/2024

Certified personnel who wish to resign from the Columbia County School District System and request a release from the contract of employment shall submit a letter of request specifying the date and reason for the resignation to the principal or immediate supervisor. In cases where the principal or supervisor feels the circumstances of the resignation warrant consideration and will not impose a hardship to students or the school district system, he or she may recommend approval of the request to the Superintendent of Schools. The recommendation of the Superintendent for approval by the Board will be contingent upon the contracted employee honoring the contract until such time as a satisfactory replacement is found or until a mutually agreeable date of release is accepted.

Resignations due to medical reasons will not be accepted until the employee has discussed termination of benefits/options with a representative of the Human Resources. Resignation Checklist" will be completed and signed by the employee and the benefits representative. This checklist must accompany the letter of resignation. Employees who fail to honor the contract of employment, may will be referred to the Professional Standards Commission for appropriate action.

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State References	Description
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions

Board Policy GBQ: Professional Personnel Retirement

Status: DRAFT

Original Adopted Date: 05/10/1988 | Last Revised Date: 07/08/2014 | Last Reviewed Date: 03/14/2024

Teachers Retirement System of Georgia (TRS)
All Columbia County Board of Education employees who are eligible to participate in the Teachers Retirement System of Georgia (TRS) are required under the provisions of the law to become members of TRS. As required by law, the State and the Columbia County Board of Education shall contribute their portions of the funds and the employee's portion shall be deducted from the employee's salary. All covered compensation paid by the Board to eligible, full-time employees shall be reported to TRS.

Public School Employees Retirement System of Georgia (PSERS)
All Columbia County Board of Education employees eligible to participate in the Public School Employees Retirement System of Georgia (PSERS) are required under the provisions of the law to become members of PSERS.

Employees of the Board of Education are required to provide the request to retire in writing to the Principal or immediate supervisor who will then forward the request to the Chief Human Resources Officer. The Chief Human Resources Officer will forward the request to the Superintendent of Schools.

Teachers' Retirement System of Georgia

Any member of the Teachers' Retirement System may retire with full benefits without penalty provided the member:

- Has at least 30 years of creditable service, or
- Has attained the age of 60 years and has at least ten years of creditable service.

Any member may elect early retirement with reduced benefits provided the member has completed at least 25 years of creditable service or has attained the age of 60 and has at least ten years of creditable service.

Public School Employees Retirement System

Any member of the Public School Retirement System may retire on the normal retirement date provided the member has attained the age of 65 and has at least ten years of creditable service.

Any member may elect early retirement with reduced benefits provided the member has attained the age of 60 and has at least ten years of creditable service.

Recognition of Retiring Employees

Employees who retire from the Columbia County School District will be recognized for their years of service by the Board of Education through an official resolution approved in their honor. Retiring employees are defined as active employees who notify the Superintendent of Schools of the intention to retire and who qualify for retirement. An Employees who leaves the system without declaring his/her the an intention to retire and later becomes eligible to retire will not be considered a retiree of the Columbia County School District.

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State References	Description
O.C.G.A. 47-01-0021	Termination of membership in public retirement system for public employment related crimes
O.C.G.A. 47-01-0022	Forfeiture of rights and benefits for committing public employment related crimes

State References	Description
O.C.G.A. 47-01-0031	Discretionary post-retirement benefit increases subject to reduction by legislation
O.C.G.A. 47-03-0001	Teacher Retirement System - general definitions
O.C.G.A. 47-03-0060	Membership requirements in Teachers Retirement System
O.C.G.A. 47-03-0063	Membership of full-time lunchroom, maintenance or warehouse managers in TRS
O.C.G.A. 47-03-0092	Absence from employment due to sick leave; TRS creditable service
O.C.G.A. 47-03-0101	Eligibility and application for retirement; duration of benefits
O.C.G.A. 47-03-0127.1	Full-time employment of beneficiaries permitted under limited conditions; required employer contributions; areas of highest need
O.C.G.A. 47-04-0001	Public School Employees Retirement System Act - short title
Federal References	Description
29 USC 623	Prohibition of age discrimination
29 USC 631	Age Discrimination in Employment-age limits

