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- I. **Welcome** .....Mrs. Cindy Coats – Board Chair  
Dr. Nancy J. McGinley  
Superintendent of Schools
- II. **Proposed List of Construction Projects for the Referendum**.....Mr. Michael Bobby
- III. **Council of Government Data and Information**.....Mr. Michael Bobby
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CCSD BOARD OF TRUSTEES  
SPECIAL CALLED  
BOARD MEETING AGENDA

July 15, 2013  
75 Calhoun St., Charleston, SC 29401

I. EXECUTIVE SESSION 5:00 p.m.			
	1.1:	<b>Student Transfer Appeals</b> <i>The Board will discuss student transfer appeals.</i>	Action
	1.2:	<b>Appointment – Principal – St. Johns High School</b> <i>The Board will discuss a principal recommendation for St. Johns High School.</i>	Action
	1.3:	<b>Appointment – Principal – Sanders Clyde Elementary School</b> <i>The Board will discuss a principal recommendation for Sanders Clyde Elementary School.</i>	Action
	1.4:	<b>Appointment – Principal – Mary Ford Elementary School</b> <i>The Board will discuss a principal recommendation for Mary Ford Elementary School.</i>	Action
	1.5:	<b>Personnel Matter</b> <i>The Board will discuss a Personnel Matter.</i>	Action/ Information
OPEN SESSION 5:15 p.m.			
II.	CALL TO ORDER, INVOCATION/MOMENT OF SILENCE, & PLEDGE of ALLEGIANCE		
III.	ADOPTION OF AGENDA		
	3.1:	<b>A. Open Session Minutes of June 9, 2014, 2014</b> <i>The Board will vote on the open session minutes of June 9, 2014.</i>	Action
	3.2:	<b>Executive Session Action Items of July 15, 2014</b> <i>The Board will vote on executive session action items of July 15, 2014.</i>	Action
IV.	4.1:	<b>Policy &amp; Personnel Committee – Mr. Tripp Wiles</b>	
		<b>A. Policy EF – Food Services</b> <i>The Board will vote on a recommendation to approve Policy EF – Food Services.</i>	Action
		<b>B. New Policy – “Bereavement Leave”</b> <i>The Board will vote on a recommendation to approve the Bereavement Leave policy.</i>	Action
		<b>C. New Policy - “Donation of Leave”</b> <i>The Board will vote on the Donation Leave policy.</i>	Action

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Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL  
BOARD AGENDA ITEM**

**TO:** Board of Trustees  
**FROM:** John F. Emerson, General Counsel  
**DATE:** July 15, 2014  
**SUBJECT:** New Policy "Bereavement Leave"

**RECOMMENDATION:** The Policy and Personnel Committee recommends the  
the approval of the creation of a Bereavement policy.

The material is submitted for: ☒ Action ☐ Information  
☒ Open ☐ Executive

Respectfully submitted:

\_\_\_\_\_  
Nancy J. McGinley, Ed.D  
Superintendent of Schools

\_\_\_\_\_  
NA  
Michael L. Bobby  
Chief of Finance & Operations

\_\_\_\_\_  
N/A  
William Lewis, Chief Operating Officer

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John F. Emerson, General Counsel

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NA  
, Chair  
Audit & Finance Committee

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E. Tripp Wiles, Esq., Chair  
Policy Committee

☐ Item voted on and  
recommended for Board  
A&F Committee on \_\_\_\_\_

☒ Item voted on and  
recommended for Board  
Policy Committee on 5/14/14

OFFICE OF GENERAL COUNSEL  
July 15, 2014

**SUBJECT:** Bereavement Leave Policy

**BACKGROUND:** Currently, the District does not have a Bereavement Leave Policy in place. We have a practice that has been used for a number of years in which employees have been allowed 3 days of sick for the death of a family member.

**DISCUSSION:** The Bereavement Leave Policy is intended to establish the basic structure for bereavement leave for eligible employees of the District. The policy defines which employees are eligible and how leave will be used. It is imperative that the District have a policy in place that outlines how this process should be carried out. It is the intent of this policy to create a clear and concise process that will be adhered to by all employees of the District.

