

**Cobb County Board of Education
Board Meeting Agenda
Thursday, July 14, 2022**

WORK SESSION – 2:00 p.m.

1. Call to Order & Pledge of Allegiance

2. Public Comment

3. Approval of Minutes

- Thursday, June 9, 2022, Called Board Meeting – Whole Board Governance Training
- Thursday, June 9, 2022, Board Meeting
- Thursday, July 7, 2022, Called Board Meeting
- Thursday, July 7, 2022, First and Second Tax Digest Hearings

4. Superintendent’s Report

- Monthly Board Financial Status Update
- Virtual and School Choice Update

5. BOARD AGENDA ITEMS

AGENDA ITEM #1 – Recommendation for Authorization of School Properties Disposal per District Administrative Rule DO-R

AGENDA ITEM #2 – Recommendation for Approval of Architect Appointment for the Lassiter High School Theater Renovation

AGENDA ITEM #3 – Recommendation for Approval to Award a Construction Manager at Risk contract for a Classroom Addition and Renovations at Lindley 6th Grade Academy

AGENDA ITEM #4 – Recommendation for Approval to Award a Construction Manager at Risk Contract for Classroom Addition and Renovations at Dickerson Middle School and Dodgen Middle School

AGENDA ITEM #5 – Recommendation for Approval to Award Contracts for Belmont Hills Elementary School and Sanders Elementary School Roofing Replacements

AGENDA ITEM #6 – Adopt Resolution Establishing Millage Rate

AGENDA ITEM #7 – Recommendation for Adoption of New Board Policy GAMB (Authorization of Enhanced Security)

6. Administrative Rule Modifications

INDEX	ADMINISTRATIVE RULE TITLE
AF-R	School Day
IFBC-R	Library Media Programs
IKBB-R	Divisive Concepts Complaint Resolution Process
IKBC-R	Material Harmful to Minors Complaint Resolution Process
JB-R	Student Attendance
JG-R	Student Welfare
JR-R	Student Records

7. **Board Business**
 - Naming of Lindley 6th Grade Academy – Mr. Hutchins
8. **Approval of Agenda**
9. **Recess to Executive Session**

7:00 p.m. VOTING SESSION

1. **Reconvene**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Items Requiring Action following Executive Session (if any)**
 - Personnel
 - Land
 - Legal
 - Student Matters

5. **Superintendent's Remarks**

6. **ACTION AGENDA**

The following Action Agenda Items will be presented for a vote at the Thursday, July 14, 2022, Board Meeting:

ACTION AGENDA ITEM #1 – Recommendation for Authorization of School Properties Disposal per District Administrative Rule DO-R

ACTION AGENDA ITEM #2 – Recommendation for Approval of Architect Appointment for the Lassiter High School Theater Renovation

ACTION AGENDA ITEM #3 – Recommendation for Approval to Award a Construction Manager at Risk contract for a Classroom Addition and Renovations at Lindley 6th Grade Academy

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ACTION AGENDA ITEM #5 – Recommendation for Approval to Award Contracts for Belmont Hills Elementary School and Sanders Elementary School Roofing Replacements

ACTION AGENDA ITEM #6 – Adopt Resolution Establishing Millage Rate

ACTION AGENDA ITEM #7 – Recommendation for Adoption of New Board Policy GAMB (Authorization of Enhanced Security)

7. **Adjourn**

PENDING BOARD APPROVAL

**THESE MINUTES ARE NOT OFFICIAL
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EDUCATION AND SIGNED BY THE
CHAIRMAN AND EXECUTIVE SECRETARY**

**BOARD MEETING
THURSDAY, JUNE 9, 2022**

All official meetings of the Cobb County Board of Education conform to state law and are open to the public. The minutes of this meeting are available for public review anytime during the regular office hours or on our website: www.cobbk12.org

The Cobb County Board of Education met for a Special Called Board Meeting on Thursday, June 9, 2022, at 12:30 p.m., 514 Glover Street, to participate in Whole Board Governance Training with the following members present: Messrs. Chastain, Hutchins, Scamihorn, Wheeler, Ms. Davis, Dr. Howard, Mr. Ragsdale, Executive Secretary, and Mrs. Gupta and Wilcox, Interim Board Attorneys. Mr. Banks was not present for the meeting.

CALL TO ORDER

Mr. Chastain, Board Chair, called the meeting to order at 12:32 p.m.

BOARD MEMBER TRAINING

Mrs. Gupta and Mrs. Wilcox, Interim Board Attorneys, presented 1.5 hours of Whole Board Governance Team Training focusing on Board Ethics and the Role of the Board Chair. All Board Members are required to earn 3-hours of Whole Board Governance Training per state law and received their first 1.5 hours of training on May 19, 2022.

ADJOURN

Without objection, the Board adjourned the meeting at 1:55 p.m.

CHAIRMAN

EXECUTIVE SECRETARY

PENDING BOARD APPROVAL

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**BOARD MEETING
THURSDAY, JUNE 9, 2022**

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BOARD MEETING

The Cobb County Board of Education convened for a regularly scheduled Board Meeting on Thursday, June 9, 2022, at 2:00 p.m., at 514 Glover Street, with the following members present: Messrs. Chastain, Hutchins, Scamihorn, Wheeler, Mrs. Davis, Dr. Howard, Mr. Ragsdale, Executive Secretary, and Ms. Gupta and Ms. Wilcox, Interim Board Attorneys. Mr. Banks was absent from the venue on official board business and participated via teleconference.

CALL TO ORDER

Mr. Chastain, Board Chair, called the meeting to order at 2:05 p.m.

PLEDGE OF ALLEGIANCE

Mr. Chastain, Board Chair, led the group in the Pledge of Allegiance.

PUBLIC COMMENT

There were six (6) public commenters.

APPROVAL OF MINUTES

Without objection, the Board approved the minutes of the Thursday, May 19, 2022, Called Board Meeting and the Thursday, May 19, 2022, Board Meeting.

SUPERINTENDENT'S REPORT

- Monthly Board Financial Status Update
 - Chief Financial Officer Bradley Reuben Johnson presented the monthly school district financial status update to the Board.

- Annual Independent Financial Audit (as of June 30, 2021)
 - Chief Financial Officer Mr. Bradley Reuben Johnson and Mr. Adam Fraley of Mauldin & Jenkins, Certified Public Accountants & Advisors, presented highlights to the Board of the Annual Independent Financial Audit Report and Annual Comprehensive Financial Report for the fiscal year ending June 30, 2021. Mr. Fraley stated that the audit was clean with no compliance or financial findings.

- SPLOST V Performance Audit
 - Chief Financial Officer Mr. Bradley Reuben Johnson introduced Mr. Adam Fraley of Mauldin & Jenkins, Certified Public Accountants & Advisors, who presented the performance audit of the Cobb County School District’s SPLOST V Program as of December 31, 2021. The primary objective of a performance audit of educational sales tax expenditures is to determine that sales tax dollars are being disbursed efficiently and economically, ensuring the school district receiving the funds is obtaining the maximum benefit possible from the tax dollars collected. Based on the results of the auditor’s procedures, the auditor determined that the Cobb County School District’s SPLOST V Program operated within the guidelines set forth by the State of Georgia, as well as the local resolution passed by voters and approved by the School Board. The independent audit was a “clean” audit with no audit findings.

- Student Support Services Update
 - School Leadership Officer and Interim Chief Academic Officer Mrs. Sherri Hill, shared a detailed presentation with the Board on the wide array of support systems, services, and programs available to all Cobb County School District students and families from both a District level and a school-based level.

Mr. Chastain, Board Chair, called for a 10-minute break at 3:53 p.m. The Board reconvened at 4:04 p.m.

- School Safety Update
 - Superintendent Ragsdale shared a high-level overview of current and planned safety procedures and systems utilized within the District to help ensure the safety of students and staff.

BOARD AGENDA ITEMS

The Board discussed the Agenda Items listed below. These items will be brought forth for a vote during the Voting Session of the Thursday, June 9, 2022, Board Meeting:

AGENDA ITEM #1 – Recommendation for Authorization of School Properties Disposal per District Administrative Rule DO-R

- Without objection, this item was placed on the **Consent Agenda** for the Voting Session of the Thursday, June 9, 2022, Board Meeting.

AGENDA ITEM #2 – Recommendation for Approval of a Permanent Utility Easement with Georgia Power Company at Sprayberry High School

- Without objection, this item was placed on the **Consent Agenda** for the Voting Session of the Thursday, June 9, 2022, Board Meeting.

AGENDA ITEM #3 – Recommendation for Approval of Architect Appointment for Interior School Security Improvements Initiative

- Without objection, this item was placed on the **Discussion Agenda** for the Voting Session of the Thursday, June 9, 2022, Board Meeting.

AGENDA ITEM #4 – Recommendation for Approval to Award a Construction Manager at Risk Contract for a Gymnasium Addition and Renovations at South Cobb High School

- Without objection, this item was placed on the **Discussion Agenda** for the Voting Session of the Thursday, June 9, 2022, Board Meeting.

AGENDA ITEM #5 – Recommendation for Approval to Affirm Georgia Accrediting Commission, Inc. (GAC) Accreditation of Cobb High Schools

- Without objection, this item was placed on the **Consent Agenda** for the Voting Session of the Thursday, June 9, 2022, Board Meeting.

ADMINISTRATIVE RULE MODIFICATIONS

Following discussion, and without objection, the Board approved modifications to the following administrative rules:

INDEX	ADMINISTRATIVE RULE TITLE
IFAA-R	Instructional Resources Selection and Adoption
IFBC-R	Media Programs
IKB-R	Controversial Issues

BOARD BUSINESS

- Facilities & Technology Citizens Oversight Committee Report – Mr. Scamihorn
Mr. Scamihorn shared that the F&T Committee met on Tuesday, May 31, 2022, and due to a lack of a quorum, a meeting was not held.

APPROVAL OF AGENDA

Without objection, the Board approved the agenda as presented.

RECESS TO EXECUTIVE SESSION

A motion was made by Mr. Hutchins, seconded by Dr. Howard, and unanimously approved by the Board to convene to Executive Session at 4:56 p.m. to discuss land, legal, and personnel matters. Motion carried 7-0.

VOTING SESSION

The Cobb County Board of Education met for a regularly scheduled Board Meeting on Thursday, June 9, 2022, with the following members present: Messrs. Chastain, Hutchins, Scamihorn, Wheeler, Mrs. Davis, Dr. Howard, Mr. Ragsdale, Executive Secretary, Ms. Gupta and Ms. Wilcox, Interim Board Attorneys. Mr. Banks was absent from the venue on official board business and participated via teleconference.

RECONVENE

Without objection, the Board reconvened at 7:04 p.m.

PLEDGE OF ALLEGIANCE

Mr. Chastain, Board Chair, led the group in the Pledge of Allegiance.

Dr. Howard joined the meeting at 7:12 p.m.

BOARD RECOGNITIONS

- International Marketing and Communications (MarCOM) Platinum and Gold Awards from the Association of Marketing and Communication Professionals – Cobb County School District’s Communications Department
- Georgia School Public Relations Association Gold Awards – Cobb County School District’s Communications Department
- Association of School Business Officials International 2021 Meritorious Budget Award – Cobb County School District’s Financial Services Division, Financial Planning & Analysis Department
- Association of School Business Officials International 2021 Certificate of Excellence in Financial Reporting – Cobb County School District’s Financial Services Division, Accounting Department
- The Georgia Association of School Personnel Administrators In-State Best In Class Platinum, Gold and Silver Awards – Cobb County School District’s Human Resources Department

PUBLIC COMMENT

- There were eleven (11) public commenters.

ITEMS REQUIRING ACTION FOLLOWING EXECUTIVE SESSION

Personnel Report

Administration recommended approval of the identified employment actions of the individuals listed on the Personnel Action Report as discussed in Executive Session.

Section I - Principal Level and Higher Position Recommendations

- Evans, Brad, Appointment to Director, Field Services, Chief Technology Division from Systems Engineer III, Field Services, Chief Technology Division effective June 13, 2022.
- Hardy, S. Catherine, Appointment to Director, Project Management, Chief Technology Division from Project Manager, Chief Technology Division effective June 13, 2022.
- Kiger, Shannon, Appointment to Principal, Palmer Middle School from Assistant Principal, Palmer Middle School effective July 1, 2022.
- Rawls, James Reassignment to Principal, Cooper Middle School from Principal, Daniell Middle School effective July 1, 2022.
- Stump, Amy, Appointment to Principal, Daniell Middle School from Assistant Principal, Dickerson Middle School effective July 1, 2022.
- Walker, Dr. Jeanne, Reassignment to Principal, Cobb Horizon High School from Principal, Campbell High School effective July 1, 2022.
- Watkins, Dr. Vanessa Reassignment to Principal, Campbell High School from Principal, Cooper Middle School effective July 1, 2022.

Section II – Position Recommendations Below Principal Level

Elementary School

- Allison-Ruiz, Dawn, Appointment to Assistant Principal, Norton Park Elementary School from Academic Coach, Bryant Elementary School effective July 11, 2022.
- Bailey, Dr. Tyler, Appointment to Assistant Principal, Teasley Elementary School from Support and Services Administrator, Special Student Services effective July 11, 2022.
- Bender, Kathleen, Appointment to Assistant Principal, Sanders Elementary School from Academic Coach, Sanders Elementary School effective July 11, 2022.

- Crumbley, Ashley, Appointment to Assistant Principal, Vaughan Elementary School from Teacher, Kemp Elementary School effective July 11, 2022.
- Groover, James, Appointment to Assistant Principal, City View Elementary School from Teacher, City View Elementary School effective July 11, 2022.
- Isley, Tamela, Appointment to Assistant Principal, Big Shanty Elementary School from Teacher, Still Elementary School effective July 11, 2022.
- Mills, Christina, Appointment to Assistant Principal, Murdock Elementary School from Teacher, Murdock Elementary School effective July 11, 2022.
- Muller, Kristen, Appointment to Assistant Principal, Smyrna Elementary School from Teacher, Shallowford Falls Elementary School effective July 11, 2022.
- Teklu, Bileni, Appointment to Assistant Principal, King Springs Elementary School from Teacher, City View Elementary School effective July 11, 2022.

Middle School

- Anthony, Jennifer, Reassignment to Assistant Principal, Mabry Middle School from Assistant Principal, Daniell Middle School effective July 11, 2022.
- Bishop, Dr. James, Reassignment to Assistant Principal, Tapp Middle School from Assistant Principal, Sprayberry High School effective July 11, 2022
- Childress, Amanda, Reassignment to Assistant Principal, Simpson Middle School from Assistant Principal, Mabry Middle School effective July 11, 2022.
- Johnson, Valerie, Reassignment to Assistant Principal, Dickerson Middle School from Assistant Principal, Simpson Middle School effective July 11, 2022.
- Myler, Joan, Reassignment to Assistant Principal, Palmer Middle School from Assistant Principal, Dickerson Middle School effective July 11, 2022.
- Smith, Austin, Reassignment to Assistant Principal, Dickerson Middle School from Assistant Principal, McEachern High School effective July 11, 2022.

High School

- Auld, James, Appointment to Assistant Principal, North Cobb High School from Teacher, North Cobb High School effective July 11, 2022.
- Autry, Nathan, Reassignment to Assistant Principal, Sprayberry High School from Assistant Principal, Campbell High School effective July 11, 2022.
- Estes, Dr. Danette, Reassignment to Assistant Principal, Campbell High School from Assistant Principal, Cooper Middle School effective July 11, 2022.
- Figueroa, Robert, Rehire as Assistant Principal, Pebblebrook High School from Supply Teacher, Osborne High School effective July 11, 2022.
- Hutson, Dr. Jeffrey, Reassignment to Assistant Principal, Sprayberry High School from Assistant Principal, Campbell High School effective July 11, 2022
- Jones, Brittny, Reassignment to Assistant Principal, Wheeler High School from Assistant Principal, Pebblebrook High School effective July 11, 2022.
- Polk, Tonya, Reassignment to Assistant Principal, North Cobb High School from Assistant Principal, Pebblebrook High School effective July 11, 2022.
- Sawyer, Michael, Reassignment to Assistant Principal, McEachern High School from Assistant Principal, Wheeler High School effective July 11, 2022.
- Thigpen, James, Reassignment to Assistant Principal, Campbell High School from Assistant Principal, South Cobb High School effective July 11, 2022.

- A motion was made by Mr. Hutchins, seconded by Mr. Scamihorn, and unanimously approved by the Board to approve the Personnel Action Report as read and presented in Executive Session. Motion carried 7-0.