Review of Board Policies

Superintendent Flynt presented an overview of the following Board Policies: Board Policy GBR, Professional Personnel Extra Duty, Board Policy GBRE, Professional Personnel Extra Duty, Board Policy GBRF, Professional Personnel Expenses, Board Policy GBRG, Professional Personnel Non-School Employment, Board Policy GBRGB, Professional Personnel Tutoring for Pay, Board Policy GBRH, Professional Personnel Leaves and Absences, Board Policy GBRHA, Professional Personnel Sabbaticals, Board Policy GBRI, Professional Personnel Personal Leaves and Absences, Board Policy GBRIA, Professional Personnel Emergency and Legal Leave, Board Policy GBRIB, Professional Personnel Sick Leave, Board Policy GBRID, Professional Personnel Military Leave, Board Policy GBRIE, Professional Personnel Religious Leave, Board Policy GBRIF, Professional Personnel Bereavement Leave, Board Policy GBRIG, Federal Family and Medical Leave Act, Board Policy GBRJ, Arrangement for Substitutes, Board Policy GBRK, Professional Personnel Vacations, Board Policy GBU, Professional Personnel Ethics, Board Policy GCD, Classified Personnel Hiring, Board Policy GCK, Classified Personnel Suspension, Board Policy GCKA, Classified Personnel Lay-Off, Board Policy GCM, Classified Personnel Transfer, Board Policy GCO, Classified Personnel Resignation, Board Policy GCRA, Classified Personnel Health Examinations, Board Policy GCRD, Classified Personnel Overtime Pay, and Board Policy GCRG, Classified Personnel Leaves and Absences. These policies will remain on the table for review and will be brought back to the July 9, 2024, board meeting for approval.

Building Program

Superintendent Flynt presented a project update.

Bid Results

Superintendent Flynt recommended approval of the bid results for School Nutrition Program Food Products to Williams Foods in the amount of \$5,304,147.00, with the district’s option to renew the contract annually for an additional 4 years upon mutual written consent by both parties, as presented. Vice-Chairman David Alalof made a motion to approve the bid results for School Nutrition Program Food Products to Williams Foods in the amount of \$5,304,147.00, with the district’s option to renew the contract annually for an additional 4 years upon mutual written consent by both parties, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.



June 4, 2024

To: Dr. Steven W. Flynt, Superintendent
From: Alex Casado, Chief Financial Officer

RE: Award Recommendation for School Nutrition Program Food Products

The Columbia County School District Purchasing Department solicited sealed competitive bids under Request number SN-05-28-24A . The solicitation was sent out to more than 15 vendors, posted on the CCSD website, and posted on the Georgia Procurement Registry website.

The purpose of the request was to obtain formal bids for food products for the School Nutrition Program for the next fiscal year.

The initial contract would be for one year beginning July 1, 2024 with the option to renew annually for an additional 4 years upon mutual written consent by both parties.

Bids were received prior to May 28, 2024 from only one bidder. The following summarizes the results:

Vendor	Year 1 Estimate
Williams Foods	\$5,304,147

Williams currently holds the contract with the district and has for many years. Based on the bid results, we are recommending a food contract award to Williams Foods for an estimated first year contract value of \$5,304,147.

Superintendent Flynt recommended approval of the bid results for School Nutrition Program Beverages to Augusta Coca-Cola Bottling Company in the amount of \$189,325.00, with the district's right to extend the contract annually for up to an additional 4 years upon mutual written consent by both parties, as presented. Vice-Chairman David Alalof made a motion to approve the bid results for School Nutrition Program Beverages to Augusta Coca-Cola Bottling Company in the amount of \$189,325.00, with the district's right to extend the contract annually for up to an additional 4 years upon mutual written consent by both parties, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.



June 4, 2024

To: Dr. Steven Flynt, Superintendent
From: Alex Casado, Chief Financial Officer

RE: Award Recommendation for School Nutrition Program Beverages

On May 7, 2024, the Columbia County School District (CCSD) Purchasing Department solicited sealed competitive bids under Request for Proposal number HC-05-28-24B. The solicitation was sent out to more than 8 vendors, posted on the CCSD website, and posted on the Georgia Procurement Registry website.

The purpose of the request was to obtain formal bids for beverages for the School Nutrition Program.

Bids were received from the following companies prior to the May 28, 2024 bid closing:

Distributor/Brand	Total Extended Price
Augusta Coca-Cola Bottling Company	\$189,325.00
Pepsi Beverage Sales	\$203,223.75

Augusta Coca-Cola Bottling Company has held the School Nutrition Program's contract for beverages since 2012.

