

AGENDA

SPECIAL SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD
MAX D. WALKER ADMINISTRATION BUILDING
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA

April 7, 2016

10:00 A.M.

THIS SPECIAL MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. PERSONNEL MATTER
 - a. Suspension Without Pay – Employee #020-12-0479
ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

3. School Board Policies for Review
 - Policy #1120.11 – **SEE PAGE #3**
 - Policy #1410 – **SEE PAGE #7**
 - Policy #1430.04 – **SEE PAGE #15**
 - Policy # 1430.08 – **SEE PAGE #17**
 - Policy #1430.09 – **SEE PAGE #19**
 - Policy #3120.04 – **SEE PAGE #21**
 - Policy #5772 – **SEE PAGE #24**
4. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
5. SCHOOL BOARD REQUESTS AND CONCERNS
6. ADJOURNMENT

SUMMARY SHEET

 3/31/16

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3

DATE OF SCHOOL BOARD MEETING: April 7, 2016

TITLE OF AGENDA ITEM: Policies for review

DIVISION:

 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

The purpose of this item is to review the following proposed School Board policies.

- 1120.11
- 1410
- 1430.04
- 1430.08
- 1430.09
- 3120.04
- 5772

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

REVIEWED BY:

REVISED POLICY (Proposed)

PREFERENCE FOR VETERANS IN EMPLOYMENT

Preference in employment, reemployment, promotion, and retention shall be given to an eligible veteran, pursuant to the provisions below, as long as the veteran meets the minimum eligibility requirements and has the knowledge, skills, and abilities required for the particular position. The term "veteran" means a person who served in the active military, naval, or air service and who was discharged or released under honorable conditions only or who later received an upgraded discharge under honorable conditions, notwithstanding any action by the United States Department of Veterans Affairs on individuals discharged or released with other than honorable discharges.

Appointment or Retention in Positions of Employment

Preference shall be given pursuant to the following:

A. Those disabled veterans:

1. who have served on active duty in any branch of the United States Armed Forces, have received an honorable discharge, and have established the present existence of a service-connected disability that is compensable under public laws administered by the U.S. Department of Veterans' Affairs; or
2. who are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense.

B. The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

C. A wartime veteran as defined in F.S. 1.01(14). To receive benefits as a wartime veteran, a veteran must have served in a campaign or expedition for which a campaign badge has been authorized or during one of the following periods of wartime service:

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(a) Spanish-American War: April 21, 1898, to July 4, 1902, and including the Philippine Insurrection and the Boxer Rebellion.

(b) Mexican Border Period: May 9, 1916, to April 5, 1917, in the case of a veteran who during such period served in Mexico, on the borders of, or in the waters adjacent to Mexico.

(c) World War I: April 6, 1917, to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918.

(d) World War II: December 7, 1941, to December 31, 1946.

(e) Korean War: June 27, 1950, to January 31, 1955.

(f) Vietnam War: February 28, 1961, to May 7, 1975.

(g) Persian Gulf War: August 2, 1990, to January 2, 1992.

(h) Operation Enduring Freedom: October 7, 2001, and ending on the date thereafter prescribed by presidential proclamation or by law.

(i) Operation Iraqi Freedom: March 19, 2003, and ending on the date thereafter prescribed by presidential proclamation or by law.

D. The unmarried widow or widower of a veteran who died of a service-connected disability.

1 E. The mother, father, legal guardian, or un-remarried widow or
2 widower of a member of the United States Armed Forces who died in
3 the line of duty under combat-related conditions, as verified by the
4 United States Department of Defense.

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6 F. A veteran as defined in F.S. 1.01(14). Active duty for training may
7 not be allowed for eligibility under this paragraph.

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9 G. A current member of any reserve component of the United States
10 Armed Forces or the Florida National Guard.

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12 Preference in employment and retention may be given only to eligible persons who
13 are described above.

14 In all positions in which the appointment or employment of persons is not subject to
15 a written examination, first preference in appointment, employment, and retention
16 processes shall be given to persons included under A and B above, and second
17 preference shall be given to persons included under C and D above, who possess the
18 minimum qualifications necessary to discharge the duties of the position involved.