LAND MATTER

A motion was made by Mr. Wheeler, seconded by Mr. Scamihorn, and unanimously approved by the Board to approve the following real estate contract and authorize the purchase of the property, subject to satisfactory due diligence:

- Agreement to purchase certain real property and improvements on approximately 5.92 acres at 1304 Bullard Road, Powder Springs, Georgia, for \$374,000.00, plus ancillary costs including inspection fees and closing costs.
 - Motion carried 7-0.

SUPERINTENDENT'S REMARKS

The Superintendent commented on various items occurring throughout the Cobb County School District.

ACTION AGENDA:

CONSENT AGENDA

ACTION AGENDA ITEM #1 – Recommendation for Authorization of School Properties Disposal per District Administrative Rule DO-R

ACTION AGENDA ITEM #2 – Recommendation for Approval of a Permanent Utility Easement with Georgia Power Company at Sprayberry High School

ACTION AGENDA ITEM #5 – Recommendation for Approval to Affirm Georgia Accrediting Commission, Inc. (GAC) Accreditation of Cobb High Schools

- Without objection, the Board approved the **Consent Agenda Items** as presented.

ACTION AGENDA:

DISCUSSION AGENDA:

ACTION AGENDA ITEM #3 – Recommendation for Approval of Architect Appointment for Interior School Security Improvements Initiative

- A motion was made by Mrs. Davis, seconded by Mr. Hutchins, and unanimously approved by the Board to approve the Architect Appointment for Interior School Security Improvements Initiative to Sy Richards Architects, Monroe, GA. Motion carried 7-0.

ACTION AGENDA ITEM #4 – Recommendation for Approval to Award a Construction Manager at Risk Contract for a Gymnasium Addition and Renovations at South Cobb High School

- A motion was made by Mr. Hutchins, seconded by Mr. Scamihorn, and unanimously approved by the Board to award a contract for a Construction Manager at Risk to Evergreen Construction, Atlanta, GA. Motion carried 7-0.

ADJOURN

Without objection, the Board adjourned at 7:58 p.m.

CHAIRMAN

EXECUTIVE SECRETARY

PENDING BOARD APPROVAL

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**FIRST PUBLIC HEARING FOR TAX DIGEST
THURSDAY, JULY 7, 2022**

The Cobb County Board of Education met for a Tax Digest Public Hearing on Thursday, July 7, 2022, at 11:30 a.m. with the following members present: Messrs. Banks, Chastain, Hutchins, Scamihorn, Wheeler, Mrs. Davis, Mr. Ragsdale, Executive Secretary, and Mrs. Wilcox and Gupta, Interim Board Attorneys. Dr. Howard was not present for the public hearing.

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CALL TO ORDER

Mr. Chastain, Board Chair, called the meeting to order at 11:30 a.m.

TAX DIGEST PRESENTATION

Chief Financial Officer Mr. Bradley Reuben Johnson presented the following summary of the required three tax digest hearings.

Today's Tax Digest Hearing is a special hearing required by the state of Georgia. Each year property values are assessed by the Cobb County Tax Assessor, and the school district sets a millage rate that generates local revenue based on property value. The FY2023 Tentative Budget is budgeted to continue the same millage rate as the previous year of 18.90 Mills.

It is important to note that a completely separate entity (Cobb County Tax Assessor) assesses property values annually in Cobb County. If the Tax Assessor lowers the value of a Cobb Citizen's home, the district's millage rate will be applied to the lower value and that property owner will pay less property tax. If the Tax Assessor increases the value of a Cobb Citizen's home, the district's millage rate will be applied to the higher property value and that property owner will pay more property tax. In either case, the school district millage rate is still 18.90 Mills and the General Fund Millage Tax Rate has not increased.

Georgia Law currently contains a provision which was originally called the GA Taxpayers Bill of Rights, which states that in a year when the property value digest increases, school districts must hold three public hearings for citizen input due to the fact that even if the district's millage rate remains the same, the school district will receive additional property tax revenue because of the increased property values assessed by the Cobb County Tax Assessor.

The district is scheduled to conduct three (3) public hearings on this matter. The public hearing schedule is as follows:

- Hearing #1 – Thursday, July 7, 2022, at 11:30 a.m.
- Hearing #2 – Thursday July 7, 2022, at 6:05 p.m.
- Hearing #3 – Thursday, July 14, 2022, at 6:30 p.m.

The district is scheduled to establish the General Fund Millage Rate on Thursday, July 14, 2022, during the 7:00 p.m. Voting Session of the Board Meeting.

Mr. Banks arrived to the hearing at 11:35 a.m.

PUBLIC COMMENT

There was one (1) public commenter.

ADJOURN – Without objection, the hearing adjourned at 11:37 a.m.

CHAIRMAN

EXECUTIVE SECRETARY

PENDING BOARD APPROVAL

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**SPECIAL CALLED BOARD MEETING
COBB COUNTY, GEORGIA
THURSDAY, JULY 7, 2022**

The Cobb County Board of Education met in a Special Called Board Meeting immediately following the First Tax Digest Public Hearing on Thursday, July 7, 2022, at 514 Glover Street, with the following members present: Messrs. Banks, Chastain, Hutchins, Scamihorn, Wheeler, Mrs. Davis, Mr. Ragsdale, Executive Secretary, and Mrs. Wilcox and Mrs. Gupta, Interim Board Attorneys. Dr. Howard was away from the venue and participated via teleconference.

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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mr. Chastain, Board Chair, called the meeting to order at 11:41 a.m. and led the group in the Pledge of Allegiance.

RECESS TO EXECUTIVE SESSION

A motion was made by Mr. Wheeler, seconded by Mr. Hutchins, and unanimously approved by the Board to convene into Executive Session at 11:42 a.m. Motion carried 6-0. Dr. Howard was not present for the vote.

Dr. Howard joined the meeting via teleconference during Executive Session.

RECONVENE FROM EXECUTIVE SESSION

The Board reconvened from executive session at 12:28 p.m.

ITEMS REQUIRING ACTION FOLLOWING EXECUTIVE SESSION

Personnel Report

Administration recommended approval of the identified employment actions of the individuals listed on the Personnel Action Report as discussed in Executive Session.

Section I - Principal Level and Higher Position Recommendations

- Bradford, Matthew Appointment to Principal, Pope High School from Assistant Principal, Wheeler High School effective July 8, 2022
- Carter, Brenda Appointment to Assistant Superintendent, Teaching and Learning Support and Specialized Services, Chief Academic Division from Director, Special Student Services, Teaching and Learning Support and Specialized Services effective July 8, 2022
- Mallanda, Dr. Catherine appointment to Chief Academic Officer from Principal, Walton High School effective July 8, 2022
- Thomas, Dr. Marilyn appointment to Director, South Cobb Early Learning Center, School Leadership Division from Assistant Principal, LaBelle Elementary School effective July 8, 2022

Section II – Position Recommendations Below Principal Level

Elementary School

- Renna, Marc, Assistant Principal, Davis Elementary School, Resignation effective June 13, 2022

Middle School

- Moss, Angelica appointment to Assistant Principal, Daniell Middle School from Teacher, Palmer Middle School effective July 8, 2022
- Parrish, Tanika appointment to Assistant Principal, Campbell Middle School from Teacher, Campbell Middle School effective July 8, 2022
- Shaw, Portia employment as Assistant Principal, Cooper Middle School from Instructional Support Teacher, Riverwood International Charter School, Fulton County Schools effective July 8, 2022

High School

- Deane, Christopher appointment to Assistant Principal, North Cobb High School from Counselor, North Cobb High School effective July 8, 2022
- Dixon, Sharon appointment to Assistant Principal, Pebblebrook High School from Support and Services Administrator, Special Student Services effective July 8, 2022
- Joseph, Wilgan appointment to Assistant Principal, South Cobb High School from Teacher, South Cobb High School effective July 8, 2022
- Kirkland, Kendrick appointment to Assistant Principal, Wheeler High School from Teacher, McEachern High School effective July 8, 2022
 - A motion was made by Mr. Banks, seconded by Mr. Hutchins, and unanimously approved by the Board to approve the Personnel Action Report as presented in Executive Session. Motion carried 7-0.

ADJOURN

Without objection, the meeting adjourned at 12:31 p.m.

CHAIRMAN

EXECUTIVE SECRETARY

PENDING BOARD APPROVAL

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**SECOND PUBLIC HEARING FOR TAX DIGEST
THURSDAY, JULY 7, 2022**

The Cobb County Board of Education met for a Tax Digest Public Hearing on Thursday, July 7, 2022, at 6:05 p.m. with the following members present: Messrs. Banks, Chastain, Hutchins, Scamihorn, Wheeler, Mrs. Davis, Mr. Ragsdale, Executive Secretary, and Mrs. Wilcox and Gupta, Interim Board Attorneys. Dr. Howard was not present for the public hearing.

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CALL TO ORDER

Mr. Chastain, Board Chair, called the meeting to order at 6:05 p.m.

TAX DIGEST PRESENTATION

Chief Financial Officer Mr. Bradley Reuben Johnson presented the following summary of the required three tax digest hearings.

Today's Tax Digest Hearing is a special hearing required by the state of Georgia. Each year property values are assessed by the Cobb County Tax Assessor, and the school district sets a millage rate that generates local revenue based on property value. The FY2023 Tentative Budget is budgeted to continue the same millage rate as the previous year of 18.90 Mills.

It is important to note that a completely separate entity (Cobb County Tax Assessor) assesses property values annually in Cobb County. If the Tax Assessor lowers the value of a Cobb Citizen's home, the district's millage rate will be applied to the lower value and that property owner will pay less property tax. If the Tax Assessor increases the value of a Cobb Citizen's home, the district's millage rate will be applied to the higher property value and that property owner will pay more property tax. In either case, the school district millage rate is still 18.90 Mills and the General Fund Millage Tax Rate has not increased.

Georgia Law currently contains a provision which was originally called the GA Taxpayers Bill of Rights, which states that in a year when the property value digest increases, school districts must hold three public hearings for citizen input due to the fact that even if the district's millage rate remains the same, the school district will receive additional property tax revenue because of the increased property values assessed by the Cobb County Tax Assessor.

The district is scheduled to conduct three (3) public hearings on this matter. The public hearing schedule is as follows:

- Hearing #1 – Thursday, July 7, 2022, at 11:30 a.m.
- Hearing #2 – Thursday July 7, 2022, at 6:05 p.m.
- Hearing #3 – Thursday, July 14, 2022, at 6:30 p.m.

The district is scheduled to establish the General Fund Millage Rate on Thursday, July 14, 2022, during the 7:00 p.m. Voting Session of the Board Meeting.

PUBLIC COMMENT

There were two (2) public commenters.

ADJOURN – Without objection, the hearing adjourned at 6:13 p.m.

CHAIRMAN

EXECUTIVE SECRETARY

COBB COUNTY BOARD OF EDUCATION
AGENDA ITEM
July 14, 2022

TOPIC:

AGENDA ITEM #1 – Recommendation for Approval of School Properties Disposal per District Administrative Rule DO-R

BACKGROUND/RATIONALE:

Through normal operations, the district generates surplus property and equipment due to damage and obsolescence on a regular basis. Items that are no longer needed by a school or department but are still in good condition and re-usable are made available to other schools and departments at no charge. Items that are no longer usable in the District are declared surplus. **State Law requires School Board approval for District Property to be designated as surplus under §20-2-520 of the Georgia Code of Laws.** The need to dispose of these items in an efficient, cost effective and expeditious manner is imperative to the district. Items are currently stored in the District warehouse that have been deemed surplus. A complete list of current surplus items is on file in the Superintendent's office or on the District's website under Meeting Agenda Items. All items listed are no longer of use by the District.

Methods available to dispose of surplus items include:

Public auction

Sealed bid or private sale

The State of Georgia Department of Administrative Services on-line and public auction services

Sale to other public-school districts at costs equal to previous auction results

Online auctions

Negotiated contracts

Upon Board approval of the attached lists, the Business Services Division will dispose of this surplus in a manner that is the most cost effective and efficient for the district as outlined in Administrative Rule DO-R. Acceptable methods of disposal will be continually reviewed to maximize our return on investment.

SUPERINTENDENT'S RECOMMENDATION:

Approve the recommendation for authorization of School Properties Disposal as detailed in the lists on file in the Superintendent's office.

COST:

The District will receive revenue for the disposal of these items. The revenues received will assist in deferring labor costs for management of the disposal process

Account Charge code: N/A

Budgeted: N/A

DATA SOURCES:

Marc Smith

Jill Vestal

Stephen Cochran

June 2022 Inventoried Surplus
Picked Up and Verified 05/12/2022 thru 06/21/2022

TOTAL ASSETS

FOOD AND NUTRITION

QTY	CLASS/DESCRIPTION	PROPERTY TAG	SERIAL NUMBER	PURCHASE DATE
1	FOOD SERVICE KITCHEN EQUIP	1595671	K712047-27	09/01/86
1	FOOD CHOPPER	1633896	561-162-582	11/25/02
	TOTAL FOOD AND NUTRITION - 2			

TRANSPORTATION/FLEET

QTY	CLASS/DESCRIPTION	PROPERTY TAG	SERIAL NUMBER	PURCHASE DATE
1	BUS- 72 PASSENGER	GV13996	1HVBJABN3XA087914	10/01/98
1	BUS- 72 PASSENGER	GV13994	1HVBJABN0XA087918	10/01/98
1	BUS- 72 PASSENGER	GV81631	1HVBJABN7XA087902	10/01/98
1	BUS- 72 PASSENGER	GV13853	1HVBJABN2XA087905	10/01/98
1	BUS- 72 PASSENGER	GV13868	1HVBJABN3XA021542	04/01/99
1	BUS- 72 PASSENGER	GV84239	1HVBJABN1XA021541	04/01/99
1	BUS- 72 PASSENGER	GV35886	1HVBJABN9XA021559	04/01/99
1	BUS- 72 PASSENGER	GV35887	1HVBJABN9XA021562	04/01/99
1	BUS- 72 PASSENGER	GV35888	1HVBJABN0XA021563	04/01/99
1	BUS- 72 PASSENGER	GV13872	1HVBJABN6XA021566	04/01/99
1	BUS- 72 PASSENGER	GV13648	1HVBJABN8XA021567	04/01/99
1	BUS- 72 PASSENGER	GV35891	1HVBJABN1XA021569	05/01/99
1	BUS- 72 PASSENGER	GV35893	1HVBJABN2XA021578	05/01/99
1	BUS- 72 PASSENGER	GV35894	1HVBJABN0XA021580	05/01/99
1	BUS- 72 PASSENGER	GV13652	1HVBJABN2XA021581	05/01/99
1	BUS- 72 PASSENGER	GV13878	1HVBJABN3XA021587	05/01/99
1	BUS- 72 PASSENGER	GV13880	1HVBJABN5XA021588	05/01/99
1	BUS- 72 PASSENGER	GV35896	1HVBJABN9XA021593	05/01/99
1	BUS- 72 PASSENGER	GV13882	1HVBJABN2XA021595	05/01/99
1	BUS- 72 PASSENGER	GV13655	1HVBJABNXXA021599	05/01/99
1	BUS- 72 PASSENGER	GV84253	1HVBJABN2XA021600	05/01/99
1	BUS- 72 PASSENGER	GV13884	1HVBJABN4XA021601	05/01/99
1	BUS- 72 PASSENGER	GV35897	1HVBJABN6XA021602	05/01/99
1	BUS- 72 PASSENGER	GV35898	1HVBJABN8XA021603	05/01/99
1	BUS- 72 PASSENGER	GV81533	1HVBJABN4YA928222	03/01/00
1	BUS- 72 PASSENGER	GV13729	1HVBJABN8YA928224	03/01/00
1	BUS- 72 PASSENGER	GV81535	1HVBJABNXYA928225	03/01/00
1	BUS- 72 PASSENGER	GV81515	1HVBJABN3YA928227	03/01/00
1	BUS- 72 PASSENGER	GV35738	1HVBJABN3YA928230	03/01/00
1	BUS- 72 PASSENGER	GV84262	1HVBJABN9YA928233	03/01/00
1	BUS- 72 PASSENGER	GV81520	1HVBJABN4YA928236	03/01/00
1	BUS- 72 PASSENGER	GV81521	1HVBJABN6YA928237	03/01/00
1	BUS- 72 PASSENGER	GV35741	1HVBJABN8YA928238	03/01/00
1	BUS- 72 PASSENGER	GV81522	1HVBJABNXYA928242	03/01/00
1	BUS- 72 PASSENGER	GV35743	1HVBJABN1YA928243	03/01/00
1	BUS- 72 PASSENGER	GV84231	1HVBJABN5YA928245	03/01/00
1	BUS- 72 PASSENGER	GV81523	1HVBJABN9YA928247	03/01/00