**RECOMMENDATION:** Policy and Personnel recommends approval of the second reading of the Bereavement Leave Policy.

**FUNDING SOURCE/COST:**

**FUTURE FISCAL IMPACT:**

**DATA SOURCES:**

Human Resources

**PREPARED BY:**

John F. Emerson

**REVIEWED BY LEGAL SERVICES**

Yes

**REVIEWED BY PROCUREMENT SERVICES**

# BEREAVEMENT LEAVE

## Policy XXX

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Purpose: To establish the basic structure for bereavement leave for eligible employees of the District.

### **Eligible Employees**

Those employed in a full-time permanent or part-time permanent FTE position are eligible to use bereavement leave.

### **Death of an immediate family member**

Three (3) days of sick leave can be taken per occurrence for bereavement of an immediate family member. These days will be deducted from the employee's sick leave accrual. If the employee does not have enough sick leave, personal business or annual leave may be used in lieu of sick leave. If the employee has depleted all leave, the employee will not be compensated for the three (3) days of bereavement and pay will be docked accordingly.

If more than one immediate family member is deceased at the same time, only a maximum of five (5) days shall be allowed for the occurrence.

### **Death of an extended family member**

In the case of a death of an extended family member, eligible employees may be granted one (1) day of sick leave per occurrence. If the employee does not have enough sick leave, personal business or annual leave may be used in lieu of sick leave. If the employee has depleted all leave, the employee will not be compensated for the one (1) day of bereavement and pay will be docked accordingly.

If more than one extended family member is deceased at the same time, only a maximum of two (2) days shall be allowed for the occurrence.

### **Travel time**

An additional two (2) days of time off may be granted if travel time is needed. Travel verification information should be provided to an immediate supervisor. The additional days for travel will be deducted from the employee's sick leave accrual. If the employee does not have enough sick leave, personal business or annual leave may be used in lieu of sick leave. If the employee has depleted all leave, the employee will not be compensated for the additional two (2) days for travel and pay will be docked accordingly.

For purposes of this policy, an immediate family member is defined as the following:

- Spouse
- Mother, Mother-in-law

- Father, Father-in-law
- Sister, Sister-in-law
- Brother, Brother-in-law
- Son, Son-in-law
- Daughter, Daughter-in-law
- Grandparents, Grandchildren
- Other relative living in the household at the time of illness/death – documentation will be required

For purposes of this policy, an extended family member is defined as the following:

- Uncle
- Aunt
- Cousin
- Niece
- Nephew

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**OFFICE OF GENERAL COUNSEL  
BOARD AGENDA ITEM**

**TO:** Board of Trustees  
**FROM:** John F. Emerson, General Counsel  
**DATE:** July 15, 2014  
**SUBJECT:** New policy "Donation of Leave"

**RECOMMENDATION:** The Policy and Personnel Committee recommends adoption of the proposed Donation of Leave policy and the simultaneous revocation of the Sick Leave Bank policy.

The material is submitted for: ☒ Action ☐ Information  
☒ Open ☐ Executive

Respectfully submitted:

\_\_\_\_\_  
Nancy J. McGinley, Ed.D  
Superintendent of Schools

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NA  
Michael L. Bobby  
Chief of Finance & Operations

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N/A  
William Lewis, Chief Operating Officer

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John F. Emerson, General Counsel

\_\_\_\_\_  
NA  
, Chair  
Audit & Finance Committee

\_\_\_\_\_  
E. Tripp Wiles, Esq., Chair  
Policy Committee

☐ Item voted on and  
recommended for Board  
A&F Committee on \_\_\_\_\_

☒ Item voted on and  
recommended for Board  
Policy Committee on 5/14/14

## DONATION OF LEAVE POLICY

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The purpose of this policy is to establish the use of shared sick leave by eligible employees who choose to participate. Participation in the Leave Donation Program is voluntary.