19 A disabled veteran employed as the result of being placed at the top of the
20 appropriate employment list shall be appointed for a probationary period of one (1)
21 year. At the end of such period, if the work of the veteran has been satisfactorily
22 performed, the veteran will be subject to the employment policies of the District.

23 **Reinstatement or Reemployment**

24 When a District administrator has served in the Armed Forces of the United States
25 and is discharged or separated therefrom with an honorable discharge, the District
26 shall reemploy or reinstate such person to the same position that s/he held prior to
27 such service in the Armed Forces, or to an equivalent position, provided such person
28 returns to the position within one (1) year of his/her date of separation or, in the
29 case of extended active duty, within one (1) year of the date of discharge or
30 separation subsequent to the extension. Such person shall also be awarded
31 preference in promotion and shall be promoted ahead of all others who are as well
32 qualified or less qualified for the position.

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Further, the District shall reemploy or reinstate the person who was a veteran when employed by the District and who was recalled to extended active duty in the Armed Forces of the United States and was discharged or separated therefrom with an honorable discharge to the same position that s/he held prior to service in the Armed Forces, or to an equivalent position, provided the person returns to the position within one (1) year of his/her date of separation or, in the case of extended active duty, within one (1) year of the date of discharge or separation subsequent to the extension. The person shall also be awarded preference in promotion and shall be promoted ahead of all others who are as well qualified or less qualified for the position. For the purposes of this section, "extended active duty" means active duty, other than for training, beyond the date of honorable discharge or separation, due to military requirements.

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The provisions in the preceding two (2) paragraphs pertaining to persons who are reemployed or reinstated shall apply only to a veteran's first promotion after reinstatement or reemployment, without exception.

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F.S. 110.2135, 295.07, 295.08, 295.085, 295.09

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REVISED [POLICY]

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COMPENSATION

The base salary of all administrators shall be determined by the School Board and shall be authorized by the following salary schedules adopted by the Board upon the recommendation of the Superintendent.

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- A. the annual salary schedule for District-based administrators;
- B. the grandfathered salary schedule for school administrators who were hired before July 1, 2014; and
- C. the performance salary schedule for school administrators who are hired after July 1, 2014, and those administrators who have opted into this performance salary schedule.

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If budget constraints in any given year limit the Board's ability to fully fund all adopted salary schedules, the performance salary schedule shall not be reduced on the basis of total cost or the value of individual awards in a manner that is proportionally greater than reductions to any other salary schedules adopted by the District

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Annual Salary Schedule for District-Based Administrators

The annual salary schedule for district-based administrators shall be used as the basis for paying administrators classified as district-based instructional administrators and district-based non-instructional administrators. For purposes of this salary schedule District-based instructional administrators include assistant, associate, or deputy superintendents and directors of major instructional areas, such as curriculum, federal programs such as Title I, specialized instructional program areas such as exceptional student education, career education, and similar areas, and non-instructional administrators include assistant, associate, or deputy superintendents and directors of major non-instructional areas, such as personnel, construction, facilities, transportation, data processing, and finance.

The annual salary schedule shall provide a salary adjustment for advanced degrees earned.

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Grandfathered Salary Schedule for School Administrators

The grandfathered salary schedule shall be used as the basis for paying school administrators hired before July 1, 2014. For purposes of this salary schedule, "school administrators" include school principals; school directors who are staff members performing the assigned activities as the administrative head of a school; career center directors; and, assistant principals.

Per statutory requirements, the grandfathered salary schedule for school administrators shall base a portion of each school administrator's compensation paid pursuant to the Board-adopted salary schedule on demonstrated performance as evaluated in accordance with State law and Policy 1220, Evaluation of Administrative Personnel.

The grandfathered salary schedule for school administrators shall provide differentiated pay that is based upon the following District-determined factors:

A. additional responsibilities;

By the end May, upon the recommendation of the Superintendent, the Board shall approve a list of additional responsibilities for which school administrators shall receive differentiated pay.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of school administrators who are assigned one (1) or more of the additional responsibilities approved by the Board for the current school year.