June 2022 Inventoried Surplus
Picked Up and Verified 05/12/2022 thru 06/21/2022

TOTAL ASSETS

1	BUS- 72 PASSENGER	GV35744	1HVBJABN0YA928248	03/01/00
1	BUS- 72 PASSENGER	GV35745	1HVBJABN0YA928251	03/01/00
1	BUS- 72 PASSENGER	GV84265	1HVBJABN4YA928253	03/01/00
1	BUS- 72 PASSENGER	GV84266	1HVBJABN8YA928255	03/01/00
1	BUS- 72 PASSENGER	GV81525	1HVBJABNXYA928256	03/01/00
1	BUS- 72 PASSENGER	GV81526	1HVBJABN1YA928257	03/01/00
1	BUS- 72 PASSENGER	GV84271	1HVBJABN1YA928274	03/01/00
1	BUS- 72 PASSENGER	GV35749	1HVBJABN3YA928275	03/01/00
1	BUS- 72 PASSENGER	GV84272	1HVBJABN7YA928277	03/01/00
1	BUS- 72 PASSENGER	GV81531	1HVBJABN2YA928283	03/01/00
1	BUS- 72 PASSENGER	GV0073B	1HVBJABN1YA928288	03/01/00
1	BUS- 72 PASSENGER	GV13730	1HVBJABNXYA928290	03/01/00
1	BUS- 72 PASSENGER	GV13731	1HVBJABN3YA928292	03/01/00
1	BUS- 72 PASSENGER	GV81537	1HVBJABN9YA928295	03/01/00
1	BUS- 72 PASSENGER	GV13733	1HVBJABN0YA928296	03/01/00
1	BUS- 72 PASSENGER	GV35754	1HVBJABN2YA928297	03/01/00
1	BUS- 72 PASSENGER	GV13734	1HVBJABN6YA928299	03/01/00
1	BUS- 72 PASSENGER	GV35757	1HVBJABN4YA928303	03/01/00
1	BUS- 72 PASSENGER	GV35758	1HVBJABN6YA928304	03/01/00
1	BUS- 72 PASSENGER	GV35759	1HVBJABN8YA928305	03/01/00
1	BUS- 72 PASSENGER	GV81539	1HVBJABNXYA928306	03/01/00
1	BUS- 72 PASSENGER	GV13737	1HVBJABN3YA928308	03/01/00
1	BUS- 72 PASSENGER	GV13738	1HVBJABN5YA928309	03/01/00
1	BUS- 72 PASSENGER	GV81540	1HVBJABN1YA928310	03/01/00
1	BUS- 72 PASSENGER	GV81541	1HVBJABN7YA928313	03/01/00
1	BUS- 72 PASSENGER	GV84279	1HVBJABN0YA928315	03/01/00
1	BUS- 72 PASSENGER	GV35760	1HVBJABN2YA928316	03/01/00
1	BUS- 72 PASSENGER	GV13713	1HVBJABN4YA928317	03/01/00
1	BUS- 72 PASSENGER	GV35739	1HVBJABN6YA928318	03/01/00
1	BUS- 72 PASSENGER	GV35740	1HVBJABN8YA928319	03/01/00
1	BUS- 72 PASSENGER	GV13722	1HVBJABN3YA928261	03/01/00
1	BUS- 72 PASSENGER	GV84269	1HVBJABN7YA928263	03/01/00
1	BUS- 72 PASSENGER	GV35746	1HVBJABN2YA928266	03/01/00
1	BUS- 72 PASSENGER	GV35747	1HVBJABN4YA928267	03/01/00
1	BUS- 72 PASSENGER	GV35748	1HVBJABN6YA928271	03/01/00
1	BUS- 72 PASSENGER	GV13724	1HVBJABN8YA928272	03/01/00
1	BUS- 72 PASSENGER	GV13725	1HVBJABNXYA928273	03/01/00
1	BUS- 72 PASSENGER	GV04144	4DRBWAFN77A386111	06/21/06
1	BUS- 72 PASSENGER	GV04143	4DRBWAFN97A386112	06/21/06
1	BUS- 72 PASSENGER	GV04148	4DRBWAFN87A386117	06/21/06
1	BUS- 72 PASSENGER	GV04156	4DRBWAFN17A386119	06/21/06
1	BUS- 72 PASSENGER	GV04152	4DRBWAFN37A386123	06/21/06
1	BUS- 72 PASSENGER	GV04160	4DRBWAFN77A386125	06/21/06
1	BUS- 72 PASSENGER	GV04157	4DRBWAFN27A386128	06/21/06
1	BUS- 72 PASSENGER	GV04177	4DRBWAFN77A386139	06/21/06

June 2022 Inventoried Surplus
Picked Up and Verified 05/12/2022 thru 06/21/2022

TOTAL ASSETS

1	BUS- 72 PASSENGER	GV04178	4DRBWAFN37A386140	06/21/06
1	BUS- 72 PASSENGER	GV04179	4DRBWAFN57A386141	06/21/06
1	BUS- 72 PASSENGER	GV04181	4DRBWAFN97A386143	06/21/06
1	BUS- 72 PASSENGER	GV04172	4DRBWAFN07A386144	06/21/06
1	BUS- 72 PASSENGER	GV04175	4DRBWAFN67A386147	06/21/06
1	BUS- 72 PASSENGER	GV04169	4DRBWAFN67A386150	06/21/06
1	BUS- 72 PASSENGER	GV04238	4DRBWAFN17A409897	08/09/06
1	BUS- 72 PASSENGER	GV04240	4DRBWAFN57A409899	08/09/06
1	BUS- 72 PASSENGER	GV04242	4DRBWAFNX7A409901	08/09/06
1	BUS- 72 PASSENGER	GV04246	4DRBWAFN77A409905	08/09/06
1	BUS- 72 PASSENGER	GV04248	4DRBWAFN07A409907	08/09/06
1	BUS- 72 PASSENGER	GV04249	4DRBWAFN27A409908	08/09/06
1	BUS- 72 PASSENGER	GV04250	4DRBWAFN47A409909	08/09/06
1	BUS- 72 PASSENGER	GV04253	4DRBWAFN47A409912	08/09/06
1	BUS- 72 PASSENGER	GV04255	4DRBWAFN87A409914	08/09/06
1	BUS- 72 PASSENGER	GV04257	4DRBWAFN17A409916	08/09/06
1	BUS- 72 PASSENGER	GV04418	4DRBWAFN67A462076	12/19/06
1	BUS- 72 PASSENGER	GV04417	4DRBWAFN87A462077	12/19/06
1	BUS- 72 PASSENGER	GV04412	4DRBWAFN17A462082	12/19/06
1	BUS- 72 PASSENGER	GV04409	4DRBWAFN77A462085	12/19/06
1	BUS- 72 PASSENGER	GV04431	4DRBWAFNX7A462095	12/19/06
1	BUS- 72 PASSENGER	GV04430	4DRBWAFN17A462096	12/19/06
1	BUS- 72 PASSENGER	GV04427	4DRBWAFN77A462099	12/19/06
1	BUS- 72 PASSENGER	GV04425	4DRBWAFN17A462101	12/19/06
1	BUS- 72 PASSENGER	GV04424	4DRBWAFN37A462102	12/19/06
TOTAL TRANSPORTATION/FLEET - 107				

FY 2022 YTD Surplus Sales Revenue

Date	Item GOVDEALS.COM	Gross Sales Price	Actual Revenue
7/26/2021	PASS THRU FRIDGE	\$ 31.98	\$ 25.00
8/19/2021	MIXER	\$ 3,250.00	\$ 3,168.75
8/19/2021	STEAMER	\$ 430.00	\$ 419.25
8/19/2021	FOOD DISPLAY	\$ 102.00	\$ 97.00
8/19/2021	REFRIGERATOR	\$ 125.00	\$ 120.00
8/19/2021	FOOD COUNTER	\$ 102.00	\$ 97.00
8/25/2021	REFRIGERATOR	\$ 53.30	\$ 45.00
11/3/2021	PORTABLE (OSBORNE CAMPUS)	\$ 1,599.00	\$ 1,462.50
11/23/2021	COPIERS	\$ 2,325.00	\$ 2,266.88
11/23/2021	COPIERS	\$ 2,304.00	\$ 2,246.40
11/23/2021	COPIERS	\$ 2,525.00	\$ 2,461.88
11/29/2021	PORTABLE (FAIR OAKS ES)	\$ 2,318.55	\$ 2,120.63
11/29/2021	PORTABLES (BROWN CAMPUS)	\$ 9,866.90	\$ 9,024.60
11/29/2021	PORTABLES (NORTON PARK ES)	\$ 6,775.50	\$ 6,197.10
12/14/2021	ICE MAKERS	\$ 1,945.45	\$ 1,779.38
12/14/2021	KITCHEN ACCESSORIES	\$ 1,305.85	\$ 1,194.38
12/14/2021	CASHIER'S STAND	\$ 26.65	\$ 20.00
12/14/2021	BUFFALO CHOPPERS	\$ 2,425.15	\$ 2,218.13
1/4/2022	PORTABLE (CLAY ES)	\$ 2,218.35	\$ 2,028.98
1/4/2022	PORTABLES (SCELC)	\$ 8,266.83	\$ 7,561.13
1/4/2022	SCIENCE TABLES	\$ 53.30	\$ 45.00
1/4/2022	SCIENCE TABLES	\$ 53.30	\$ 45.00
1/4/2022	CAN RACKS	\$ 44.77	\$ 37.00
1/4/2022	FREEZER	\$ 310.00	\$ 302.25
1/4/2022	FREEZER	\$ 831.48	\$ 760.50
1/4/2022	FOOD COUNTER	\$ 67.00	\$ 62.00
1/4/2022	MICROWAVE	\$ 87.41	\$ 77.00
1/18/2022	COPIERS	\$ 5,300.00	\$ 5,167.50
1/18/2022	COPIERS	\$ 3,800.00	\$ 3,705.00
1/28/2022	MILK COOLERS	\$ 149.24	\$ 135.00
2/22/2022	REFRIGERATOR PARTS	\$ 82.08	\$ 72.00
3/23/2022	ICE MAKER	\$ 220.00	\$ 214.50
3/23/2022	PREP TABLES	\$ 405.00	\$ 394.88
3/23/2022	OVENS	\$ 825.00	\$ 804.38
3/23/2022	FOOD COUNTERS	\$ 1,125.25	\$ 1,097.12
3/23/2022	COPIERS	\$ 3,425.00	\$ 3,339.38
3/23/2022	COPIERS	\$ 2,625.00	\$ 2,559.38
3/23/2022	COPIERS	\$ 4,550.00	\$ 4,436.25
3/23/2022	PALLET JACK	\$ 250.51	\$ 229.13
3/23/2022	CUSTODIAL EQUIPMENT	\$ 889.04	\$ 813.15
4/12/2022	FREEZER & HOT FOOD	\$ 277.16	\$ 253.50
4/12/2022	HOLDING & PROOFING CABINETS	\$ 241.98	\$ 221.33
4/12/2022	TRAY CADDYS	\$ 53.30	\$ 45.00
4/12/2022	TENNANTS	\$ 854.93	\$ 781.95
4/12/2022	CUSTODIAL EQUIPMENT	\$ 149.24	\$ 135.00
4/12/2022	LARGE PRINTERS	\$ 426.40	\$ 390.00
4/12/2022	SPEAKERS	\$ 2,478.45	\$ 2,266.88
4/12/2022	SCREEN PRINT MACHINES	\$ 213.20	\$ 195.00
4/20/2022	MILK COOLERS	\$ 180.00	\$ 175.00

FY 2022 YTD Surplus Sales Revenue

Date	Item GOVDEALS.COM	Gross Sales Price	Actual Revenue
6/1/2022	SNOW PLOW	\$ 223.86	\$ 204.75
6/1/2022	SCREED	\$ 437.06	\$ 399.75
6/1/2022	CAFÉ TABLES	\$ 470.00	\$ 458.25
6/1/2022	MAPS & SCREENS	\$ 1,600.07	\$ 1,463.48
6/1/2022	STEAMER	\$ 26.65	\$ 20.00
6/1/2022	STEER LOADER	\$ 15,137.20	\$ 13,845.00
6/1/2022	REFRIGERATOR/COOLER	\$ 117.26	\$ 105.00
6/14/2022	REFRIGERATOR	\$ 232.00	\$ 226.20
6/14/2022	PALLET JACK	\$ 159.90	\$ 145.00
6/14/2022	FOOD DISPLAYS	\$ 63.96	\$ 55.00
6/14/2022	OFFICE FURNITURE	\$ 21.32	\$ 15.00
Subtotal Online Sales		\$ 96,453.83	\$ 90,251.50
Auction/Misc			
7/15/2021	SA RECYCLING	\$ 574.56	\$ 574.56
7/15/2021	DEB HILL HGTV	\$ 80.00	\$ 80.00
7/15/2021	PREMIER	\$ 1,028.00	\$ 1,028.00
7/15/2021	SA RECYCLING	\$ 327.24	\$ 327.24
7/15/2021	CW AUSTIN	\$ 77.90	\$ 77.90
7/15/2021	BRANDON LEDBETTER	\$ 75.00	\$ 75.00
7/26/2021	SA RECYCLING (FLEET)	\$ 511.20	\$ 511.20
7/26/2021	SA RECYCLING	\$ 332.91	\$ 332.91
7/26/2021	COPART	\$ 1,086.00	\$ 1,086.00
7/26/2021	COPART	\$ 8,077.00	\$ 8,077.00
7/26/2021	COPART	\$ 6,330.00	\$ 6,330.00
8/19/2021	SA RECYCLING	\$ 1,255.50	\$ 1,255.50
8/19/2021	SA RECYCLING	\$ 367.95	\$ 367.95
8/19/2021	COPART	\$ 136.00	\$ 136.00
8/19/2021	CW AUSTIN	\$ 215.74	\$ 215.74
8/19/2021	MILLENNIUM PALLETS	\$ 286.00	\$ 286.00
8/25/2021	KEVIN LONG	\$ 10.00	\$ 10.00
8/25/2021	SA RECYCLING	\$ 435.20	\$ 435.20
8/25/2021	SA RECYCLING	\$ 1,798.60	\$ 1,798.60
9/8/2021	SA RECYCLING	\$ 221.80	\$ 221.80
9/8/2021	PREMIER	\$ 5,538.70	\$ 5,538.70
9/8/2021	CHLOE MOBLEY	\$ 60.00	\$ 60.00
9/8/2021	CURTIS EVANS	\$ 50.00	\$ 50.00
9/23/2021	SA RECYCLING	\$ 1,105.10	\$ 1,105.10
9/23/2021	SA RECYCLING	\$ 309.60	\$ 309.60
9/23/2021	CW AUSTIN	\$ 51.40	\$ 51.40
9/24/2021	SA RECYCLING (FLEET)	\$ 1,144.20	\$ 1,144.20
9/24/2021	SA RECYCLING (FLEET)	\$ 772.20	\$ 772.20
9/24/2021	SA RECYCLING (FLEET)	\$ 1,602.00	\$ 1,602.00
9/24/2021	SA RECYCLING (FLEET)	\$ 3,225.60	\$ 3,225.60
9/24/2021	SA RECYCLING (FLEET)	\$ 380.40	\$ 380.40
10/4/2021	CW AUSTIN	\$ 37.90	\$ 37.90
10/4/2021	SA RECYCLING	\$ 212.00	\$ 212.00
10/4/2021	SA RECYCLING	\$ 375.20	\$ 375.20
10/4/2021	SA RECYCLING	\$ 518.40	\$ 518.40
10/4/2021	PREMIER	\$ 3,366.00	\$ 3,366.00