### Rationale

Charleston County School District expects employees to come to work every day. Employee attendance is one factor that has a direct correlation to student academic performance.

The board recognizes however that certain absences are unavoidable and wishes to provide economic relief for employees who, by reason of **prolonged continuous absence**, are likely to suffer financial hardship.

The Leave Donation Program provides a method for an employee to donate a portion of his or her unused accumulated sick leave to another employee of Charleston County School District when that employee is suffering from a catastrophic event or serious health condition (as defined by FMLA), or who has a member of his or her immediate family suffering from a catastrophic event or serious health condition (as defined by FMLA). **This policy is not intended to provide for the sharing of sick leave for leave related to normal pregnancy and/or post-natal care.**

Immediate family ~~or household~~ is defined as spouse, or a son, daughter or parent, of the employee, if spouse, son, daughter or parent has a serious health condition. The terms son or daughter do not include individuals age 18 or over unless they are "incapable of self-care because of mental or physical disability that limits on one or more of the "major life activities" as those terms are defined in regulations issued by the Equal Employment Opportunity Commission (EEOC) under the Americans With Disabilities Act (ADA). ~~husband, wife, mother, father, children, or any relative or person living in the employee's household for whom the employee has custodial responsibility or where such person is financially and emotionally dependent on the employee and where the presence of the employee is needed.~~

Therefore, the superintendent shall establish the Leave Donation Program and procedures for the orderly implementation of the program.



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**OFFICE OF GENERAL COUNSEL  
BOARD AGENDA ITEM**

**TO:** Board of Trustees  
**FROM:** John F. Emerson, General Counsel  
**DATE:** July 15, 2014  
**SUBJECT:** EF – Food Services

**RECOMMENDATION:** The Policy and Personnel Committee recommends adoption of the proposed changes made to Policy EF – Food Services.

The material is submitted for: ☒ Action ☐ Information  
☒ Open ☐ Executive

Respectfully submitted:

\_\_\_\_\_  
Nancy J. McGinley, Ed.D  
Superintendent of Schools

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NA  
Michael L. Bobby  
Chief of Finance & Operations

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N/A  
William Lewis, Chief Operating Officer

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John F. Emerson, General Counsel

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NA  
, Chair  
Audit & Finance Committee

\_\_\_\_\_  
E. Tripp Wiles, Esq., Chair  
Policy Committee

☐ Item voted on and  
recommended for Board  
A&F Committee on \_\_\_\_\_

☒ Item voted on and  
recommended for Board  
Policy Committee on 5/14/14

OFFICE OF GENERAL COUNSEL  
July 15, 2014

**SUBJECT:** EF – Food Services

**BACKGROUND:** Policy EF Food Services was revised in August of 2005 when South Carolina passed the Student Health and Fitness Act of 2005. There are parts of the policy that are presently not being adhered to. The USDA (United States Department of Agriculture) is implementing changes in the 2014-2015 school year that are outlined in the 2010 Healthy Hunger Free Kids Act. The present policy and additions to the policy need to be addressed.

**DISCUSSION:** Policy EF states " each student shall have an equal opportunity to receive an alternate meal when the student has reached the charged limit of three meals and fails to bring his/hers lunch money. " Nutrition Services does not presently follow this part of the policy. Every student is served a meal that is offered that day and not an "alternate" meal. Nutrition Services is asking that this statement simply be removed from the policy.

Policy EF states "to ensure that foods served at schools address modern nutritional needs and to protect the health of students, the Director of School and Nutrition Services shall exercise control over the sale of non-cafeteria/competitive foods." Presently the director does not exercise this control. Because of the new regulations , Nutrition Services is recommending that the wording be changed to " to ensure that all foods and beverages served at schools meet or exceed the requirements set forth by the USDA and the State of South Carolina are approved by the Executive Director of Nutrition Services." This will allow a central point to ensure all foods and beverages comply with State and Federal Regulations.