By the end of June, the Superintendent will authorize payment of the salary adjustment specified in the Board adopted salary schedule to the school administrators who are assigned additional responsibilities.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this salary adjustment shall be provided to the Board members.

B. school demographics;

By the end of May, upon the recommendation of the Superintendent, the Board shall approve a list of school demographics for which school administrators shall receive

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Deleted: In addition, the prior teaching experience of a person who has been designated State Teacher of the Year by any state in the United States, and prior professional experience in the field of education gains in position in addition to District level instructional and administrative positions must be considered.
Deleted: Further, pursuant to statutory requirements and subject to negotiation, the adopted salary schedule shall also provide differentiated pay based upon District-determined factors, including the following:

differentiated pay.

By end of June, the Director of Human Resources shall submit to the Superintendent a list of school administrators who are assigned to schools that have the demographics that were approved by the Board for the current school year.

By end of June, the Superintendent will authorize payment of the amount specified in the Board adopted salary schedule as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting the Board, the list of school administrators who will receive this salary adjustment shall be provided to the Board members.

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C. critical shortage areas;

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of school administrators assigned to positions that have been identified as critical shortage areas by the State Board of Education or District.

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By the end of June, the Superintendent will authorize payment of the amount specified in the Board adopted salary schedule, as an adjustment to the compensation of the school administrators assigned in critical shortage areas.

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At a subsequent regular meeting of the Board, the list of school administrators who will receive this adjustment shall be provided to the Board members.

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D. level of job performance difficulties.

By the end of May, upon the recommendation of the Superintendent, the Board shall approve a list of job performance difficulties for which school administrators shall receive differentiated pay.

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By the end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members whose assignment is characterized by the job performance difficulties that were approved by the Board for the current school year.

By end of June, the Superintendent will authorize payment of the amount specified in the adopted salary schedule as a salary adjustment to the school administrators eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this adjustment shall be provided to the Board members.

As provided by law, these annual salary adjustments become part of the school-based administrator's base salary for the next school year.

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3 **Salary Supplements**

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5 In addition to the annual salary adjustments described above, the Board shall also
6 award the following salary supplements as annual additions to the salaries:
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- A. for administrators who were hired before July 1, 2011 for any advanced degree held;
- B. for administrators who were hired after July 1, 2011 if they hold an advanced degree in their area of certification.

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9 **Performance Salary Schedule for School Administrators**

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11 Beginning July 1, 2014, school administrators new to the district, returning to the
12 district after a break in service without an authorized leave of absence, or appointed
13 for the first time to a school-based administrative position in the District shall be
14 placed on the performance salary schedule. After receiving a recommendation from
15 the Superintendent, the Board shall establish the base salary for these school-based
16 administrators.
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The base salary for administrators who choose to move from the grandfathered salary schedule to the performance salary schedule will be the salary they received in the prior year, including adjustments only.

A. Salary Adjustments

The annual salary adjustment under the performance salary schedule for a school-based administrator rated as highly effective must be greater than the highest annual salary adjustment available to a school-based administrator of the same classification through any other salary schedule adopted by the District.

The annual salary adjustment under the performance salary schedule for a school-based administrator rated as effective must be equal to at least fifty percent (50%), and no more than seventy-five percent (75%), of the annual adjustment provided for a highly effective school-based administrator of the same classification.

The performance salary schedule shall not provide an annual salary adjustment for a school-based administrator who receives a rating other than highly effective or effective for the year.

B. Salary Supplements

In addition to the annual salary adjustments described above, the Board shall also award salary supplements that are annual additions to the school-based administrator's salary. Salary supplements shall be paid for the following activities:

- 1. assignment to a Title I eligible school;

By the end of June, the Director of Human Resources will submit to the Superintendent a list of school-based administrators who are assigned to a Title I school.

The Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for assignment to a Title I school.

At a subsequent regular meeting of the Board, the list of administrators who will receive this supplement shall be provided to the Board members.