FY 2022 YTD Surplus Sales Revenue

Date	Item GOVDEALS.COM	Gross Sales Price	Actual Revenue
10/4/2021	ORANGE CONE PRODUCTIONS	\$ 910.00	\$ 910.00
10/12/2021	CYNTHIA FLEMING	\$ 70.00	\$ 70.00
10/12/2021	DONNA WALLIS	\$ 70.00	\$ 70.00
10/18/2021	LYNDA ENTSMINGER	\$ 35.00	\$ 35.00
10/18/2021	ARCH CONSTRUCTION SERVICES	\$ 600.00	\$ 600.00
10/18/2021	KATHLEEN LOVETT	\$ 60.00	\$ 60.00
10/19/2021	SA RECYCLING	\$ 292.00	\$ 292.00
10/19/2021	SA RECYCLING	\$ 183.20	\$ 183.20
10/26/2021	SA RECYCLING (FLEET)	\$ 1,547.40	\$ 1,547.40
10/26/2021	SA RECYCLING (FLEET)	\$ 1,890.00	\$ 1,890.00
10/26/2021	SA RECYCLING (FLEET)	\$ 3,153.00	\$ 3,153.00
10/26/2021	SA RECYCLING (FLEET)	\$ 585.00	\$ 585.00
10/26/2021	SA RECYCLING	\$ 367.20	\$ 367.20
10/26/2021	STEPHEN COCHRAN	\$ 25.00	\$ 25.00
11/10/2021	SA RECYCLING	\$ 768.00	\$ 768.00
11/10/2021	SA RECYCLING	\$ 789.60	\$ 789.60
11/10/2021	SA RECYCLING	\$ 268.80	\$ 268.80
11/10/2021	CW AUSTIN	\$ 34.42	\$ 34.42
11/11/2021	SA RECYCLING	\$ 1,822.60	\$ 1,822.60
11/11/2021	PREMIER	\$ 2,277.50	\$ 2,277.50
11/23/2021	SA RECYCLING	\$ 1,326.40	\$ 1,326.40
11/23/2021	RATTANA INTHIRATHVONGSY	\$ 20.00	\$ 20.00
12/6/2021	STEPHEN COCHRAN	\$ 60.00	\$ 60.00
12/6/2021	SA RECYCLING (FLEET)	\$ 4,565.60	\$ 4,565.60
12/6/2021	SA RECYCLING (FLEET)	\$ 2,272.00	\$ 2,272.00
12/13/2021	PREMIER	\$ 10,326.55	\$ 10,326.55
12/13/2021	PREMIER	\$ 1,067.00	\$ 1,067.00
12/13/2021	PREMIER	\$ 3,411.10	\$ 3,411.10
12/13/2021	PREMIER	\$ 824.00	\$ 824.00
12/13/2021	CW AUSTIN	\$ 56.74	\$ 56.74
1/4/2022	SA RECYCLING	\$ 318.60	\$ 318.60
1/4/2022	SA RECYCLING	\$ 174.00	\$ 174.00
1/4/2022	SA RECYCLING	\$ 320.40	\$ 320.40
1/4/2022	SA RECYCLING	\$ 1,043.40	\$ 1,043.40
1/4/2022	PREMIER	\$ 5,236.80	\$ 5,236.80
1/4/2022	PREMIER	\$ 2,954.05	\$ 2,954.05
1/18/2022	SA RECYCLING	\$ 938.10	\$ 938.10
1/19/2022	SA RECYCLING	\$ 34.60	\$ 34.60
1/28/2022	SA RECYCLING	\$ 149.80	\$ 149.80
1/28/2022	MILLENNIUM PALLETS	\$ 500.00	\$ 500.00
2/15/2022	SA RECYCLING	\$ 355.20	\$ 355.20
2/15/2022	S COCHRAN	\$ 5.00	\$ 5.00
2/15/2022	PREMIER	\$ 5,175.30	\$ 5,175.30
2/15/2022	SA RECYCLING	\$ 200.00	\$ 200.00
2/15/2022	CW AUSTIN	\$ 39.35	\$ 39.35
2/15/2022	TANYA WEBB SET DECORATION	\$ 1,611.00	\$ 1,611.00
2/2/2022	SA RECYCLING	\$ 82.60	\$ 82.60
3/8/2022	SA RECYCLING	\$ 189.60	\$ 189.60
3/8/2022	SA RECYCLING	\$ 38.60	\$ 38.60

FY 2022 YTD Surplus Sales Revenue

Date	Item GOVDEALS.COM	Gross Sales Price	Actual Revenue
3/8/2022	CW AUSTIN	\$ 130.05	\$ 130.05
3/16/2022	SA RECYCLING	\$ 200.80	\$ 200.80
3/16/2022	SA RECYCLING	\$ 351.20	\$ 351.20
3/18/2022	SA RECYCLING	\$ 116.00	\$ 116.00
3/18/2022	SA RECYCLING	\$ 1,237.10	\$ 1,237.10
3/21/2022	BRIAN FRIEDMAN FASCO PALLET	\$ 596.00	\$ 596.00
3/23/2022	PREMIER	\$ 7,433.00	\$ 7,433.00
3/28/2022	BALFOUR BEATTY	\$ 1,200.00	\$ 1,200.00
4/12/2022	LEGACIES S4	\$ 80.00	\$ 80.00
4/12/2022	SA RECYCLING	\$ 1,217.00	\$ 1,217.00
4/12/2022	PREMIER	\$ 9,899.15	\$ 9,899.15
4/20/2022	COPART	\$ 1,186.00	\$ 1,186.00
4/25/2022	PREMIER	\$ 440.50	\$ 440.50
4/29/2022	CARROLL DANIEL CONST. CO.	\$ 1,200.00	\$ 1,200.00
4/29/2022	SA RECYCLING	\$ 575.00	\$ 575.00
4/29/2022	SA RECYCLING (FLEET)	\$ 354.00	\$ 354.00
5/3/2022	CW AUSTIN	\$ 36.20	\$ 36.20
5/12/2022	B. LEDBETTER	\$ 75.00	\$ 75.00
5/13/2022	SA RECYCLING	\$ 332.00	\$ 332.00
5/13/2022	SA RECYCLING	\$ 338.40	\$ 338.40
5/13/2022	PREMIER	\$ 985.50	\$ 985.50
5/13/2022	COPART (FLEET)	\$ 236.00	\$ 236.00
5/24/2022	SA RECYCLING (SANDERS RD)	\$ 1,367.00	\$ 1,367.00
5/24/2022	PREMIER	\$ 1,097.45	\$ 1,097.45
5/24/2022	S COCHRAN	\$ 10.00	\$ 10.00
6/1/2022	SA RECYCLING (FLEET)	\$ 2,408.40	\$ 2,408.40
6/1/2022	SA RECYCLING	\$ 338.40	\$ 338.40
6/1/2022	PREMIER	\$ 8,102.60	\$ 8,102.60
6/1/2022	D SNELLING	\$ 30.00	\$ 30.00
6/1/2022	C EVANS	\$ 20,000.00	\$ 20,000.00
6/1/2022	COPART (FLEET)	\$ 5,866.00	\$ 5,866.00
6/1/2022	COPART (FLEET)	\$ 761.00	\$ 761.00
6/1/2022	COPART (FLEET)	\$ 2,333.00	\$ 2,333.00
6/14/2022	B NICHOLS	\$ 400.00	\$ 400.00
6/14/2022	J SMITH	\$ 5.00	\$ 5.00
6/14/2022	R INTHIRATHVONGSY	\$ 20.00	\$ 20.00
6/14/2022	SA RECYCLING	\$ 197.60	\$ 197.60
6/14/2022	COPART (FLEET)	\$ 9,084.00	\$ 9,084.00
6/14/2022	COPART (FLEET)	\$ 5,041.00	\$ 5,041.00
6/14/2022	COPART (FLEET)	\$ 11,082.00	\$ 11,082.00
6/14/2022	COPART (FLEET)	\$ 38,216.00	\$ 38,216.00
6/14/2022	CW AUSTIN	\$ 26.30	\$ 26.30
6/17/2022	GovDeals	\$ 3,168.75	\$ 3,168.75
Total All Surplus Sales		\$ 431,700.87	\$ 419,296.21

**Surplus Furniture and Equipment for Auction or Disposal
as of 06/21/2022**

#	Description	Qty	Unit	Explanation
1	Misc Furniture	1,500	ea	Damaged/Obsolete - reviewed by Warehouse Staff
2	Non-Inventoried Misc Equipment	60	pallets	Damaged/Obsolete - reviewed by Warehouse Staff
3	Non-Inventoried FNS Equipment	65	pallets	Damaged/Obsolete - reviewed by FNS
4	Inventoried Technology**	0	ea	Damaged/Obsolete - reviewed by Technology Dept
5	Inventoried Maintenance**	0	ea	Damaged/Obsolete - reviewed by Maintenance
6	Inventoried Athletics	3	ea	Damaged/Obsolete - reviewed by Athletics
7	Inventoried Food and Nutrition**	2	ea	Damaged/Obsolete - reviewed by FNS
8	Textbooks/Media Center Books	120	pallets	Off Adoption/Obsolete - reviewed by T&L
9	Misc Instructional Tech	0	ea	Damaged/Obsolete - reviewed by Technology Dept
10	Transportation/Fleet	107	ea	Damaged/Obsolete - reviewed by Fleet Maintenance
11	Portables	0	ea	Damaged/Obsolete - Reviewed by SPLOST

** Detail on file in the Superintendent's office

COBB COUNTY BOARD OF EDUCATION
AGENDA ITEM
July 14, 2022

TOPIC:

AGENDA ITEM #2 – Recommendation for Approval of Architect Appointment for the Lassiter High School Theater Renovation

BACKGROUND/RATIONALE:

In accordance with Cobb County School District Administrative Rule FEAB-R and Fee Schedule FEAB-1 for Architectural and Engineering Services, the appointment of an architect for the following project is necessary at this time in order to maintain the scheduled start dates of the SPLOST V Program. Approval of the architect at this time will allow design work to begin.

Lassiter High School
SSOE I Stevens and Wilkinson

SUPERINTENDENT'S RECOMMENDATION:

Approve the appointment of the architect for Lassiter High School Theater Renovation and authorize the Superintendent to execute the contract.

COST:

The cost of design fees will be in accordance with Cobb County School District Administrative Rule FEAB-R and Fee Schedule FEAB-1 for Architectural and Engineering Services. These fees based on the published fee schedules will be 5% of the actual cost of the project.

FACILITY	BUDGET *	CHARGE CODE
Lassiter HS	\$365,334.65	S5B004LASH-245-ARCH- ARCHENGINE-LASSITER

* 5% of Construction Estimate
Budgeted: Yes - SPLOST V

DATA SOURCES:

Marc Smith
Nick Parker

**COBB COUNTY BOARD OF EDUCATION
AGENDA ITEM
July 14, 2022**

TOPIC:

AGENDA ITEM #3 – Recommendation for Approval to Award a Construction Manager at Risk contract for a Classroom Addition and Renovations at Lindley 6th Grade Academy

BACKGROUND/RATIONALE:

In accordance with the approved SPLOST V Program, Lindley 6th Grade Academy is scheduled to receive a classroom addition and renovations. Award of a contract at this time will allow the project to remain on schedule, with a Substantial Completion date of December 2023.

SUPERINTENDENT'S RECOMMENDATION:

Award a Construction Manager (CM) at Risk Contract to Carroll Daniel Construction Company, Atlanta, GA., and authorize the Superintendent to execute the contract.

COST:

The cost to be: Proposed CM construction phase fee as a percentage of the cost of work

CM construction phase fee: 2.5%

Account Charge Code: S5S015LMGM-245BLDG-BUILDCONST-2LINDLEY6A

Budgeted: Yes – SPLOST V

DATA SOURCES:

Marc Smith
Nick Parker

COBB COUNTY BOARD OF EDUCATION
AGENDA ITEM
July 14, 2022

TOPIC:

AGENDA ITEM #4 – Recommendation for Approval to Award a Construction Manager at Risk Contract for Classroom Addition and Renovations at Dickerson Middle School and Dodgen Middle School

BACKGROUND/RATIONALE:

In accordance with the approved SPLOST V Program, Dickerson Middle School and Dodgen Middle School are scheduled to receive a classroom addition and renovations. Award of a contract at this time will allow the project to remain on schedule, with a Substantial Completion date of July 2023.

SUPERINTENDENT'S RECOMMENDATION:

Award a Construction Manager (CM) at Risk Contract to Carroll Daniel Construction Co., Atlanta, GA, and authorize the Superintendent to execute the contract.

COST:

The cost to be:	Proposed CM construction phase fee as a percentage of the cost of work
CM construction phase fee:	2.0%
Account Charge Code:	S5B015DICM-245BLDG-BUILDCONST-2DICKERSON S5B016DODM-245BLDG-BUILDCONST-2DODGENMDL
Budgeted:	<u>Yes</u> – SPLOST V

DATA SOURCES:

Marc Smith
Nick Parker

COBB COUNTY BOARD OF EDUCATION
AGENDA ITEM
July 14, 2022

TOPIC:

AGENDA ITEM #5 – Recommendation for Approval to Award Contracts for Belmont Hills Elementary School and Sanders Elementary School Roofing Replacements

BACKGROUND/RATIONALE:

In accordance with the approved SPLOST V Program, Belmont Hills Elementary Schools and Sanders Elementary School are scheduled to receive roof replacements. Award of contracts at this time will allow the projects to remain on schedule, with a Substantial Completion date of September 2023.

SUPERINTENDENT'S RECOMMENDATION:

Award contracts to Rycars Construction (Atlanta, GA) and authorize the Superintendent to execute the contracts.

COST:

The cost to be:

Belmont Hills ES - \$2,353,900
Sanders ES - \$3,474,700

Account Charge code:

Belmont Hills ES - S5K144BLHE-245BLDG
Sanders ES - S5K158SNDE-245BLDG

Budgeted:

Yes - SPLOST V

DATA SOURCES:

Marc Smith
Nick Parker

COBB COUNTY BOARD OF EDUCATION
AGENDA ITEM
July 14, 2022

TOPIC:

AGENDA ITEM #6 – Adopt Resolution Establishing Millage Rate

BACKGROUND/RATIONALE:

The 2022 School Tax Digest has been received from the Cobb County Tax Commissioners. Cobb County School District must establish the annual millage rate to fund the FY2023 Budget. The Maintenance and Operation (General Fund) Budget was approved by the School Board on May 19, 2022. The FY2023 General Fund revenue budget is being developed with the assumptions that the district would experience digest growth and maintain a General Fund Millage Rate of 18.90 Mills.

The school district held three (3) public hearings in order to maintain the revenue generated by property digest growth and reassessments. The first and second public hearings were held on July 7, 2022, at 11:30 AM and 6:05 PM. The third public hearing was held on July 14, 2022, at 6:30 PM.

SUPERINTENDENT'S RECOMMENDATION:

Authorize the resolution to establish the required net 18.90 millage rate to meet the FY2023 Maintenance and Operation Budget.

COST:

N/A

DATA SOURCES:

Chris Ragsdale
Brad Johnson
Board Attorney

COBB COUNTY BOARD OF EDUCATION
AGENDA ITEM
July 14, 2022

TOPIC:

AGENDA ITEM #7 – Recommendation for Adoption of New Board Policy GAMB (Authorization of Enhanced Security)

BACKGROUND/RATIONALE:

In accordance with O.C.G.A. § 16-11-130.1, Board Policy GAMB would provide for enhanced safety and security within the district subject to the conditions of state law and this policy.

SUPERINTENDENT'S RECOMMENDATION:

Adopt the proposed New Board Policy GAMB (Authorization of Enhanced Security)

COST:

N/A

DATA SOURCES:

Chris Ragsdale
Executive Cabinet
Darryl York
Parker Poe

GAMB Authorization of Enhanced Security

x/x/2022

1 The Cobb County Board of Education (Board) is committed to maintaining a safe and secure
2 working and learning environment. Unless authorized by the Board or Superintendent accordance
3 with this policy, or specifically authorized by state law, employees shall be prohibited from
4 bringing weapons on any property or in any building owned or leased by the Cobb County School
5 District (District), at school functions, and on school buses or other transportation furnished by
6 the District, as those terms are defined by O.C.G.A. 16-11-127.1. Employees in violation of this
7 policy shall be subject to disciplinary action, up to and including termination of employment.
8

9 Pursuant to O.C.G.A. § 16-11-130.1, the Superintendent may authorize certain personnel to
10 possess or carry weapons on any property or in any building owned or leased by the District, at a
11 school function, in school safety zones, or on a bus or other transportation furnished by the
12 District (as those terms are defined by O.C.G.A. 16-11-130.1), subject to the following
13 conditions:
14

- 15 • Personnel whose primary responsibility is classroom supervision will not be authorized to
16 possess or carry weapons unless it is determined by the Superintendent that the personnel
17 member has unique qualifications for authorization and meets all requirements of this
18 policy and relevant procedures.
19
- 20 • Personnel who have been authorized in writing to have in such person's possession or use
21 within a school safety zone, at a school function, or on a bus or other transportation
22 furnished by a school a weapon will be provided written verification which will specify the
23 weapon or weapons which have been authorized and the time period during which the
24 authorization is valid.
25
- 26 • Training of approved personnel shall occur prior to their authorization to carry weapons.
27 The training shall be approved in advance by the Superintendent and shall, at a minimum,
28 include training on judgment, pistol shooting, marksmanship, and a review of current laws
29 relating to the use of force for the defense of self or others. The Superintendent may
30 substitute for certain training requirements an individual's prior military or law
31 enforcement service if he or she has previously served as a certified law enforcement
32 officer or has had military service which involved similar weapons training.
33
- 34 • An approved list of the types and quantity of weapons and ammunition authorized to be
35 possessed or carried shall be prepared and maintained by the Superintendent.
36
- 37 • Selection of personnel to possess or carry a weapon shall be done strictly on a voluntary
38 basis and no personnel will be terminated or otherwise retaliated against for refusing to
39 possess or carry a weapon. The final appointment will be made by the Superintendent
40 consistent with the requirements of this policy. Each employee appointed must be
41 licensed under the laws of the state to carry a firearm and shall be subject to an annual
42 criminal history background check. Approval will not be granted for any employee who
43 has had an employment or other history indicating any type of mental or emotional
44 instability as determined by the Superintendent after review of relevant documentation
45 and information. The Superintendent shall be able at any time to remove or suspend the
46 authority granted to any employee under this policy.
47
- 48 • Weapons possessed or carried by personnel under this paragraph shall be secured as
49 follows: Concealed weapons are permitted if they are carried on the person and not in a
50 purse, briefcase, bag, or similar other accessory which is not secured on the body. If

51 maintained separate from the body, the weapon shall be maintained in a secured lock safe
52 or similar lock box that cannot be easily accessed by students or unauthorized individuals.

