

BARTLETT CITY BOARD OF EDUCATION

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**SPECIAL CALLED MEETING AGENDA BARTLETT CITY HALL - COUNCIL
CHAMBERS 6400 STAGE ROAD, BARTLETT WEDNESDAY, APRIL 30, 2014 6:00**

PM

**PO Box 341148
Bartlett, TN 38134**

April 30, 2014

6:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

*****Official Business of the Day*****

ANNOUNCEMENT OF MEETING PURPOSE

PUBLIC COMMENT

BOARD ACTION ITEMS

Approval of Agenda passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

New Board Business

LEA Operation Application

POLICY 5013.2: Personal and Professional Leave

Suspend the Rules to Approve the Policy on First Reading passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

Policy 5013.2: Personal and Professional Leave passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Absent, Bryan Woodruff: Aye

ADJOURNMENT

POLICY 5013.2: Personal and Professional Leave

Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee and the rules and regulations of the State Board of Education.

Certified employees shall earn personal and professional leave at the rate of one day for each half-year employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.¹

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one day's notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:²
 - a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
 - b. If requested during any prior established student examination period;
 - c. If requested on the day immediately preceding or following a holiday or vacation period;
 - d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Bartlett City Board of Education prior to the commencement of the school year; or
 - e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Bartlett City Board of Education prior to the commencement of the school year.

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by the City of Bartlett Mayor, City of Bartlett Board of Mayor and Aldermen, Shelby County Mayor, Shelby County Commission, or any Board approved equivalent.³

Requests shall be submitted to the principal at least five (5) days prior to the requested leave of absence.

¹ T.C.A. §49-5-711; TRR/MS 0520-01-02-.04(3)

² T.C.A. §49-5-711(c)(1)

³ T.C.A. §49-5-205

Pursuant to the laws of the State of Tennessee⁴ and notwithstanding any rule, Board policy, or administrative procedure to the contrary, all certified employees assigned to Bartlett schools as of May 23, 2014 and employed by Bartlett City Schools for the 2014-2015 school year shall retain all accrued personal and professional leave.

⁴ T.C.A. §49-5-203