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- 2. assignment to a school that received an "F" or three (3) consecutive grades of "D" pursuant to the school grading system established by State law;

By the end of June, the Director of Human Resources will submit to the Superintendent a list of administrators who were assigned to a school that improved by at least one grade level for the previous school year.

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The Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for one (1) year following improved performance in the school regardless of whether or not the administrator is assigned to the school that improved for the current school year.

At a subsequent regular meeting of the Board, the list of administrators who will receive this supplement shall be provided to the Board members.

- 3. certification and teaching in the critical teacher shortage areas identified by the State Board of Education and/or District pursuant to State law;

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of school-based administrators assigned to positions that have been identified as critical shortage areas by the State Board of Education or District.

By the end of June, the Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for the school-based administrators assigned in critical shortage areas.

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At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board members.

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- 4. advanced degree in the area of certification.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members who have earned advanced degrees in their area of certification.

By the end of June, the Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for the school-based administrators who have earned advanced degrees in their area of certification.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

Credit for Previous Experience

The salary established for district administrators, and the base salary established for school administrators under the grandfathered salary schedule or the performance salary schedule will include a credit for previous experience in a position with similar responsibilities, as follows:

A. The minimum time that will be recognized as a year of service is full-time actual service rendered for more than one-half (1/2) of the number of days or more than one-half (1/2) of the number of hours for the normal contractual period of service for the position held. In determining such service, sick leave and paid holidays shall be counted, but all other types of leave and holidays will be excluded.

B. Credit for service in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in this District for a comparable position.

C. Transfer of previous experience in a position with similar responsibilities

1. will include all previous experience with this district;

2. may not exceed ten (10) years of experience from other employers;

3. must have been earned in a position that contributed to a state retirement system or at a school that was, at the time the experience was earned, fully accredited by one of the six regional accrediting bodies listed below:

a. Southern Association of Colleges and Schools.

b. Western Association of Schools and Colleges.

c. Northwest Association of Accredited Schools.

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d. North Central Association of Colleges and Schools

e. New England Association of Schools and Colleges

f. Middle States Association of Colleges and Schools

D. An employee who claims credit for previous experience must complete and submit the Experience Verification Form within the first 14 days of employment, in order to receive credit for years of service.

Bonuses or Severance Pay

Any salary adjustments or supplements that would constitute a bonus must be based upon work performance. The determination of such bonus must include a process that describes performance standards and an evaluation process consistent with Policy 1220, Evaluation of Administrative Personnel. All employees eligible for such a bonus will be notified before the beginning of the evaluation period on which the bonus is to be based.

If the Board provides a bonus and/or severance pay to administrative staff that is not included in the employment contract, the bonus and/or severance pay shall strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses and/or severance pay.

F.S. 215.425, 1001.42, 1001.43, 1011.60, 1012.01, 1012.22, 1012.32, 1012.33, 1012.34
F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel

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NEW POLICY

PERSONAL LEAVE

Administrators may use up to six (6) days of leave with pay for personal reasons each year. This personal leave is to be charged against accrued sick leave. Personal leave shall be non-cumulative and must be approved in advance. Personal leave may be granted in increments of one-half or full days.

Administrators may also request personal leave without pay.

Normally personal leave without pay requests will not be for more than one (1) school year (from July 1st through the following June 30th), but may be extended for one (1) more year with the approval of the School Board. Such leave will not be available for the purpose of accepting employment of a permanent nature. Leave may be granted at the discretion of the Board for the following:

A. Maternity/Paternity Leave

Any full-time administrator will be granted maternity/paternity leave up to 12 weeks for the birth or adoption of a baby. Such leave will be with pay if accrued sick or vacation leave is available. Unpaid personal leave may not exceed the balance of the school fiscal year in which the child is born or adopted. Additional sick leave may be granted if the application for leave is accompanied by a physician's statement verifying the medical necessity of such leave.

B. Parental Leave

Any full-time administrator may be granted parental leave without pay for a period of up to one (1) year for the purpose of rearing his or her child.