53
54 In addition to those employees appointed pursuant to this policy, the Board recognizes that other
55 exceptions exist under O.C.G.A. §16-11-127.1. All records regarding the appointment of
56 individual employees and the implementation of this program shall be exempt from production
57 under the Open Records Act as specified in Georgia law.

58
59 The Superintendent is authorized to develop procedures consistent with this Policy.

60
61 Adopted: xx/xx/22

62
63
64 Legal Reference
65 O.C.G.A 16-11-127.1 Carrying weapons within school safety zones, at school functions or on school property
66 O.C.G.A. 16-11-130.1 Allowing personnel to carry weapons in certain school safety zones and at school

GREEN font indicates content change in accordance with HB1283

ORANGE font indicates content recommended by PakerPoe

BROWN font indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

AF-R School Day

~~2/11/19~~ X/X/22

1 **RATIONALE/OBJECTIVE:**

2
3 A goal of the instructional program of Cobb County School District (District) is for each student to
4 demonstrate academic achievement at levels commensurate with challenging and yearly
5 individual learning goals benchmarked to state, national and international standards.
6 Achievement of that goal depends partly upon reducing student and staff distraction from the task
7 of learning when events encroach upon instructional time.
8

9 **RULE:**

10 **A. INSTRUCTIONAL YEAR/DAY:**

11 The District complies, as a minimum, with the Georgia law, Georgia Board of Education Rules,
12 and ~~Standards of the Southern Association of Colleges and Schools (SACS/AdvancEd)~~
13 applicable accrediting agency standards, as they relate to required instructional time,
14 teacher preparation and planning time, and the prevention of too frequent interruption of
15 learning activities. Applicable Georgia Board of Education Rules include but are not limited to
16 the following:
17

- 18 1. 160-5-1-.02 School Day and School Year for Students and Employees;
- 19 2. 160-4-2-.05 Middle School Program Criteria; and
- 20 3. ~~Code Section O.C.G.A. §20-2-323 (House Bill 1190, Section 9)~~

21
22 Also see Administrative Rule JHD-R (Student Social Events)

23 **B. ADMINISTRATIVELY SCHEDULED NON-INSTRUCTIONAL ACTIVITIES:**

24 Administrators of elementary, middle and high schools may use a maximum of the equivalent
25 of 10 instructional days per year to schedule non-instructional activities. These activities are
26 defined as those involving instructional time which are not coordinated by a certified teacher
27 (or substitute) and not relating directly to the course content as defined in Cobb County
28 Curriculum guides.
29

30
31 No one class period (segment) may be missed more than 10 times by students for
32 administratively scheduled non-instructional activities.
33

34 **C. UNSTRUCTURED BREAK TIME (RECESS) IN GRADES K-8:**

35 1. **Grades K-5:**

36 In accordance with Georgia Code § 20-2-323 each elementary school principal, with input
37 from grade level teachers, the Assistant Superintendent of ~~Curriculum & Instruction~~
38 Teaching and Learning, and their designated assistant superintendent, shall ~~determine if~~
39 ~~unstructured breaks are to be held~~ schedule recess for all students in kindergarten
40 and grades one through five every school day; provided, however, that recess
41 shall not be required on any school day on which a student has had physical
42 education or structured activity time or if reasonable circumstances impede such
43 recess, such as inclement weather when no indoor space is available, assemblies
44 or field trips exceeding their scheduled duration, conflicts occurring at the
45 scheduled recess time over which the classroom teacher has no control, or
46 emergencies, disasters, or acts of God. ~~If the determination is made to hold~~
47 ~~unstructured break time, the~~ The principal will establish guidelines that:

- 48 a. Define the length, frequency, timing and location of breaks for students;
49 b. State whether or not breaks can be withheld from students for disciplinary and/or
50 academic reasons, and the conditions under which such breaks could be withheld;
51 c. Ensure break time is well supervised and safe (Administrative Rule JG-R [Student
52 Welfare] and JGFB-R [Supervision of Students]); and
53 d. Ensure that each student receives maximum instructional time to support increased
54 student achievement.

55 2. **Grades 6-8:**

56 Middle school students are required to have 300 minutes in the academic block of classes.
57 Additionally, middle school students participate in connections classes and the middle
58 school health and physical education program. Middle school students have unstructured,
59 supervised, scheduled break time from instruction during class changes. Additional
60 unstructured break time is not authorized at the middle school level.

61
62 Also see Administrative Rule JHD-R (Student Social Events)

63
64
65 Adopted: 7/11/84
66 Revised: 8/8/84; 3/24/88; 1/10/90; 6/25/92; 8/9/95; 3/13/02
67 Reclassified an Administrative Rule: 9/1/04
68 Revised: 11/10/04; 3/10/10; 6/8/11
69 Revised and Re-coded: 5/17/12 (previously coded as Administrative Rule ID)
70 Revised: 3/11/13; 2/11/19; x/x/22

71
72 Legal Reference

73 O.C.G.A. 20-2-168	Distribution of federal funds; summer school programs; year-round operation
74 <u>O.C.G.A 20-2-323</u>	<u>Unstructured break time for students in kindergarten through grade eight</u>
75 Rule 160-4-2-.31	Hospital/Homebound Instruction
76 Rule 160-5-1-.02	School Day and School Year for Students and Employees
77 Rule 160-5-1-.10	Student Attendance

GREEN content indicates content recommended by Policy and Planning in conjunction with the Library Media Education office and ParkerPoe
BROWN font indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

IFBC-R Library Media Programs

~~7/1/22~~ **x/x/22**

GSBA Reference: IFBC (Media Programs)

1 **RATIONALE/OBJECTIVE:**

2
3 Each school in the Cobb County School District (District) shall have a library media center
4 adequately staffed and containing the quality, quantity and variety of print and non-print
5 materials and equipment to support the school's curricular offerings and to challenge individual
6 students at their developmental level.

7
8 The District provides instructional media materials through the classrooms and library media
9 centers of the local schools in order to accommodate the varied learning needs of students.
10 Implementation of the library media program and allocation of funds for this purpose shall be
11 such as to ensure compliance with state and local standards, as well as applicable accreditation
12 standards.

13
14 The District respects the right of an individual to make independent decisions about reading
15 materials. Further, the District acknowledges the right of parents/guardians and other citizens to
16 be involved in the library media programs of the schools and the use of supplementary materials
17 and to raise questions through established procedures when materials appear inappropriate for
18 public school use.

19 **RULE:**

20 **A. GENERAL PROVISIONS:**

21 **1. Appointment of System Library Media Contact Person:**

22 The Superintendent shall appoint a system library media contact person to serve as a
23 liaison between the District and school library media programs and the Georgia
24 Department of Education.

25 **2. Library Media Committees:**

26 a. Library Media Committees shall be established at the District and school levels.

27 **b. Members:**

28 Each Library Media Committee shall be comprised of at least one representative each
29 of administrative, instructional and library media personnel, student (when
30 appropriate), community and parent representatives. The committees shall act in
31 accordance with the current rules of the Georgia Board of Education.

32 **c. Duties:**

33 The Library Media Committee shall:

- 34 (1) Make recommendations related to planning, operation, evaluation and improvement
35 of the library media program;
- 36 (2) Annually develop a multi-year library media plan for budget and services priorities;
37 and
- 38 (3) Act in accordance with the current rules of the Georgia Board of Education.

39
40
41 **3. The District shall involve the District Library Media Committee or a School Library Media**
42 **Committee in identifying educational specifications for constructing and renovating library**
43 **media centers in accordance with guidelines provided on the Georgia Department of**
44 **Education: Facilities Services Resources.**

- 45 4. District personnel shall adhere to all Policies and Rules related to library media programs
46 and facilities which have been adopted by the Cobb County Board of Education (Board)
47 and/or Georgia Board of Education and to any relevant state and federal laws.
48
49

50 **B. LIBRARY MEDIA PROGRAM:**

51 The library media program serves to supplement the effective teaching of the Cobb Teaching
52 & Learning Standards. As such, the selection of library media materials and the
53 implementation of programming shall be aligned with the Cobb Teaching and Learning
54 Standards and District goals. The selection of material shall follow the following regulations
55 and be subject to applicable law, including O.C.G.A §20-2-324.6 (content harmful to minors),
56 O.C.G.A. 20-1-11 (divisive concepts), as well as other requirements found in Administrative
57 Rule IFAA-R (Instructional Resources Selection and Acquisition):

58 **1. Library Media Program Goals:**

- 59 a. To maintain a climate conducive to the students' growth in factual knowledge, literary
60 appreciation, aesthetic values and ethical standards;
61 b. To assist students in the development of the attitudes and skills which will enable them
62 to become independent, lifelong learners;
63 c. To assist students by supporting the curriculum and instructional program of the
64 school;
65 d. To provide access to materials that support a wide range of student needs, abilities and
66 interests;
67 e. To provide a framework for cooperatively-planned, instructionally related, unified
68 library media programming developed at the local level.

69 **2. Planning for Instruction:**

70 Library media specialists and teachers shall plan collaboratively to ensure use of library
71 media resources and services which support classroom instruction and implementation of
72 curriculum and standards. To ensure opportunities for students to develop print and digital
73 literacy skills:

- 74 a. The library media specialist shall have the primary responsibility for planning with the
75 teacher to link information resources and for recommending opportunities for students
76 to apply these skills during instruction;
77 b. The library media specialist shall have the responsibility for providing opportunities for
78 instructional staff to acquire, develop and improve their own print and digital literacy
79 skills and those of their own students;
80 c. The classroom teacher shall have the primary responsibility for planning, instructing,
81 and evaluating all units of study in which students and library media specialists are
82 involved.

83 **3. Accessibility of Facilities and Resources:**

- 84 a. The library media center shall be available for student and teacher use throughout
85 each instructional day of the school year. Flexible scheduling should make resources
86 available at the point and time of need.
87 b. Parents/guardians wishing to review instructional materials should make an
88 appointment with the Principal or designee in order not to interrupt the instructional
89 program of the school.
90 c. Provision shall be made for access to library media resources to support instruction in
91 any Georgia Board of Education-approved course when offered outside the instructional
92 day.
93 d. The library media specialist shall facilitate the use of information sources outside the
94 school which are available through cooperating agencies.

95 **4. Organization of Materials and Equipment:**

- 96 a. Only library media materials and equipment should be organized and made available
97 through the library media center.
98 b. Materials shall be organized based on nationally recognized systems and designs for
99 school library media centers.
100 c. Equipment shall be organized so as to provide accurate circulation, maintenance, and
101 inventory records.

102 **5. Accounting Procedures:**

103 The District shall provide a system for school personnel to account for library media
104 materials. School personnel shall use the system in a manner that accurately records the
105 disposition of library media materials:

- 106 a. The system shall be used to account for library media materials only. (Textbooks,
107 classroom equipment, and other items useful in only one content area shall be
108 accounted for using the systems provided for those items.)
- 109 b. An inventory of all library media materials and equipment shall be taken at least once
110 every two years.
- 111 c. Worn, outdated, expended and unused instructional materials shall be discarded or
112 withdrawn. Equipment shall be removed from inventory when no longer functional or
113 needed.
- 114 d. School personnel shall follow all acquisition and accounting procedures and instructions
115 provided by the District.

116 **6. Operational Procedures:**

117 The library media specialist in each school, in consultation with the School Library Media
118 Committee, shall provide guidelines describing collections, services, facilities and
119 procedures governing library media center operations.

120 **7. Library Media Program Evaluation:**

- 121 a. The library media specialist and the School Library Media Committee will conduct an
122 annual evaluation of the library media program.
- 123 b. Findings of the annual evaluation will be used to:
124 (1) Determine program goals,
125 (2) Expand and/or delete services,
126 (3) Revise procedures as necessary, and
127 (4) Develop a three (3) year library media plan that identifies budget and service
128 priorities.

129 **8. Copyright Laws:**

- 130 a. Adherence to fair use guidelines and other relevant copyright stipulations shall be
131 assured. In no instance shall library media materials and/or equipment be used in such
132 a manner as to violate Board Policy, District Administrative Rules or state and federal
133 law.
- 134 b. The library media specialist shall be responsible for ensuring the availability of
135 copyright information, dealing with copyright and clearance questions (Administrative
136 Rule GBT-R [Professional Publishing] and Administrative Rule IFBG-R [Internet
137 Acceptable Use]). Provisions for copyright clearance are outlined on Form IFBG-2
138 (Permission to Use a Third-Party Work Copyright Permission Request).

140 **C. MATERIAL SELECTION:**

141 **1. Supplementary Materials:**

142 Library media materials are supplementary in nature and may include items that are not
143 appropriate for required reading/viewing in every classroom. Supplementary materials are
144 those materials needed to support classroom instruction and implementation of curriculum
145 and standards. Supplemental materials include, but are not limited to, articles, online
146 simulations, worksheets, novels, biographies, speeches, videos, music, and similar
147 resources in any medium, including both physical or digital.

148 **2. Responsibilities and Criteria for Selection:**

149 Selection of library media materials by a process of competent evaluation is the
150 responsibility of qualified personnel at the District and school level. The school and District
151 Library Media Committees may serve in an advisory capacity for the selection of library
152 media materials. The Library Media Committee, whether District or school, shall consider
153 the following criteria before making recommendations for purchase:

- 154 a. The District's philosophy, curriculum and objectives;
- 155 b. Teaching strategies encouraged by the District;
- 156 c. Nature of the school population to be served;
- 157 d. Existing collection; and
- 158 e. Budget priorities.
- 159 f. Technology Items:

- 160 (1) In addition to the above criteria, computer software programs and online resources
161 with access fees and/or subscriptions for the library media program should be
162 tested for compatibility with existing computer equipment and network access and
163 browser compatibility as part of the selection process.
164 (2) To assure the most efficient use of resources, assurances should be obtained from
165 the vendor that all of the features of the software will work in the environment in
166 which it is to be used. To provide this assurance, vendors should be expected to
167 provide an evaluation copy for testing and/or accept returns of software that cannot
168 be made to work in the designated environment within a 90-day period.
169 (3) Vendors shall be required to notify the District regarding digital content updates
170 and all updated must meet the content requirements regarding supplemental
171 materials (see Administrative Rule IFAA-R).
172 (4) All online resources shall also require ongoing annual monitoring of the resources to
173 ensure that they are up to date and meeting District requirements.

174 3. **Specifications for Purchase:**

175 Library media materials are considered for purchase on the basis as other supplemental
176 learning resources (see Administrative Rule IFAA-R).

