**Policy Committee Monthly Report – March 2, 2022**

3/2/2022– 4pm; Virtual Google Hangout

Committee Meeting Attendance:  Kari Schwab, Josie Spreher, Elizabeth Uzzell, Chris Morton, Kim Elliott, Lan Zhu. We did not have a quorum of board members

**Agenda/Discussion**

1. Athletics policy – unable to start soccer program 2022-2023 school year and will postpone creation of this policy. We already have all necessary policies for Intramural activities.
2. Per DPI – tobacco use policy (policy 4.5 in EHB) needs to be in parent handbook and EHB. Currently it is ONLY in the EHB. We will add this to our parent handbook now.
3. Do we need to create a policy/procedure for New Jobs and Promotions. This topic was brought to policy from February board meeting discussion.
   1. Per Josie’s notes after discussing with Dave Machado: New job descriptions will be posted when they become available (which is what Sterling has always done); however promotions/job responsibilities within the staff do not require a posting. Salary increases must be approved. Although, salary increases should be discussed in closed meetings and the board must approve all new positions, new hires, and salaries in open session.
   2. Key points: If a job is posted when an internal candidate is already in mind, is that fair to those applying? Is it best practice to post every new job and new job title (promotion)? Many businesses have a promotional policy which includes posting for a set amount of days. How will this affect the current culture at Sterling?
4. Further discussion regarding personnel hiring/resignation/firing. What is the best practice for how this information is delivered to the board and voted on (regarding hiring/firing) The Durham School Board has a spreadsheet of personnel to be approved/discussed attached. The specifics are discussed in closed meeting. Example Spreadsheet: <https://www.dpsnc.net/site/default.aspx?PageType=3&DomainID=77&ModuleInstanceID=10688&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=56974&PageID=5587>
5. Policy committee determined more discussion is needed on whether a procedural policy should be created and what it should contained, and this topic will be placed on the agenda for the April Policy committee meeting. We encourage other board members and community to participate in this discussion in April
6. EHB updates to Policy 3.1.a.1: The highlighted area has been added to this policy. The non highlighted area is the current policy.
   1. “Black Out Periods & Capped Days”:
      1. Due to the importance of full coverage there are certain ‘”black-out” periods when leave is typically denied. These include conference and teacher work days, one week before the opening of school, the first and last week of school, during EOG testing and the day before or after a vacation period or holiday. Leave may be denied if days are capped due to high numbers of leave requests on any particular day or due to lack of substitutes.
7. Removal of all COVID FFCRA info from Policy 13 & 14 in EHB as no longer applicable.
8. Addition to Policy 12 in EHB regarding holidays:
   1. Discussed the holidays listed as set vacation days for 10 month employees and 12 month employees. Currently there is no holiday policy specifically for 12 month employees which should be addressed.
   2. Discussed following holidays designated by the State Personnel Commission for State employees which includes: New Year’s Day, Martin Luther King Day, Presidents’ Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, and Christmas. (The highlighted holidays would be a change from the original holiday policy. The others are not.)
   3. Discussion on removing the secular holidays to be more equitable which would include good Friday (Which has historically not been on the holiday list) as well as Christmas (which has been on the list)
   4. Concern raised for removing “Christmas” as a listed holiday given it has historically been on the holiday list and ED uses this required list of holidays to set upcoming school calendar. Discussions around changing Christmas to December Winter Break or removing it all together.
   5. We had planned to bring this policy to the full board which would include removing Christmas as a holiday and adding Juneteenth however it has been requested we revisit this in our April Policy meeting therefore, no action required at this time for the full board.
9. Will meet in April and changes to policy 12 regarding holidays and discuss creation of a procedural policy for creation of new jobs and promotions