Parental leave shall not extend beyond the balance of the school fiscal year in which the leave begins. When an administrator wishes a leave of absence to extend beyond June 30th, re-application shall be made in accordance with Board policy.

C. Extended Personal Leave Without Pay

A request for extended personal leave without pay shall be considered by the Board. Requests for extended leave to take another position for salary shall be denied, unless there are extenuating circumstances that are acceptable to the Board. When possible, requests for such leave should be initiated no later than June 1st.

F.S. 1012.23, 1012.61(2)(a)2, 1012.66
F.A.C. 6A-1.080, Maximum Extent of Leave

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NEW POLICY

PROFESSIONAL LEAVE

With prior approval, administrators may take paid professional leave (vacation or personal leave) to engage in activities during the workday which will result in his/her professional benefit or advancement, including earning college credits and degrees, or that will contribute to the profession of education.

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The administrator must submit to his/her supervisor a description of the course or activity, time needed away from work, and a narrative describing the relationship with the course and/or activity and their administrative position. All documentation, including the administrator's work schedule while attending the course and/or activity, must be approved prior to attending courses or activities.

"Extended professional leave" is also available for professional leave exceeding more than thirty (30) consecutive days if the administrative staff member has accumulated enough paid professional leave (vacation or personal leave).

In no case shall an administrator be permitted to work toward an advanced or supplemental degree or receive college credit during the workday or at any time when salary, or other reimbursement, is received from the Board, unless such time is covered by appropriate leave.

Professional leave shall be approved only if specific times and frequency will not adversely affect the administrator's job performance.

The Board may grant any 12-month administrator three (3) consecutive weeks professional leave during any fiscal year with compensation when school is not in session; however, such leave shall be cumulative for not more than six (6) weeks during the life of employment with the board.

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Sabbatical Leave

The Board may grant an administrator sabbatical leave for a period not to exceed one (1) year.

An administrator who receives such leave may be paid one-half of his/her ordinary salary during the period of such leave. Administrators approved for sabbatical leave shall also receive full benefits during such period. A person compensated for sabbatical may not be compensated for other employment during the period of sabbatical leave so that s/he would receive combined compensation in excess of his/her annual salary.

F.S. 1012.23

F.A.C. 6A-1.081, Professional Leave and Extended Professional Leave; Definition

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NEW POLICY

JURY/WITNESS DUTY LEAVE

Jury Duty Leave

An administrator summoned to serve on a jury shall be granted temporary leave with pay for all hours required for the duty up to his or her normal workday hours for a maximum of 15 days. Additional leave beyond the maximum must be recommended by the Superintendent and approved by the board.

Any jury fees may be retained by the administrator.

However, if jury duty does not require absence for the entire workday, an administrator is expected to return to work immediately upon release by the court.

The School Board shall not reimburse the administrator for meals, lodging, and travel expenses incurred while serving as a juror.

Witness Duty Leave

An administrator who is subpoenaed as a witness may be granted temporary leave with pay for all hours required for the duty, up to his/her normal workday hours, provided the subpoena is not related to personal litigation in which the administrator is a party. Any witness fees may be retained by the administrator.

The Board shall not reimburse administrators for meals, lodging, and travel expenses incurred while serving as a witness.

When an administrator is subpoenaed or called as a witness by the Board at a deposition, hearing, trial or other civil proceeding, s/he may be granted temporary leave with pay for all hours required for the duty.

In the event no fees are received from the court while serving as a witness for the Board, he or she may be paid per diem and for travel expenses pursuant to Policy 6550, Travel and Per Diem.

Personal Litigation

In no case shall temporary leave with pay be granted for court attendance when an administrator is engaged in his/her own personal litigation. In such cases, an administrator may request vacation or personal leave.

Deleted: Jury/Witness duty leave will be granted for a maximum of fifteen (15) days, unless additional leave is recommended by the Superintendent and approved by the Board.

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Any witness fees may be retained by the administrator.
In the event no fees are received from the court, s/he may be paid per diem and for travel expenses pursuant to Policy 6550, Travel and Per Diem.