Based on the above bid results, School Nutrition and Business Department are recommending a contract award to Augusta Coca-Cola Bottling Company for an estimated amount of \$189,325. The CCSD reserves the right to extend this contract on an annual basis at the same terms for up to an additional 4 years upon mutual written consent by both parties.

If the approved bidder is unable to, does not desire to accept, or fails to meet the requirements of this award, the award recommendation will go to the next lowest bidder that also represents the best interest for the CCSD with agreement from the Chief Financial Officer, School Nutrition Director, and Purchasing Supervisor.

Superintendent Flynt recommended approval of the bid results for Custodial Supplies to Kamo for a first-year amount of \$782,379.21, with a contract term of three years and the option to renew on an annual basis for two additional years through 2029, at the same terms with the written consent by both parties, as presented. Vice-Chairman David Alalof made a motion to approve the bid results for Custodial Supplies to Kamo for a first-year amount of \$782,379.21, with a contract term of three years and the option to renew on an annual basis for two additional years through 2029, at the same terms with the written consent by both parties, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.



June 4, 2024

To: Dr. Steven W. Flynt, Superintendent
From: Alex Casado, Chief Financial Officer

RE: Award Recommendation for Custodial Supplies

Columbia County School District (CCSD) Purchasing Department solicited sealed competitive bids under Request number HC-03-19-24A. The solicitation was sent to more than 15 vendors, posted on the CCSD website and Georgia Procurement Registry website.

The purpose of the request was to obtain formal bids for custodial supplies and usage training for all CCSD schools and offices.

Bids were received prior to March 19, 2024. The following summarizes the results from the successful bidders:

Vendor	Estimated 1 Year Total
HD Supply	\$914,055.79
Kamo	\$782,379.21
Southeastern	\$816,008.20

Kamo currently holds the CCSD contract, as well as Emanuel County Schools, Greenwood School District 50 (SC) and Elbert County Schools.

Based on the bid result above, the Business Department and Facilities Maintenance & Operations Department are recommending contract award to Kamo for an estimated first year total of \$782,379.21. The contract term will be three years with options to renew the contract annually for up to two additional years (through 2029) at the same terms and with the written consent of both parties.

If the recommended award winner does not accept or fails to meet the requirements of this award, the award recommendation will go to the next bidder that represents the best interest for the CCSD upon agreement from Chief Financial Officer and Director of FMO.

Superintendent Flynt recommended approval of the bid results for School Nutrition Equipment to Norvell in the amount of \$237,068.07, as presented. Vice-Chairman David Alalof made a motion to approve the bid results for School Nutrition Equipment to Norvell in the amount of \$237,068.07, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.



June 4, 2024

To: Dr. Steven Flynt, Superintendent
From: Alex Casado, Chief Financial Officer

RE: Award Recommendation for School Nutrition Equipment

On May 8, 2024, the Columbia County School District (CCSD) Purchasing Department solicited sealed competitive bids under Request for Proposal number SN-05-28-24C. The solicitation was sent out to more than 15 vendors, posted on the CCSD website, and posted on the Georgia Procurement Registry website.

Proposals were received from the following bidders prior to the May 28, 2024 bid closing:

Equipment Type	Quantity	Boelter	Manning	Norvell
Pass-Thru Refrigerator	11	\$86,535.68	\$92,450.05	\$78,375.00
Pass-Thru Refrigerator Double Door	2	\$23,147.46	\$19,648.52	\$17,544.00
Pass-Thru Heated Cabinet	9	Not in spec.	\$113,958.18	\$94,716.09
Pass-Thru Heated Cabinet Double 208/220	1	Not in spec.	\$19,428.30	\$15,849.98
Reach-In Refrigerator Double Door	2	\$14,439.08	\$15,283.64	\$13,766.00
Reach-In Refrigerator Single Left Hinge	1	\$5,512.93	\$5,772.98	\$5,270.00
Double Range	3	\$12,391.17	\$13,225.26	\$11,547.00
Award Total				\$237,068.07

Norvell references include CCSD, Richmond, Liberty, and Rome City School Districts.

Based on meeting proposal requirements and best price, the Business Department and School Nutrition Department are recommending award to Norvell for a total of \$237,068.07.