177 4. **Gifts:**

178 The acceptance of instructional materials as gifts to library media centers must comply
179 with the provisions of Administrative Rule KJ-R (Advertising in the Schools) and may be
180 subject to the review and decisions of the School Library Media Committee. Gifts must
181 contribute to the furtherance of the objectives of the instructional programs and shall be
182 subject to the same evaluation criteria as those used for purchasing materials. Donated
183 material addressing controversial issues must give a balanced treatment of the issues if
184 they are to be accepted for the school library media center. The library media specialist
185 shall keep records of the disposition of gifts for a period of three years.
186

187 **D. RECONSIDERATION OF LIBRARY MEDIA RESOURCES:**

188 **Pursuant to State Board of Education Rule 160-4-4-.01, the District has developed**
189 **the following process for handling requests to reconsider the use of supplemental**
190 **learning resources made available through a school's library media program.**

191 1. **Eligibility to Submit:**

192 **Only a parent or legal guardian of a student currently enrolled in a District school**
193 **("the complainant") may request the School to reconsider the use of a**
194 **supplemental learning resource made available through the School's library**
195 **media program.**

196 2. **Initial Complaint:**

197 a. **To initiate the reconsideration process, the complainant shall submit in**
198 **writing a complaint to the Principal of the School where the complainant's**
199 **student is enrolled.**

200 b. **The complaint must include the name of the resource and a reasonably**
201 **detailed description of the complainant's concerns with the resource in**
202 **question.**

203 c. **Upon receipt of the complaint, the Principal or his/her designee should review**
204 **the complaint and the resource in question and make reasonable efforts to**
205 **resolve the issue.**

206 3. **Request for Reconsideration:**

207 **If the complainant has remaining concerns after consultation with the Principal,**
208 **the complainant may submit a formal request for reconsideration to the School**
209 **Library Media Committee by filling out and submitting a copy of the Library Media**
210 **Resources Reconsideration Form (Form IFBC-3), along with a copy of the original**
211 **complaint, to the Principal or his/her designee to be delivered to the School**
212 **Committee.**

213 4. **Timeline for Review:**

214 a. **If the complainant or his/her student has checked out the resource in**
215 **question from the School, the resource must be returned to the School before**
216 **the reconsideration request will be reviewed.**

- 217 b. If the reconsideration request is received within the last thirty (30) calendar
218 days of the school year, the form may be referred for School Committee
219 review the following school year.
220 c. Upon receipt of the form and complaint, the School Committee should
221 evaluate the request, meet, and render a decision within forty-five (45)
222 working days of receipt.
223 5. School Library Media Committee Review:
224 a. The School Committee should read, view, or listen to the resource in question
225 in its entirety and review the information provided by the complainant, any
226 other information received in support of the resource by School staff, and
227 available professional evaluations of the resource prior to making its decision.
228 b. The School Committee's decision will be made by majority vote and may
229 include the following outcomes:
230 (1) Take no removal action;
231 (2) Remove the resource from the local School only;
232 (3) Place the resource at another school level; or
233 (4) Regulate the access or assignment of the resource as appropriate.
234 c. The Committee will communicate its decision to the Principal or his/her
235 designee, and within five (5) working days, the Principal or designee shall
236 notify the complainant in writing of the decision reached, shall alert School
237 staff, and file a copy of the decision with the Supervisor of Library Media
238 Education and the Assistant Superintendent for Teaching and Learning.
239 6. Appeal:
240 a. If either the complainant or a School staff member at the affected school
241 disagrees with the Committee's decision, they may appeal within ten (10)
242 days of receipt of the Committee's decision by filing a new IFBC-3 form and
243 submitting it to the Assistant Superintendent for Teaching and Learning for
244 District Library Media Committee review.
245 b. The District Committee must evaluate the reconsideration request and School
246 Committee decision, meet, and render a decision within forty-five (45)
247 working days of receipt of the appeal request.
248 c. The District Committee will communicate its decision to the Supervisor of
249 Library Media Education or designee, and within five (5) working days, the
250 Supervisor or designee shall notify the complainant and Principal in writing of
251 the decision reached, and file a copy of the decision with the Assistant
252 Superintendent for Teaching and Learning and the Chief Academic Officer.
253 d. The District Committee's final decision on the resource is binding only on at
254 the School where the complaint was initiated. If the District Committee
255 receives a subsequent appeal request to review the same resource, it may do
256 so at its discretion.
257 7. Timelines:
258 The timelines listed above may be extended by the School or District as
259 necessary if the complainant includes more than two resources for
260 reconsideration in the request, or if the complainant has more than two requests
261 active at the same time.
262
263
264

265 Adopted: 8/9/78

266 Revised: 4/28/83; 8/8/84; 4/13/88; 7/14/94; 7/28/94; 8/26/02

267 Reclassified an Administrative Rule: 9/1/04

268 Revised: 12/14/06; 5/9/07; 6/11/08

269 Revised and re-coded: 9/27/12 (Previously coded as Administrative Rule IJK)

270 Revised: 5/5/17; 7/1/22; ~~x/x/22~~

271 Legal Reference

272 O.C.G.A. 20-1-11 Protecting Students First Act

273 O.C.G.A. 20-2-167 Funding for direct instructional, media center and staff development costs; submission of
274 budget

275 O.C.G.A. 20-2-168 Distribution of federal funds; summer school programs; year-round operation
276

277	O.C.G.A. 20-2-184	Program weights to reflect funds for media specialists
278	O.C.G.A. 20-2-305	County and regional libraries
279	O.C.G.A.20-2-324.6	Content Harmful to Minors
280	Rule 160-4-4-.01	Media Programs
281	Rule 160-5-1-.22	Personnel Required

IKBB-R Divisive Concepts Complaint Resolution Process

x/x/22

RULE:**A. GENERAL PROVISIONS:**

The following expectations are provided in accordance with O.C.G.A §20-1-11.

1. The Cobb County School District (District) prohibits employees from discriminating against students and other employees based on race (see Administrative Rules JAA-R and GAAA-R).
2. The District shall ensure that curricula and training programs encourage employees and students to practice tolerance and mutual respect and refrain from judging others based on race.
3. Curriculum, classroom instruction, and mandatory training program shall not advocate for divisive concepts (see Administrative Rule IFAA-R).
4. Nothing in this rule shall be construed or applied to:
 - a. Inhibit or violate the rights protected by the Constitutions of Georgia and the United States of America or undermine intellectual freedom and free expression;
 - b. Infringe upon the intellectual vitality of students and employees;
 - c. Prohibit the District from promoting concepts such as tolerance, mutual respect, cultural sensitivity, or cultural competency; provided, however, that such efforts do not conflict with the requirements of state law;
 - d. Prohibit District staff from responding in a professionally and academically appropriate manner and without espousing personal political beliefs (see Administrative Rule IKB-R) to questions regarding specific divisive concepts raised by students or school community members;
 - e. Prohibit the discussion of divisive concepts, as part of a larger course of instruction, in a professionally and academically appropriate manner and without espousing personal political beliefs;
 - f. Prohibit the full and rigorous implementation of curricula, or elements of a curriculum, that are required as part of advanced placement, international baccalaureate, or dual enrollment coursework; provided, however, that such implementation is done in a professionally and academically appropriate manner and without espousing personal political beliefs; or
 - g. Prohibit the use of curricula that addresses the topics of slavery, racial oppression, racial segregation, or racial discrimination, including topics relating to the enactment and enforcement of laws resulting in racial oppression, segregation, and discrimination in a professionally and academically appropriate manner and without espousing personal political beliefs.

B. COMPLAINT RESOLUTION PROCESS:**1. Complainant:**

Neither the school nor the District shall not respond to a complaint unless it is made by:

- a. A parent of a student enrolled at the school where the alleged violation occurred;
- b. A student, 18-years of age or older or a lawfully emancipated minor who is enrolled at the school where the alleged violation occurred; or
- c. An individual employed as a school administrator, teacher, or other school personnel at the school where the alleged violation occurred.

2. Complaint:

- a. The complaint shall first be submitted in writing to the principal of the school where the alleged violation occurred.
- b. The complaint shall provide a reasonably detailed description of the alleged violation.

3. Local School Review:

- 51 a. Within five (5) school days of receiving such written complaint, the school principal or
52 a designee of the charter school or local school system shall review the complaint and
53 take reasonable steps to investigate the allegations in the complaint.
54 b. Within ten(10) school days of receiving the complaint, unless another schedule is
55 mutually agreed to by the complainant and the school principal or the designee, the
56 school principal or such designee shall confer with the complainant and inform the
57 complainant whether a violation occurred, in whole or in part, and, if such a violation
58 was found to have occurred, what remedial steps have been or will be taken; provided,
59 however, that the confidentiality of student or personnel information shall not be
60 violated.
61 c. Following such conference, within three (3) school days of a request by the
62 complainant, the school principal or the designee shall provide to the complainant a
63 written summary of the findings of the investigation and a statement of remedial
64 measures, if any; provided, however, that such written response shall not disclose any
65 confidential student or personnel information.
66
67 4. **Appeal:**
68 a. The local school determination shall be reviewed by the Superintendent or his/her
69 designee within ten (10) school days of receiving a written request for such review by
70 the complainant.
71 b. The Superintendent's/designee's decision following a review shall be subject to review
72 by the Cobb County Board of Education (Board) in accordance with state law.
73 c. Following a decision by the Board regarding a complaint made under this rule, any
74 party aggrieved by the decision of the Board shall have the right to appeal such
75 decision to the State Board of Education for a hearing.

75 **C. RECORDS:**

- 76 1. Any complainant as described above shall have the right at any time, including prior to
77 filing a complaint as provided in this Rule, to request, in writing, from the principal
78 nonconfidential records which he or she reasonably believes may substantiate a complaint
79 under this Rule. The principal shall produce such records for inspection within a reasonable
80 amount of time not to exceed three business days of receipt of a request. In those
81 instances where some, but not all, of the records requested are available for inspection
82 within three business days, the principal shall make available within that period such
83 records that are available for inspection. In any instance where some or all of such records
84 are unavailable within three business days of receipt of the request, and such information
85 exists, the principal shall, within such time period, provide the requester with a description
86 of such records and a timeline for when the records will be available for inspection and
87 shall provide the records or access thereto as soon as practicable but in no case later than
88 30 days after receipt of the request.
89 2. If the principal denies a parent's request for records or does not provide existing
90 responsive records within 30 days, the parent may appeal such denial or failure to respond
91 to the Board. The Board must place such appeal on the agenda for its next public meeting.
92 If it is too late for such appeal to appear on the next meeting's agenda, the appeal must
93 be included on the agenda for the subsequent meeting.
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101
102 Adopted: x/x/22

103
104 Legal Reference:
105 20-1-11 Protect Students First Act

IKBC-R Material Harmful to Minors Complaint Resolution Process

x/x/22

RULE:**A. GENERAL PROVISIONS:**

In accordance with O.C.G.A §20-2-324.6. material provided or is currently available to a student shall not contain content harmful to minors as defined in the code section (see Administrative Rule IFAA-R).

B. COMPLAINT RESOLUTION PROCESS:**1. Complainant:**

A parent or permanent guardian of a student that is enrolled in the Cobb County School District (District) may submit a complaint alleging that material that is harmful to minors has been provided or is currently available to his/her student.

2. Complaint:

- a. The complaint shall be submitted in writing to the principal of the school where the student is enrolled.
- b. The complaint shall provide a reasonably detailed description of the material that is alleged to be harmful to minors.

3. Local School Review:

- a. Within seven (7) business days of receiving a written complaint, the school principal or his or her designee shall review the complaint and take reasonable steps to investigate the allegations in the complaint, including but not limited to, reviewing the material that is alleged to be harmful to minors, if it is available.
- b. The principal or his or her designee shall determine whether the material that is the subject of the complaint is harmful to minors.
- c. The principal or his or her designee shall determine whether student access to the material that is the subject of the complaint shall be removed or restricted.
- d. Within ten (10) business days of receiving the complaint, unless another schedule is mutually agreed to by the parent or permanent guardian and the school principal or his or her designee, the school principal or his or her designee shall confer with the parent or permanent guardian and inform him or her whether the material that is the subject of the complaint was determined to be harmful to minors, and whether student access to such material will be removed or restricted.

4. Appeal:

- a. Appeals of the principal's or his or her designee's determinations provided for above shall be subject to full administrative and substantive review by the Cobb County Board of Education (Board), which shall also include the ability of the parent or permanent guardian to provide input during public comment at a regularly scheduled Board meeting.
- b. Unless another time frame is mutually agreed upon by the parent or permanent guardian and the Board, the review and final disposition of the appeal by the Board shall be completed within 30 calendar days of receiving the written appeal.

C. MATERIAL TITLES:

1. The title of the material submitted for appeal pursuant to this rule that is determined by the Board to be not harmful to minors shall be published on the District website within 15 business days from the date of such determination and shall remain on the website for a period of not less than 12 months.
2. A parent or permanent guardian may request access to appealed materials that are physical in nature and accessible to their student in the student's school media center.

50 3. A parent or permanent guardian must abide by the school's policies and procedures when
51 requesting and reviewing such material.
52

53

54

55

56

57

58

59 Adopted: x/x/22

60

61 Legal Reference:

62 20-2-324.6 Material Harmful to Minors

63



DISTRICT ADMINISTRATIVE RULE

JB-R Student Attendance

~~10/24/19~~ X/X/22

1 RATIONALE/OBJECTIVE:

2
3 In compliance with the requirement set forth in O.C.G.A. § 20-2-690.1, the parents/guardians, or
4 other persons having charge of any child(ren) between their sixth and sixteenth birthdays are
5 required by law to enroll and send such child(ren) to a public or private school or utilize a home
6 study program. The State Board of Education's Student Attendance Rule defines "Truant" as any
7 child subject to compulsory attendance who, during the school calendar year, has more than five
8 days of unexcused absences. The District will comply with all applicable State authority, including
9 law and State Board Rules, regarding student attendance.

10 11 RULE:

12
13 The Cobb County School District (District) requires that principals, teachers, and other designated
14 personnel make and keep proper attendance records and administer disciplinary measures
15 necessary to maintain regular student attendance.

- 16
17 • The District requires that principals, teachers and other designated personnel make and
18 keep proper attendance records. It is important that local schools keep accurate data to
19 reflect each student's excused and unexcused absences. A copy of this documentation
20 should remain on file in the school throughout the school year.
- 21 • Attendance should be taken in every class period for middle and high schools. Elementary
22 schools shall take attendance daily.
- 23 • Local schools will provide to the parent/guardian or other person having control or charge
24 of the student enrolled in the school, possible consequences and penalties for failing to
25 comply with compulsory attendance.
- 26 • By September 1 of each school year or within 30 school days of a student's enrollment in
27 the school system, the parent, guardian, or other person having control or charge of such
28 student shall sign a statement indicating receipt of such written statement of possible
29 consequences and penalties. In addition, students age ten or older by September 1 shall
30 sign a statement indicating receipt of written statement of possible consequences for non-
31 compliance to the local system's policy. The school will make two reasonable attempts to
32 secure such signature or signatures and will be considered to be in compliance if it sends a
33 copy of the statement, via certified mail, return receipt requested, or first-class mail, to
34 such parent, guardian, other person who has control or charge of a child, or children. The
35 school will retain signed copies of statements through the end of the school year.

36
37 The following procedures shall be observed in regard to attendance of students:

38 39 A. Absences Considered Excused:

40 In accordance with State Board of Education Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1 the
41 following are considered excused absences:

- 42 1. When personally ill and when attendance in school would endanger their health or the
43 health of others.
- 44 2. When, in their immediate family, there is a serious illness or death which would reasonably
45 necessitate absence from school. Immediate family is defined as mother, father, siblings,
46 grandparents, step-parents or legal guardian.

- 47 3. Observing religious holidays, necessitating absence from school.
- 48 4. When mandated by order of governmental agencies (examples: pre-induction physical
- 49 examination for service in the armed forces or a court order).
- 50 5. Children may be excused from school attendance when prevented from such attendance
- 51 due to conditions rendering school attendance impossible or hazardous to their health or
- 52 safety.
- 53 6. A student may be granted an excused absence not to exceed one day in order to register
- 54 to vote or to vote in a public election.
- 55 7. A student whose parent/guardian is in military service in the armed forces of the United
- 56 States or the National Guard, and such parent/guardian has been called to duty for, is on
- 57 leave from, or immediately returned from deployment to a combat zone or combat support
- 58 posting, shall be granted excused absences, up to a maximum of five (5) school days per
- 59 school year to visit with his/her parent/guardian relative to such leave or deployment of
- 60 the parent/guardian.
- 61 8. A student who is participating in an official District performing arts program performance
- 62 shall be granted an excused absence.
- 63 9. A student whose parent or legal guardian is currently serving or previously served on
- 64 active duty in the armed forces of the United States, in the Reserves of the armed forces
- 65 of the United States on extended active duty, or in the National Guard on extended active
- 66 duty may be granted excused absences, up to a maximum of five school days per school
- 67 year, not to exceed two school years, for the day or days missed from school to attend
- 68 military affairs sponsored events, provided the student provides documentation prior to
- 69 absence from a provider of care at or sponsored by a medical facility of the United States
- 70 Department of Veterans Affairs; or an event sponsored by a corporation exempt from
- 71 taxation under Section 501(c)(19) of the Internal Revenue Code.
- 72 10. Students shall be counted as present who:
- 73 a. Are a foster care student who attends court proceedings relating to their foster care for
- 74 any day, portion of a day, or days missed from school. A student in foster care means
- 75 a student who is in a foster home or otherwise in the foster care system under the
- 76 Division of Family and Children Services of the Department of Human Services.
- 77 b. Are serving as Pages in the Georgia General Assembly for days or class periods missed
- 78 from school for this purpose; ~~or~~
- 79 c. Who successfully participate in the Student Teen Election Participant (STEP) program
- 80 for the school days during which he or she serves in the STEP program. No student
- 81 shall be permitted to be absent from school or participate in the STEP program for
- 82 more than two school days per school year; or
- 83 d. Who participates in an activity or program sponsored by 4-H.