F.S. 1012.23

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1 EMPLOYMENT OF SUBSTITUTE AND PART-TIME INSTRUCTIONAL STAFF

2 When it becomes necessary to employ instructional personnel on a temporary basis,
3 such employment is on a limited-time basis for the purpose of filling a vacancy for
4 which a regular employee cannot be found, or to perform some task of a temporary
5 nature. This employment shall end at the close of the school term, at the end of the
6 fiscal year, or at the time when the temporary task is completed.

7 A. Substitute Teachers

8 The School Board authorizes the employment of of State and District
9 certificated substitute teachers in accordance with State law. The
10 employment of substitute teachers shall be in accordance with a
11 planned program developed by the District.

12 Each school principal is authorized to employ a substitute teacher
13 when an instructional staff member is unable to perform assigned
14 duties. The principal shall obtain substitute teachers from the
15 approved list published by the Human Resource Office.

16 Applicants who seek employment as substitute teachers shall meet
17 the following minimum qualifications and provide the appropriate
18 materials as required by the Human Resource Office:

- 19 1. hold a high school diploma or equivalent;
- 20 2. be at least eighteen (18) years of age;
- 21 3. submit a complete set of fingerprints taken by a law
22 enforcement agency or properly trained District personnel
23 and the appropriate processing fee to obtain a records check
24 by the Florida Department of Law Enforcement (FDLE) and
25 the Federal Bureau of Investigation (FBI);
- 26 4. submit to a drug/alcohol screening; and
- 27 5. complete an orientation/training program and other training
28 required by Florida law.

1 The Human Resource Office shall approve applicants as substitute
2 teachers provided their qualifications are found to be satisfactory.
3 Applicants shall not be eligible for substitute teaching until
4 approved.

5 In the absence of a regular teacher, a substitute teacher shall be
6 employed under the following conditions:

- 7 1. Absences of regular teachers shall be filled by highly qualified
8 substitute teachers whenever possible.
- 9 2. All substitute teachers shall observe the same hours and
10 perform the same duties as regular teachers. Substitutes
11 may be excused by the principal from instructional meetings.
- 12 3. Each substitute teacher shall conduct classes according to
13 lesson plans and schedules prepared by the teacher who is
14 absent.
- 15 4. Each substitute shall leave for the returning teacher a
16 summary of the work covered and work assigned to students.
- 17 5. Compensation of substitute teachers shall be established by
18 the Board.
- 19 6. Each substitute teacher shall file a complete set of
20 fingerprints as required in Policy 3121.01 - Employment
21 History and Criminal Background Checks.
- 22 7. The Superintendent may remove a substitute teacher from
23 the approved list of substitute teachers with or without cause.
24 The substitute teacher removed from the approved list shall
25 not have no further recourse against the District unless
26 removal from the approved list is in violation of State or
27 Federal law.

28 Upon request from an early learning coalition serving students in
Gadsden County, the District will make available to the coalition a
list of persons eligible to act as a substitute teacher in this District.

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1 B. Temporary Teachers

2 A temporary teacher is a person whose employment is expected to
3 be for a limited time to fill a vacancy for which a permanent teacher
4 is not available or to perform some work of a temporary nature.
5 Such employment will cease at the close of the school term or school
6 fiscal year or when the temporary work has been completed. A
7 temporary teacher shall not be considered an annual contract,
8 probationary teacher for purposes of assessment or evaluation.

9 In the absence of a regular teacher, a temporary teacher shall be
10 employed when it is known or determined that the regular teacher
11 will be absent for more than thirty (30) consecutive days or for the
12 remainder of the school year. A highly qualified teacher shall be
13 appointed as a replacement as soon as possible so that there is
14 continuity in the instructional program. To be eligible to be
15 recommended as a temporary teacher for the period to be served,
16 the individual selected as the replacement shall have a valid Florida
17 certificate and meet the criteria established by the FLDOE to be
18 considered highly qualified for the assignment.

19 A temporary teacher shall be paid on the teacher salary schedule,
20 once they have met all conditions to be employed as a replacement,
21 and shall assume the full duties of a regular teacher.