The USDA has set up guidelines and new standards for all food and beverages sold in schools starting in 2014-2015. These new standards address calorie, sodium, fat, and sugar limits. The State of South Carolina is passing a law that will also address "fundraisers". The South Carolina law will subject all fundraisers from midnight until 30 minutes after school is out to the same new regulations that USDA has set forth. These new laws impact vending machines, school stores, fundraisers, and the school cafeteria.

The majority of items sold in school stores, vending machines, and as fundraisers would no longer be allowed to be sold during school hours (from midnight until a half hour after school lets out). For example: "Sunchips" that are sold in many of our vending machine will no longer be allowed to be sold. Sunchips do not meet the requirements. Candy of any kind will not meet the new regulations.

Nutrition Services can assist in recommendations of approved foods and beverages as well as approving any foods and beverages through the use of the USDA Smart Snack Calculator.

**RECOMMENDATION:** Policy and Personnel recommends adoption of the second reading of Policy EF – Food Services.

**FUNDING SOURCE/COST:**

**FUTURE FISCAL IMPACT:**

**DATA SOURCES:**

Food Services

**PREPARED BY:**

John F. Emerson

**REVIEWED BY LEGAL SERVICES**

Yes

**REVIEWED BY PROCUREMENT SERVICES**

## **FOOD NUTRITION SERVICES**

Code **EF** Issued **8/05**

Purpose: To establish the board's vision and the basic structure for **the Office of Nutrition district food services.**

Good nutrition is essential to peak academic performance for students and to long-term health. Charleston County School District supports nutrition programs and nutrition education as an integral part of a high-quality education.

The district participates in the national school lunch program and provides nutritional, well-balanced breakfasts and lunches in all schools.

The purposes of the district food program are as follows.

- to maintain and improve the health and physical fitness of the school child by providing him/her with a nourishing meal
- to provide a satisfactory learning experience in the food program which shall contribute to the overall development of the child
- to provide free or reduced-price meals for students from economically deprived families

Charleston County School District shall not deny any child who a principal or teacher believes is improperly nourished **an alternate a meal,** milk or other food simply because the district has not received proper application from the child's parent/legal guardian.

~~Each student shall have an equal opportunity to receive an alternate meal when the student has reached the charged limit of three meals and fails to bring his/her lunch money.~~

The district food services program shall operate under the current guidelines and standards established by the United States Department of Agriculture, accrediting, and other federal and state governing agencies for the operation of public school food services programs.

### **Competitive food sales/vending machines**

To ensure that foods **and beverages** served at schools ~~address modern nutritional needs and to protect the health of students, the director of school and nutrition services shall exercise control over the sale of non-cafeteria/competitive food.~~ meet or exceed the requirements set forth by the USDA and the State of South Carolina, the Executive Director of Nutrition Services will approve all food and beverages. This will allow a central point to ensure all foods and beverages comply with State and Federal Regulations.

For purposes of this policy, "competitive food" means any food that is sold in competition with the school lunch or breakfast program.

Charleston County School District shall not permit vending machines and the sale of competitive food in the elementary schools, middle schools, high schools and career centers except in accordance with this policy.

In the event that vending machines are located inside school cafeterias, they shall be turned off during meal service times to include breakfast, lunch and after school programs. School canteens

## **PAGE 2 - EF - FOOD SERVICES**

shall be allowed to operate during the hours that students are being served through the **food nutrition** services program. The canteen shall not be located in the food services area so as not to interfere with the school lunch program.

## **PAGE 3 - EF - FOOD SERVICES**

The board authorizes the superintendent to close a canteen or discontinue the sale of competitive food if not properly operated.

This policy supports all regulations and standards outlined in the 2010 Healthy Hunger Free Kids Act and the Student Health and Fitness Act of 2005.

Adopted 10/30/00; Revised 7/22/02, 8/8/05

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### **Legal references:**

#### **A. Federal law:**

1. Section 10(a) of the Child Nutrition Act of 1996 (CNA), as amended by P.L.95-166 in 1997.
2. National School Lunch Program Regulations, Section 210.11.
3. School Breakfast Program Regulations, Section 220.12.