

To: Dr. Charles Johns
Board of Education
From: Mr. Brad Swanson
Date: February 14, 2022
Re: Policies and Procedures

I recommend that the Board of Education approve the following revisions and additions to the Board of Education Policies and Procedures as offered by the Board of Education Policy Committee. Please note the summary description underneath each topic as some policies are new, some have been revised, and some are recommended for sunset. Each of these recommendations have been fully processed by staff and administrator stakeholders.

1. 3020 Procedures - Administrative Personnel

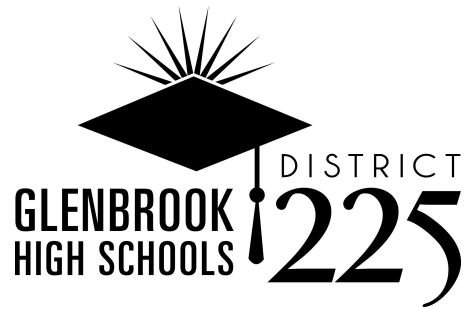
- a. There are three primary changes that align policy with current practice:
 - i. References the new policy that defines legal and granted holidays for administrators.
 - ii. Removes the flex/fringe benefit (additional earnings for administrators), which has since been embedded into the base salary for administrators and eliminated as a stand-alone rate.
 - iii. Updates the individuals covered by this policy to align with an employee's job description, as opposed to a stand-alone list of individuals. Also, offers some clarification regarding the difference between a licensed and a non-licensed administrator.

2. 6070 Policy - Educational Support Personnel Tuition Reimbursement Program

- a. Revised Policy: Updates the policy to reflect current practice, as well as the reimbursement amounts in accordance with the recent GESSA negotiations.

3. 6070 Procedures - Educational Support Personnel Tuition Reimbursement Program

- a. Sunset Procedures: These procedures overlap with the policy document and are no longer necessary.



4. 6110 Policy - Voluntary Termination Benefits for Teachers

- a. Revised Policy: Removes the requirement to be eligible to retire from TRS in order to retire from D225, and also clarifies the payment process for health care benefits.

5. 6150 Policy - Mileage Reimbursement

- a. Revised Policy: This policy was reviewed as part of our internal financial audit. It was determined that policy technically only reflects mileage reimbursement for teachers. The policy has been revised to reflect mileage reimbursement for all employees when they are required to utilize a personal vehicle to fulfill the responsibilities of their assigned duties.

6. 6150 Procedures - Mileage Reimbursement

- a. Sunset Procedures: These procedures overlap with the policy document and are no longer necessary.

7. 6220 Policy - Jury Duty

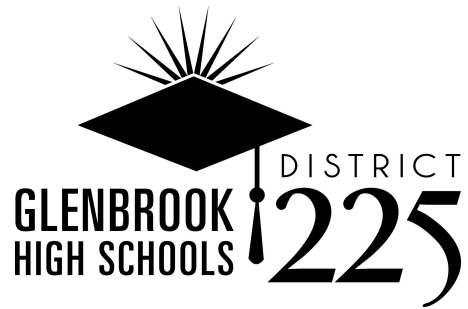
- a. Revised Policy: Updates the policy to reflect current practice.

8. 6220 Procedures - Jury Duty

- a. Sunset Procedures: These procedures overlap with the policy document and are no longer necessary.

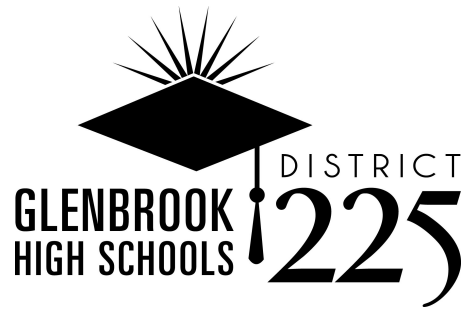
9. 6295 Policy - Educational Support Personnel

- a. New Policy: As part of the transition of employee benefits to the Business Services department, it was determined that of the three workgroups that are not represented (administrators, educational support personnel, and senior educational support personnel), the policies that define the benefits for educational support personnel were not consistently organized in the same manner as other groups. For example, all of the benefits afforded to senior educational support personnel are defined in policy 6430 and its associated procedures. Currently, the same information for educational support personnel is separated into 8 separate policy and procedures documents.