22 C. Part-Time Instructional Staff

23 The Superintendent is authorized to employ part-time personnel as
24 needed. A part-time instructional staff member is a teacher who is
25 employed to render less than the number of hours each day as
26 established by the Board for a regular full-time teacher.

27 F.S. 1002.83(14), 1012.35, 1012.36

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Deleted: 2010

REVISED

WEAPONS

1

2 Pursuant to State law, the School Board prohibits students from openly carrying a
3 handgun or carrying a concealed weapon or firearm, in a school safety zone, into
4 any elementary or secondary school, into any administration building, as well as
5 into any Board meeting, any setting that is under the control and supervision of the
6 District for the purpose of school activities approved and authorized by the District
7 including, but not limited to, property leased, owned, or contracted for by the
8 District, a school-sponsored event, or in a District vehicle. Furthermore, the Board
9 prohibits District employees and students from having an unloaded firearm securely
10 encased within the interior of a private motor vehicle when that vehicle is parked on
11 property leased, owned, or contracted for by the Board.

12 Weapons and firearms as defined in F.S. 790.001 and include, but are not limited
13 to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic
14 knuckles, martial arts weapons, ammunition, and explosives.

15 For purposes of this policy, the term "weapon" also means any object which, in the
16 manner in which it is used, is intended to be used, or is represented, is capable of
17 inflicting serious bodily harm or property damage, as well as endangering the health
18 and safety of persons.

19 This policy shall also encompass such actions as look-alike items, false fire alarms,
20 bomb threats, or intentional calls to falsely report a dangerous condition.

21 The Superintendent is authorized to establish administrative procedures on
22 weapons that require students to immediately report knowledge of weapons and
23 threats of violence by students and staff to the building principal. Failure to report
24 such knowledge may subject the student to immediate suspension and potential
25 expulsion from school.

26

1
2
3
4 Exceptions to the Board's prohibition from openly carrying a handgun or carrying a
5 concealed weapon or firearm in the school safety zone of any elementary or
6 secondary school, into any administration building, as well as into any Board
7 meeting, any setting that is under the control and supervision of the District for the
8 purpose of school activities approved and authorized by the District including, but
9 not limited to, property leased, owned, or contracted for by the District, any school-
10 sponsored event, or in a District vehicle include the following:

- 11
12 A. A student may possess and/or carry an unloaded firearm enclosed
13 in a case to a firearms program, class, or function where the student
14 has been approved by the School Board in advance for such
15 possession in a program or class to which firearms could be used.
16
17 B. A student eighteen (18) years of age or older may carry an unloaded
18 firearm in a case to a career center having a firearms training range.
19
20 C. Members of the Armed Forces, National Guard, police or other
21 licensed law enforcement officers, as well as students enrolled in the
22 District's Junior ROTC Program while under the direct supervision
23 of District staff members, may possess a firearm or weapon.
24
25 D. Items pre-approved by the building principal as part of a class or
26 individual presentation or a theatrical prop used under adult
27 supervision, if used for the purpose and in the manner approved,
28 would be an exception to this policy. (Working firearms and any
29 ammunition will never be approved as part of a presentation.)
30

31 The Superintendent will refer any student who violates this policy to the student's
32 parents or guardians and to the criminal justice or juvenile delinquency system.
33 The student may also be subject to disciplinary action, up to and including
34 expulsion.

The Superintendent shall post notices at each entrance of a school and/or school
building and in areas inside the building where visitors are required to report
prohibiting an individual from openly carrying a handgun or carrying a concealed
weapon or firearm in a school safety zone, including schools and school buildings,
on school premises and school buses, and at school activities. Such notices shall
also be posted at each entrance leading into a school activity (particularly those
activities held outside of the school building) and school campuses. Further, notices
shall be posted in each school bus and other Board-owned vehicle, including a
school van.

35
36 F.S. 790.001, 790.06, 790.115, 790.251, 1001.43(1)(a), 1006.07

1 18 U.S.C. 922
2 20 U.S.C. 7151

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