If a recommended award winner is unable to, does not desire to accept, or fails to meet the requirements of this award, the award recommendation will go to the next lowest bidder that also represents the best interest for the CCSD. These decisions or any other changes to contract requirements will be made in agreement between the Chief Financial Officer, Director of School Nutrition, and Purchasing Supervisor.

Superintendent Flynt recommended approval of the bid results for the School Nutrition Program Milk Contract to Marva Maid Dairy in the amount of \$625,927.50 with an option to extend the contract annually at the same terms for up to 4 additional years upon mutual written consent of both parties, as presented. Vice-Chairman David Alalof made a motion to approve the bid results for the School Nutrition Program Milk Contract to Marva Maid Dairy in the amount of \$625,927.50 with an option to extend the contract annually at the same terms for up to 4 additional years upon mutual written consent of both parties, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.



June 4, 2024

To: Dr. Steven Flynt, Superintendent
From: Alex Casado, Chief Financial Officer

RE: Award Recommendation for School Nutrition Program Milk Contract

On April 16, 2024, the Columbia County School District (CCSD) Purchasing Department solicited sealed competitive bids for request number SN-05-09-24A. The solicitation was sent out to more than 8 vendors, posted on the CCSD website, and posted on the Georgia Procurement Registry website.

Bids were received from the following bidders prior to the May 9, 2024 bid closing:

Vendor	Estimated Annual Price
Marva Maid Dairy	\$625,927.50
Pet Dairy	\$634,665.00
Diversified Foods Inc.	\$913,401.84

Marva Maid Dairy references include Montgomery County Schools (NC), Beaufort County Schools (NC), and Virginia Beach Schools (VA).

Based on meeting bid requirements and best bid price, the Business and School Nutrition Departments are recommending estimated contract award of \$625,927.50 to Marva Maid Dairy. The CCSD reserves the right to extend this contract on an annual basis at the same terms for up to 4 additional years upon mutual written consent of both parties.

If a recommended award winner is unable to, does not desire to accept, or fails to meet the requirements of this award, the award recommendation will go to the next lowest bidder that also represents the best interest for the CCSD. These decisions or any other changes to contract requirements will be made in agreement between the Chief Financial Officer, Director of School Nutrition, and Purchasing Supervisor.

Superintendent Flynt recommended approval of the bid results for the School Nutrition Program Produce Contract to Royal Food Services in the amount of \$254,259.00 with the districts right to extend the contract annually at the same contract provisions, terms, and conditions for up to 4 additional years upon mutual written consent of both parties, as presented. Vice-Chairman David Alalof made a motion to approve the bid results for the School Nutrition Program Produce Contract to Royal Food Services in the amount of \$254,259.00 with the districts right to extend the contract annually at the same contract provisions, terms, and conditions for up to 4 additional years upon mutual written consent of both parties, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.



June 4, 2024

To: Dr. Steven Flynt, Superintendent
From: Alex Casado, Chief Financial Officer

RE: Award Recommendation for School Nutrition Program Produce Contract

On April 16, 2024, the Columbia County School District (CCSD) Purchasing Department solicited sealed competitive bids under request number SN-05-13-24A. The solicitation was sent out to more than 15 vendors, posted on the CCSD website, and posted on the Georgia Procurement Registry website.

Bids were received from the following bidders prior to the May 13, 2024 bid closing:

Supplier	Total Estimated First Year Cost
Royal Food Service	\$254,259
Leo’s Produce Inc.	\$257,870

Royal Food Service currently holds the CCSD contract, as well as, the University of Georgia, Georgia Tech, Kennesaw State University, Dekalb County and Fulton County School Districts.

The Business Department and School Nutrition Department are recommending award to Royal Food Service based on their low bid and positive experience with them. The CCSD reserves the right to extend this contract on an annual basis and at the same contract provisions, terms and conditions for up to an additional 4 years, upon mutual written consent of both parties.

If a recommended award winner is unable to, does not desire to accept, or fails to meet the requirements of this award, the award recommendation will go to the next lowest bidder that also represents the best interest for the CCSD. These decisions or any other changes to contract requirements will be made in agreement between the Chief Financial Officer and the Director of School Nutrition.