84 **B. Excused and Unexcused Absences:**

- 85 1. A letter written by a parent/guardian and/or licensed physician explaining the reasons for
- 86 absences must be presented to school authorities by all students. Failure to submit a note
- 87 within three school days after a student's return from an absence will result in the absence
- 88 being marked as unexcused.
- 89 2. The principal may ask for additional medical or other documentation to verify that
- 90 absences are excused, particularly when more than three (3) absences have been
- 91 accumulated during the semester.
- 92 3. Students who become ill or injured while at school shall be dismissed from school only
- 93 after parents/guardians have been notified. Exceptions to this policy shall be made only in
- 94 cases of emergency.
- 95 4. A student shall be dismissed before the school day officially ends when a parent or
- 96 guardian sends a written request or speaks by telephone with the principal or principal's
- 97 designee, explaining the reason for early dismissal to the principal or appears in person
- 98 requesting the student's dismissal the school shall verify the identity of anyone requesting
- 99 early dismissal of a student from school.

- 100 5. Individual students who have emergencies necessitating their absence from school for a
101 portion of the school day must have been present for one-half of the instructional day in
102 order to be included in the average daily attendance count.
103 6. Students shall not leave the school grounds during school hours without permission from
104 the principal or principal's designee.
105 7. Principals or principal's designees may require verification of right of custody/identification
106 of anyone requesting early dismissal of a student.
107 8. Pregnant Students – See Administrative Rule JQF-R (Married and Pregnant Students).
108

109 **C. Late Arrivals/Early Checkouts:**

- 110 1. To be considered "in attendance" for a school day, a student must be present for at least
111 one-half of the school day, excluding the lunch period. Students leaving school before
112 meeting that requirement will be considered absent for the day.
113 2. A parent/legal guardian may be required to bring appropriate documentation showing the
114 necessity of an early checkout/late arrival.
115

116 **D. Excessive Absences:**

117 As required by Georgia law, the District will participate in a Student Attendance and School
118 Climate Committee, and will address excessive absences as discussed in the Student
119 Attendance Protocol (Form JB-5, incorporated by reference here), which contains procedures
120 to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of
121 O.C.G.A. § 20-2-690.1, relating to mandatory school attendance and appropriately addressing
122 the issue with parents and guardians.
123

124 The parental contacts discussed in the Attendance Protocol are the minimum to be utilized.
125 The District and/or local school administrators may initiate additional contacts with
126 parents/guardians if deemed appropriate to address the attendance issues of their respective
127 school communities. Likewise, local school administrators may confer and/or make a referral
128 to the School Social Worker at any time it is deemed appropriate.
129

130 **E. Suspensions/Expulsions:**

131 Absences due to out-of-school suspensions or expulsions shall not count as unexcused
132 absences for the purpose of determining student truancy and the ability to make up work.
133 However, these absences may be considered when determining attendance incentives criteria
134 and other decision in the school where poor behavior is considered. Parents of students who
135 are suspended or expelled will be notified pursuant to Administrative Rules JCEB-R (Student
136 Hearing Procedure) and JDD-R (Student Suspension).
137

138 **F. Penalties:**

139 Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. § 20-2-690, *et seq.*, a
140 parent or legal guardian who fails to send his or her child to school may be charged with a
141 misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian
142 to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed
143 thirty (30) days, community service, or any combination of such penalties, if found guilty of
144 violating the Compulsory Attendance Statute. Each day's absence after the child's school
145 system notifies the parent, guardian, or other person who has control or charge of a child of
146 five unexcused days of absence for a child shall be considered a separate offense as related to
147 the penalty.
148
149

150 Reclassified an Administrative Rule: 9/1/04

151 Revised: 1/27/05; 6/21/05; 7/1/06, 8/10/11; 10/10/12

152 Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JE)

153 Revised: 3/13/13; 8/22/19; 10/24/19; **X/X/22**

154
155 **Legal Reference**

156 O.C.G.A. 20-2-690.2 Establishment of Student Attendance and school climate committee; membership; summary of
157 penalties for failure to comply; review and policy recommendations; reporting

158 O.C.G.A. 20-2-691 Minimum Annual Attendance Required

159 O.C.G.A. 20-2-696 Duties of Visiting Teachers and Attendance Officers

160 O.C.G.A. 20-2-692.1 Excused absences for days missed to visit with parent or legal guardian in the military prior to

161		deployment or while on leave; attendance at military affairs sponsored events
162	O.C.G.A. 20-2-692.2	Foster care student attending court proceedings related to that student's foster care to be credited as present at school
163		
164	O.C.G.A. 21-2-92	Student Teen Election Participant (STEP) program
165	O.C.G.A. 20-17-2	Interstate Compact on Educational Opportunity for Military Children
166	O.C.G.A. 20-2-690.1	Mandatory education for children between 6 and 16
167	O.C.G.A. 20-2-692	General Assembly pages granted excused absences
168	O.C.G.A. 20-2-693	Exemptions
169	O.C.G.A. 20-2-694	Administration/enforcement of attendance reqts.
170	O.C.G.A. 20-2-695	Employing attendance officers in addition to visiting teachers
171	O.C.G.A. 20-2-697	Cooperation of principals and teachers with attendance officers and visiting teachers
172	O.C.G.A. 20-2-698	Assumption of temporary custody of truant children by peace officers
173	O.C.G.A. 20-2-701	Mandatory reporting of truants to juvenile or other courts
174	O.C.G.A. 40-5-22	Requirements for licensure; school attendance requirements
175	Rule 160-4-2-.31	Hospital/Homebound Instruction
176	Rule 160-5-1-.02	School Day and School Year for Students and Employees
177	Rule 160-5-1-.10	Student Attendance
178	Rule 160-5-1-.15	Acceptance of Transfer Credit and/or Grades
179	Rule 160-5-1-.28	Student Enrollment and Withdrawal



JG-R Student Welfare

~~2/11/19~~ x/x/22

RATIONALE/OBJECTIVE:

The Cobb County School District (District) is committed to the welfare of students from their entry on a school bus or school property to their return to the bus stop or leaving school property. Therefore, appropriate methods are established and observed in all schools to report health problems, including suspected child abuse, to prevent accidents, and to handle accidents, should these occur.

RULE:

Employees should observe the following in providing for student welfare:

A. HEALTH:

1. Proper ventilation, heating, lighting, and furniture-sizing will be maintained in the classroom setting.
2. Frequent hand washing should be encouraged. Soap in some form and hand drying materials should be supplied.
3. Community efforts to promote health programs should be supported as approved by the principal.
4. Symptoms of possible contagious diseases or conditions should be reported to the school nurse.
5. School cafeterias will be monitored for safety and cleanliness in accordance with required governmental inspections.
6. The well-being of students who are employed will be protected through requirements established by State law.

B. SAFETY:

1. **Supervision:**
Adequate supervision of students should be maintained as provided in Administrative Rule JGFB-R (Supervision of Students).
2. **Chaperones:**
Chaperones should be provided for trips away from school or for overnight activities as provided in Administrative Rule IFCB-R (Field Trips).
3. **School Safety Plans:**
Every District school shall prepare a School Safety Plan to help curb the growing incidence of violence in schools, to respond effectively to such incidents, and to provide a safe learning environment for District students and school personnel.
 - a. Contents:
 - (1) School Safety Plans shall also address:
 - (a) Preparedness for natural disasters;
 - (b) Hazardous materials or radiological accidents;
 - (c) Acts of violence;
 - (d) Acts of terrorism; and
 - (e) Security issues in school safety zones as defined in O.C.G.A. § 16-11-127.1(a)(1).
 - (2) School Safety Plans should also address security issues:

- 47 (a) Involving the transportation of students to and from school functions when such
48 transportation is furnished by the District; and
49 (b) Involving school functions held during non-instructional hours.
- 50 b. Preparation:
51 School safety plans shall be prepared with input from:
52 (1) Students enrolled in that school;
53 (2) Parents/guardians of such students;
54 (3) Teachers in that school;
55 (4) Community leaders,
56 (5) Other school and District employees; and
57 (6) Local law enforcement, fire service, public safety, and emergency management
58 agencies.
- 59 c. Communication:
60 School Safety Plans should be developed and communicated to faculty and staff in
61 accordance with expectations set by the District's Department of Public Safety.
- 62 d. Submission Requirements:
63 The original School Safety Plan should be submitted to the District's Department of
64 Public Safety with a copy retained by the school and a copy submitted to the
65 designated assistant superintendent. Public Safety shall submit each school's plan to
66 the local emergency management agency.
- 67 e. Other Provisions:
68 (1) Fire, disaster, emergency (bomb threat), and take-cover drills within the District
69 should be in conformance with state, county, city, and local requirements and in
70 accordance with the rules and regulations prescribed by the Cobb County Board of
71 Education and instructions issued by the Department of Public Safety through the
72 Emergency Procedures Manual.
73 (2) Evacuation routes will be posted in accordance with state and local fire marshal
74 requirements.
75 (3) The District should appropriately cooperate with the Cobb County Emergency
76 Management Agency, Georgia Emergency Management Agency, and Federal
77 Emergency Management Agency authorities and other government agencies in the
78 event of a declared emergency situation.
- 79 4. **Chains and Padlocks:**
80 Schools will refrain from using chains and padlocks on egress doors whether or not the
81 building is occupied.
- 82 5. **Portable Handheld Radios:**
83 a. Fire safety authorities require portable two-way radios in all portable classrooms.
84 b. After School Programs (ASP) should have access to a portable handheld radio that is
85 capable of communicating beyond the local area.
- 86 6. **Emergency Contact Information:**
87 Emergency After-Hour Contact information for school personnel should be reported in
88 accordance with the expectations of the CCSD ~~Department of Public Safety~~ **Police**
89 **Department.**
- 90 7. **Decorations:**
91 a. Live holiday trees may be permitted in classrooms under the following conditions:
92 (1) No lights.
93 (2) Keep water in the tree stand.
94 (3) The tree should not be located near a heat source.
95 b. Artificial trees that are labeled fire "retardant" or "resistant" may be decorated with
96 lights that are labeled "UL Approved."
97 c. Electrical wall decorations should be securely fastened to the wall away from anything
98 flammable. They should be unplugged after class each day.
99 d. Electrical cords and other items should be securely fastened to avoid tripping and
100 unnecessary alarm activation.
101 e. Candles or open flames may be used only in accordance with state, county, city, and
102 local fire safety requirements. Questions regarding these requirements may be directed
103 to the Department of Public Safety.
- 104 8. **Activity/Athletic Fields:**

105 All activity and athletic fields, including District owned playground facilities, should comply
106 with the following:

- 107 a. Use during the school day should be limited to those students registered in each
108 respective school.
- 109 b. Use after school hours is subject to Principal approval and regulations.
- 110 c. Playground apparatus and equipment should be approved by the Supervisor of Health
111 and Physical Education prior to installation and use.
- 112 d. Gymnasium apparatus and physical education/athletic equipment and facilities should
113 be used under direct supervision by a District employee.

114 **9. Bicycle Use:**

- 115 a. Principals should establish procedures for bicycle parking at their respective schools.
- 116 b. Bicycle riding on school campuses while school is in session should be prohibited.

117 **10. Emergency Student Information:**

118 In cases of emergency, necessary information to notify parents/guardians and licensed
119 physicians should be maintained in the school office and entered in the Student
120 Information System. This information should include the following:

- 121 a. Parent/guardian phone numbers: home, cell, and business;
- 122 b. Parent/guardian addresses: home and business;
- 123 c. Emergency Contacts: Phone numbers and addresses of persons through whom
124 necessary parent/guardian contact may be made and who may check the student out
125 of school if the parent/guardian cannot be reached;
- 126 d. Physicians: Address and phone numbers of family physicians.
- 127 e. In cases of emergency every effort should be made to contact parents/guardians after
128 immediate care of the student has been completed. If contact with the
129 parents/guardians cannot be made, emergency medical services will be contacted. Any
130 action taken in cases of accidents without the knowledge of a parent/guardian of a
131 student should immediately be reported to the Office of the Director of Public Safety
132 and the designated assistant superintendent.

133 **11. Eye Protection:**

- 134 a. In order to ensure the safety and eye protection of students, employees, and visitors in
135 the schools, persons are required to wear appropriate industrial-quality, school
136 designated eye protection equipment at all times while participating in or observing
137 any course of instruction involving exposure to any of the following:
138 (1) Molten materials.
139 (2) Milling, sawing, filing, turning, shaping, cutting, grinding or stamping of any solid
140 materials.
141 (3) Heat treatment, tempering or kiln-firing of any materials.
142 (4) Welding.
143 (5) Repair or servicing of any vehicle.
144 (6) Caustic or explosive materials or materials that shatter.
145 (7) Finishing materials and solvents.
146 (8) Injurious radiations or other hazards.
- 147 b. Each school will provide eye protection equipment to every student, employee or
148 visitor that is clean, in good repair, durable, capable of being disinfected and that
149 meets the requirements specified in "Practice for Occupational and Educational Eye and
150 Face Protection," American National Standards Institute, Z87.1-1968, while they are
151 using or observing machines or operations. Use of equipment with structural or optical
152 defects should be prohibited. Persons whose vision requires the use of eyeglasses shall
153 be provided goggles that can be worn over corrective spectacles without disturbing the
154 adjustment of the spectacles.
- 155 c. Each school that uses lasers in classrooms and laboratories will register them with the
156 Georgia Department of Human Resources and adhere to the Rules and Regulations for
157 Laser Radiation, Chapter 290-5-27, Georgia Department of Human Resources.

158 **12. Science Classroom Safety:**

159 Additional measures to be observed in science classrooms: Because of the special nature
160 of the chemistry laboratory and the use of chemicals in other science laboratories, all
161 students, employees, and visitors to a classroom or laboratory whenever chemicals are
162 being used, carried, or heated, and when laboratory apparatus and materials are being
163 prepared or returned to the stockroom, should be required to:

- 164 a. Wear chemical splash goggles (ANSI Z87.1 compliant, see above).
- 165 b. Wear close-toed shoes, securely tied (no platform shoes).
- 166 c. Tie, pin, or otherwise secure hair behind the shoulders.
- 167 d. Refrain from wearing loose-fitting, overhanging, or dangling articles of clothing or
- 168 jewelry.
- 169 e. Secure books, backpacks, and personal belongings well away from the areas where the
- 170 chemicals are being used.

171 **13. Assistance to Staff:**

172 Any student, with administrative approval, may assist a staff member with appropriate

173 activities. These activities must not endanger the safety or welfare of the student.

174 **14. Cold Weather/Hot Weather Guidelines:**

175 Classes participating in outdoor activities during the school day (e.g., recess,

176 field days, etc.) should following weather guidelines as outlined in Administrative

177 Rule IDBC-R (Physical Education).

178

179 **C. SUSPECTED CHILD ABUSE:**

180 According to the required procedures outlined by DFCS Protocol (Form JG-1), any District

181 employee or volunteer who forms reasonable cause to believe a student is subject to physical

182 or sexual abuse from any source shall report the suspected abuse in accordance with State

183 laws, O.C.G.A. § 19-7-5.

184

185 **D. CHILDREN AT EMPLOYEE WORKSTATION:**

- 186 1. Having children at workstations is a privilege that may be allowed employees at the
- 187 discretion of administrators at their individual school/work site. In addition to any local
- 188 school or department regulations regarding children at workstations, the following
- 189 procedures are established:
 - 190 a. Pre-school age and younger children are not allowed at employee workstations for
 - 191 child-care purposes.
 - 192 b. No child, regardless of age, is allowed at employee workstations for child-care
 - 193 purposes during established student hours.
 - 194 c. Children are not allowed at employee workstations during pre-planning, post-planning,
 - 195 or any other scheduled workday.
 - 196 d. Children of employees are not allowed to attend parent/teacher conferences, faculty
 - 197 meetings, or other meetings of this nature.
 - 198 e. Employees assume the responsibility of ensuring that their children do not interfere
 - 199 with their work responsibilities or the responsibilities of other staff members.
- 200 2. Parents who choose to take advantage of this privilege, with the appropriate permission,
- 201 will be responsible for any injuries that occur to their child(ren) or others as a result of
- 202 their child(ren) accompanying them at the workstation.
- 203 3. Parents are responsible for supervision of their child(ren) under this rule and will be
- 204 monetarily responsible and liable for any damage or injury that occurs based upon their
- 205 child(ren)'s presence at the workstation or other school property.