This new policy, and its associated procedures, seek to consolidate the eight separate policy and procedure documents into a single policy and associate procedure document. In addition, the new policy and procedures have been formatted to align with current practice and parallel the format of the administrator and senior educational support personnel documents.

- 10. 6295 Procedures - Educational Support Personnel**
 - a. New Procedures: See comments regarding 6295 policy.
- 11. 6330 Policy - Educational Support Personnel Sick Leave**
 - a. Sunset Policy: Consolidated into new 6295 policy and procedures.
- 12. 6330 Procedures - Educational Support Personnel Sick Leave**
 - a. Sunset Procedures: Consolidated into new 6295 policy and procedures.
- 13. 6360 Policy - Educational Support Personnel Fringe Benefits**
 - a. Sunset Policy: Consolidated into new 6295 policy and procedures.
- 14. 6360 Procedures - Educational Support Personnel Fringe Benefits**
 - a. Sunset Procedures: Consolidated into new 6295 policy and procedures.
- 15. 6380 Policy - Educational Support Personnel Emergency/Personal Leave**
 - a. Sunset Policy: Consolidated into new 6295 policy and procedures.
- 16. 6380 Procedures - Educational Support Personnel Emergency/Personal Leave**
 - a. Sunset Procedures: Consolidated into new 6295 policy and procedures.
- 17. 6410 Policy - Educational Support Personnel Vacations**
 - a. Sunset Policy: Consolidated into new 6295 policy and procedures.
- 18. 6410 Procedures - Educational Support Personnel Vacations**
 - a. Sunset Procedures: Consolidated into new 6295 policy and procedures.



- 19. 6430 Procedures - Senior Educational Support Personnel**
 - a. There are three primary changes that align policy with current practice:
 - i. References the new policy that defines legal and granted holidays for administrators.
 - ii. Removes the flex/fringe benefit (additional earnings for administrators), which has since been embedded into the base salary for administrators and eliminated as a stand-alone rate.
 - iii. Updates the individuals covered by this policy to align with an employee's job description, as opposed to a stand-alone list of individuals.

- 20. 7050 Policy - Educational Travel Experiences**
 - a. Sunset Policy: Consolidated into new 7230 policy.

- 21. 7050 Procedures - Educational Travel Experiences**
 - a. Sunset Procedures: Consolidated into new 7230 procedures.

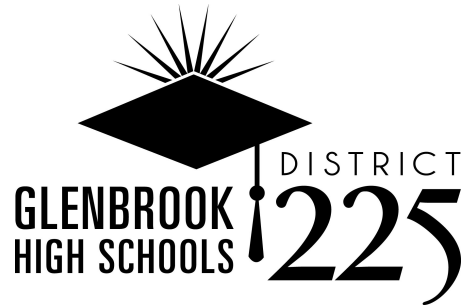
- 22. 7110 Policy - Education of Students With Disabilities**
 - a. Some housekeeping changes and an added statement to address Service Animal Requests

- 23. 7110 Procedures - Service Animal Access**
 - a. New Procedures to be referenced in 7110 to outline the roles and responsibilities to process Service Animal Requests.

- 24. 7230 Policy - Student Trips**
 - a. Incorporates updates sourced from school team leaders and teachers.

- 25. 7230 Procedures - Student Trips**

- 26. 7230 Guidelines - Student Trips**



27. 8230 Policy - Free and Reduced-Price Food Services and Waiver of Student Fees

- a. Updates the student assistance program policy in line with recent legislative and administrative code updates. Clarifies that the school district's financial assistance program incorporates free/reduced meals and fee waivers.

28. 8230 Procedures - Free and Reduced-Price Food Services and Waiver of Student Fees

- a. Updates the student assistance program policy in line with recent legislative and administrative code updates. Clarifies that the school district's financial assistance program incorporates free/reduced meals and fee waivers.