Superintendent Flynt recommended approval of the bid results for E-Rate Switches and Switch Maintenance for Greenbrier Elementary, Middle and High Schools in the amount of \$373,336.70 and for Westmont Elementary School in the amount of \$110,423.44 for a total of \$483,760.14 to PC Solutions and Integrations, as presented. Vice-Chairman David Alalof made a motion to approve the bid results for E-Rate Switches and Switch Maintenance for Greenbrier Elementary, Middle and High Schools in the amount of \$373,336.70 and for Westmont Elementary School in the amount of \$110,423.44 for a total of \$483,760.14 to PC Solutions and Integrations, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.



June 6, 2024

To: Dr. Steven Flynt, Superintendent
From: Alex Casado, Chief Financial Officer

RE: Award Recommendation for Switches

In April 2023, The Columbia County School District (CCSD) Technology Department and Business Department solicited sealed competitive proposals for switches and maintenance in compliance with E-Rate guidelines. The solicitation was posted on the USAC website for any vendor to review and to submit a proposal. Vendors were rated based on the following criteria: price (40%), prior experience (25%), personnel qualifications (20%) and management capability (15%). The Board of Education awarded that purchase to PC Solutions and Integrations.

The district has remaining E-Rate funds to expend as a continuation of that award. PC Solutions and Integrations has honored their terms from when the switches were originally bid. The following summarizes the extended price from PC Solutions and Integrations based on those terms:

Vendor	Quantity	Extended Price
PC Solutions and Integrations (Greenbrier Elementary, Middle and High)	50	\$373,336.70
PC Solutions and Integrations (Westmont Elementary)	14	\$110,423.44
Total	64	\$483,760.14

The Technology Department has worked with PC Solutions and Integrations for many years and they have the current contract for network equipment. The Technology Department and Business Department recommend an award to PC Solutions and Integrations for switches in the amount of \$483,760.14.

Technology Update

Chief Information Officer James Van Meter provided technology updates for the 2024-2025 school year.

10. Superintendent Reports

Superintendent Flynt presented the following reports and announcements.

- a. School Year Update for 2023-2024
- b. Summer School
 - i. Grovetown High School, May 30 – June 27
 - ii. Graduation, Grovetown High School, June 27
- c. Existing Student Registration, June 17
- d. Independence Day, July 4
- e. United Way of the CSRA Stuff the Bus Event, July 19
- f. School Principals' Conference, July 22-23
- g. New Teacher Induction Kickoff, July 25
- h. School's Open Drive Safely AAA Press Conference, July 29
- i. Teacher Pre-Planning, July 29-August 2
- j. Back to School Employee Kickoff, August 2
- k. Open House
 - i. High School, July 30, 3:00-5:00 p.m.
 - ii. Middle School, July 30, 5:00-7:00 p.m.
 - iii. Elementary School, August 1, 5:00-7:00 p.m.
- l. English Insurance and Financial Services Stuff the Bus School Supply Drive, August 3
- m. First Day of School, August 5

Public Participation

Chairman Dekle called upon two participants who requested to speak during Public Participation. Ms. LaShonda Tankersley spoke regarding recognition of students with perfect attendance. Mr. Austin Rhodes spoke regarding starting times for JV and middle school football games.

Board Discussion

There was no board discussion at this time.

Executive Session

At this time, a motion for the Board to retire into Executive Session to discuss personnel, legal matters, and real estate was made by Vice-Chairman David Alalof, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.

Upon returning from Executive Session, Vice-Chairman David Alalof made a motion that Chairman David Dekle be directed to execute an affidavit, as called for by Georgia Law, affirming that no subject was discussed during Executive Session, which violated the Open Meeting Laws of the State of Georgia. The motion was seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.

Personnel Recommendations

Vice-Chairman David Alalof made a motion for approval of the personnel list to include the Personnel Recommendations which were discussed in Executive Session, seconded by Board Member Lee Ann Meyer, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.

Board Items

Board Member Judy Teasley made a motion to approve the employment contract for the Superintendent effective July 1, 2024, which was discussed in Executive Session, seconded by Vice-Chairman David Alalof and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Judy Teasley, and Board Member Lee Ann Meyer.

Adjourn

There being no further business, Vice-Chairman David Alalof made a motion to adjourn, seconded by Board Member Judy Teasley, and approved by Chairman David Dekle, Vice-Chairman David Alalof, Board Member Lee Ann Meyer, and Board Member Judy Teasley.

David Dekle, Chairman

Dr. Steven Flynt, Secretary