206

207

208 Reclassified an Administrative Rule: 9/1/04

209 Revised: 5/26/05; 12/14/06; 10/10/12

210 Re-coded: 1/7/13 (Previously coded as Administrative Rule JL)

211 Revised: 2/11/19;~~X/X/22~~

212

213 Legal Reference

214 O.C.G.A. 19-15-2	Child Abuse Protocol
215 O.C.G.A. 16-6-5.1	Sexual assault by persons with supervisory or disciplinary authority
216 O.C.G.A. 15-11-58	Child welfare - removing a child from home
217 O.C.G.A. 16-6-9	Prostitution
218 O.C.G.A. 19-7-5	Reporting child abuse
219 O.C.G.A. 20-2-1184	Mandatory reporting of students committing certain prohibited acts
220 O.C.G.A. 49-5-41	Persons and agencies permitted access to records
221 Rule 160-4-8-.04	Child Abuse and Neglect Reporting

GREEN font indicates content from O.C.G.A §20-2-786
BLUE font indicates content recommended by School Counseling
ORANGE font indicate content recommended by ParkerPoe
BROWN font indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

JR-R Student Records

3/8/17 x/x/22

1 RATIONALE/OBJECTIVE:

2
3 The goal of the Cobb County School District (District) is that the academic, attendance,
4 disciplinary and health records necessary for maintaining thorough and current information on
5 each student in the District should be properly kept by principals, teachers, counselors and other
6 designated personnel in compliance with state and federal law, including the Student Data
7 Privacy, Accessibility, and Transparency Act of Georgia and the Family Educational Rights and
8 Privacy Act (FERPA) and its implementing regulations.
9

10 RULE:

11 I. STUDENT RECORDS

12 A. GENERAL PROVISIONS:

13 1. Educational Records:

14 FERPA broadly defines an education record as any record, file, document or other material
15 that contains information directly related to a student and that is maintained by a school
16 district or a person acting on behalf of a school district. 20 U.S.C. § 1232g(a)(4)(A).
17 Possible exclusions to education records are discussed in 20 U.S.C. § 1232g(a)(4)(B).
18

19 2. Confidentiality:

20 Information which is part of the educational record of a student shall be held in strict
21 confidence. Permanent records shall be kept in a secure area of the school. The school and
22 District will use reasonable methods to ensure that school officials obtain access to only
23 those education records in which they have legitimate educational interests. This may
24 include, but is not limited to, physical or technological access controls.
25

26 3. Parent:

27 A natural parent, guardian, or an individual acting as a parent in the absence of a parent
28 or guardian.

29 4. Eligible Student:

30 A student who has reached 18 years of age or is attending an institution of postsecondary
31 education.

32 5. Student Debts:

33 The forwarding of records for students who have unpaid debts related to lost or damaged
34 materials or equipment shall be in accordance with Administrative Rule DFJ-R (District
35 Property Replacement/Restitution).

36 6. Transcript Charges/Delivery:

- 37 a. ~~The District~~ Each school shall provide one (1) copy of a student's official transcript
38 record without charge.
- 39 b. The cost of additional copies of a student's official transcript produced by the school
40 shall be posted on the District school website.
- 41 c. The cost for each copy of a student's official transcript or verification of education
42 produced by Records Management, Cobb County School District, shall be posted on the
43 District website.
- 44 d. The District shall charge \$.25 per page for copies of student records released to third-
45 parties and for additional copies of records that have been previously provided to the

- 46 parent/guardian/eligible student. Should education records be requested by a current
 47 medical or educational service provider of the child, by another school or government
 48 agency, Guardians Ad Litem, Court Appointed Special Advocates (CASAs), or pursuant
 49 to court order or subpoena, the District may waive the \$.25 per page fee for provision
 50 of copies of education records.
- 51 e. Official transcripts may be requested via an online request program, the last school
 52 attended or the District's Records Management Office. Transcripts may be picked up at
 53 the school or Records Management Office, mailed to the post-secondary school or to
 54 other agencies upon direction of the parent/eligible (former or current) student, or
 55 electronically released to colleges using [GAcollege411 the state provided resource](#)
 56 [for career exploration, college planning, and financial resources](#) or online
 57 transcript request program. The official transcript that is picked up or mailed will be:
 58 (1) Sealed in an envelope with a signature or stamp to secure confidentiality; and
 59 (2) Signed for in the [guidance school counseling](#) office by the receiving individual.
- 60 f. ~~Students who wish to release transcripts to colleges using GAcollege411 must first set~~
 61 ~~up a student account.~~ All requests for electronic release may be completed by following
 62 the directions contained in [www.gacollege411.org](#) or the online transcript request
 63 program.

64 **7. Records Custodians:**

65 The following is a list of the type of records that the District maintains, their locations, and
 66 their custodians:
 67

TYPES OF RECORDS	LOCATION OF RECORDS	RECORD CUSTODIAN
Active Student Records: Current students and students having withdrawn or graduated for less than two years	Most recent school attended	Principal
Inactive Student Records: Former students (Students withdrawn or having graduated for more than two years)	Records Management Center 6975 Cobb International Blvd. Kennesaw, GA 30152	Office of Records Management
Discipline Records	School Administrative Office	Principal
Special Education Records Psychological Records Special Test Records	Office of Special Student Services Teaching and Learning Support and Specialized Services 514 Glover Street Marietta, GA 30060	Assistant Superintendent for Special Student Services Teaching and Learning Support and Specialized Services
School Transportation Records	School Bus Garage	Director of School Transportation

68
69 **8. District Records Center:**

70 The Records Center maintains records, including transcripts, of students who have
 71 graduated or withdrawn from the District as required by Georgia Records Retention
 72 schedules. To obtain records from the Records Center:

- 73 a. Complete an online transcript request located on the District website
 74 (<http://www.cobbk12.org/aboutccsd/records/>).
- 75 b. A student making a request for his/her own records must be an eligible student;
- 76 c. Parents/Guardians may obtain or authorize the release of education records, including
 77 a transcript, for students under the age of 18.
- 78 d. The individual requesting the record may be required to provide a government issued
 79 photo ID (e.g. driver's license, passport, etc).
 80

81 **B. ACTIVE STUDENT RECORDS:**

- 82 An active student record shall be established for all students entering the District:
83 1. It shall be the responsibility of the personnel registering the student to acquire the
84 necessary releases to obtain a student's record (Administrative Rule JBC-R [School
85 Admissions/Withdrawals]).
86 2. The Principal should designate the school personnel responsible for creating and/or
87 updating the active student record.
88 3. The record should be written legibly in black ink and corrected appropriately:
89 a. Entries should be dark enough to be copied clearly on a standard bond paper copy
90 machine.
91 b. If a mistake is made in recording information, the error must be corrected so that the
92 record does not give the appearance that it has been altered by unauthorized persons.
93 4. **Required Information:**
94 Information recorded must include the following:
95 a. Personal information (Student's full legal name only and date of birth);
96 b. Immunization record;
97 c. Indication of administrative placement or retention in grades K-8;
98 d. Standardized test information;
99 e. Grade levels for each school year;
100 f. Date of withdrawal; for "no shows," indicate with "N/S 20";
101 g. **Graduation:**
102 (1) Date of graduation;
103 (2) Rank in class and grade point average for graduation;
104 (3) Records of students who meet the requirements to graduate from the District but
105 receive their diploma from another school system will reflect that the student is a
106 graduate. The record should be marked with the following statement: "Graduation
107 requirements met (date). Diploma received from (name of school or school system,
108 city, and state and country, if the diploma is awarded by an agency in a foreign
109 country)."
110 h. **Withdrawals:**
111 See Part II below.
112 5. **Challenge of Contents:**
113 Parents/guardians/eligible students may challenge the contents of their/their child's
114 education records and request corrections if they feel entries on the records are
115 inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
116 However, a properly recorded grade or score may not be challenged for the purpose of
117 having it changed to a different grade. (Please note that this challenge process is separate
118 from that outlined in Section E, below regarding student data privacy.) The review
119 procedure for challenging entries is as follows:
120 a. **Step I:**
121 When a parent/guardian/eligible student wishes to challenge entries on a record,
122 the request shall be submitted to the Principal of the school in which the student is or
123 has been enrolled. The Principal or designee shall investigate the complaint and
124 endeavor to settle the matter.
125 b. **Step II:**
126 If the conflict is not resolved at the school level, the complaining party must submit a
127 request in writing to the appropriate Leadership and Learning Assistant Superintendent
128 for a hearing by a review board within ten (10) business days of receiving a response
129 from the local school Principal or designee. This hearing should be held within twenty
130 (20) business days of receipt of the request. The parents/guardians/eligible students
131 shall be given reasonable notification of the date, place, and time of the hearing. The
132 complaining parties will have a full and fair opportunity to present evidence, and may
133 be represented by a person of their choice, at their expense.
134 (1) The review board consists of the following people who shall be disinterested
135 parties:
136 (a) The Superintendent, or designee;
137 (b) The Assistant Superintendent, Teaching and Learning or designee; and
138 (c) The Leadership and Learning Assistant Superintendent for the school from
139 which the request originates.

140 (2) A summary of the evidence and reason for the decision of the review board shall be
141 given in writing to the concerned parties. This should be provided no more than ten
142 (10) business days after the date of the hearing. The decision shall be based solely
143 on the evidence presented at the hearing and shall include a summary of the
144 evidence and the reason(s) for the decision.

145 (3) The parents/guardians/eligible students may disagree with the review board's
146 decision and have the right to issue a written statement to be placed in the
147 student's record stating the reasons for disagreement. This statement will be
148 maintained as long as the record is maintained and will be disclosed when the
149 school or District discloses the portion of the record to which the statement relates.
150

151 C. PROCEDURES FOR ACCESSING RECORDS:

152 The following procedures will be used for granting access to student records and other
153 confidential information pursuant to the Family Educational Rights and Privacy Act:

154 1. Record of Access:

155 A record of access shall be maintained for each educational record file:

156 a. The record of access shall indicate who has accessed the education record and the
157 purpose of their access as required by FERPA.

158 b. This requirement does not apply to access by:

159 (1) Parents/guardians/eligible students;

160 (2) An authorized school official;

161 (3) A party with written consent from the parent/guardian/eligible student;

162 (4) A party seeking directory information as available pursuant to the annual FERPA
163 Notification; or

164 (5) A party seeking or receiving records as directed by a federal grand jury or other law
165 enforcement subpoena if the issuing court has ordered that the existence of the
166 contents of the subpoena or the information furnished in response to the subpoena
167 not be disclosed.

168 2. Parent/Guardian/Student Access:

169 In compliance with FERPA and O.C.G.A. §20-2-786, parents/guardians/eligible students
170 shall be given access to the records of the student including the permanent records,
171 attendance register, discipline records and results of any individual testing which might
172 have been given. A student who is emancipated, 18 years old or attending a post-
173 secondary school will have access to his/her own records. Form JR-3 (Parent/Guardian
174 Request for Education Records) may be used.

175 a. ~~Records may be inspected by parents or eligible students within a reasonable length~~
176 ~~amount of time not to exceed three (3) business days after the of receipt of a~~
177 ~~request, but in no case later than forty five (45) days after the request is made. The~~
178 ~~District shall provide access to the student records to the parent, guardian, or~~
179 ~~eligible student for inspection within three (3) business days of receipt of a~~
180 ~~request. In those instances where some, but not all, records requested are~~
181 ~~available within three (3) business days, the Principal shall make available~~
182 ~~within that period such records that are available. In any instance where~~
183 ~~some or all of such records is unavailable within three (3) business days of~~
184 ~~receipt of the request, and such records exists, the Principal shall, withing~~
185 ~~such time period, provide the requestor with a description of the records and~~
186 ~~a timeline for when the records will be available and shall provide access to~~
187 ~~the records as soon as practicable but in no case later than 30 days of receipt~~
188 ~~of the request.~~

189 b. An appointment should be made with the Principal or counselor to review records. If
190 the records are at the Records Center, the appointment should be made with the Staff
191 Assistant in Records Management.

192 c. Requests for interpretation of psychological reports shall be made to the Psychological
193 Services Department.

194 d. The District will not provide a parent/guardian/eligible student a copy of standardized
195 test questions or test protocols.

196 3. Non-Custodial Parent Access:

197 Parents who are not the physical or legal custodian of a minor student, or who do not have
198 primary physical or legal custody, may have access to educational records and

199 information if his/her parental rights are not terminated or his/her rights to access to
200 educational records and information has not been restricted in some manner by legal
201 authority. In these cases, school may contact the primary physical and legal custodian to
202 inform the parent of the request. (see Administrative Rule JC[1]-R)

203 4. **Disclosure to Individuals/Agencies Other than Parents/Guardians/Eligible**
204 **Students/Non-Custodial Parents:**

205 **NOTE:** A correctly executed written request and/or release or a lawfully issued and
206 enforceable court order or subpoena is generally required before a transcript or
207 information may be released to any agency or individual other than the
208 parent/guardian/eligible student.

209 a. **Exceptions:**

210 Upon receipt of a correctly executed written request, copies of student records may be
211 disclosed without the written consent of the parent/guardian/eligible student pursuant
212 to the annual FERPA Notification.

213
214 **D. NOTIFICATION REQUIREMENTS:**

215 1. **Student Directory Information:**

216 ~~a. Public Notice shall be given to inform parents/guardians/eligible students when~~
217 ~~student directory information is to be released~~ **The District provides an annual**
218 **notification contained in the *Family Information Guide* that elaborates the**
219 **criteria for determining how, when and to whom student directory information**
220 **may be lawfully shared.**

221 2. **Family Information Guide:**

222 ~~Parents/guardians/eligible students will be notified of their rights under FERPA~~
223 ~~annually by publication in the District's Family Information Guide.~~ The **Family**
224 **Information Guide** is ~~provided to every student on the first day of school each year or~~
225 ~~when the student enrolls (Form JCDA-3 [Receipt of the Family Information Guide])~~
226 **updated annually and is accessible on the District's website.**

227
228 **E. STUDENT DATA PRIVACY COMPLAINT PROCEDURES:**

229 The Student Data Privacy, Accessibility, and Transparency Act of Georgia is designed to
230 ensure student data is kept private and secure from unauthorized access. Any
231 parent/guardian/eligible student ("Complainant") may file a complaint if that individual
232 believes and alleges that a possible violation of rights under the federal or state privacy and
233 security laws has occurred.

234 1. **Complainant:**

- 235 a. All complaints regarding an alleged violation of data privacy must be submitted by the
236 Complainant on Form JR-9 (Student Data Privacy Complaint Form). The Form is
237 available online or will be provided to Complainant upon request within three business
238 days.
239 b. Form JR-9 should be submitted to the Chief Accountability and Research Officer.

240 2. **District Response:**

- 241 a. Upon receiving the completed complaint form, the Chief Accountability and Research
242 Officer or designee should mark it with the date of receipt.
243 b. A written response should be provided to the Complainant by the office of the Chief
244 Accountability and Research Officer within ten (10) business days of receipt of
245 complaint.

246 3. **The Superintendent:**

- 247 a. Should the complaint not be resolved with the office of the Chief Accountability and
248 Research Officer, the Complainant may file an appeal with the Superintendent within
249 ten (10) days of receiving the written response.
250 (1) The appeal should include a copy of the original Student Data Privacy Complaint
251 Form (Form JR-9) as well as the written response from the office of the Chief
252 Accountability and Research Officer.
253 (2) The appeal should also include a written statement regarding the reason(s) for the
254 additional appeal.
255 b. A written response should be provided to the Complainant by the Superintendent or
256 designee within twenty (20) business days of the receipt of the appeal.

257 4. **The Board of Education:**

- 258 a. Should the complaint not be resolved with the Superintendent or designee, the
259 Complainant may file an appeal for a final decision with the Board of Education within
260 ten (10) business days of receiving the Superintendent's or designee's written
261 response.
262 b. The final appeal may be submitted to the Office of the Superintendent for the
263 scheduling of board review.
264 (1) The final appeal should include:
265 (a) A copy of the original Student Data Privacy Complaint Form (Form JR-9);
266 (b) A copy of the written response from the office of the Chief Accountability and
267 Research Officer;
268 (c) A copy of the written statement regarding the reason(s) for the appeal to the
269 Superintendent;
270 (d) A copy of the Superintendent's or designee's written response; and
271 (e) A written statement regarding the reason(s) for the final appeal to the Board of
272 Education.
273 c. The Board of Education will render a final decision regarding the complaint and notify
274 the complainant in writing within ten (10) business days of receiving the request for
275 appeal.
276
277

278 **II. TRANSFER/ARTICULATION OF ACTIVE STUDENT RECORDS**

279

280 **A. PROCEDURES FOR TRANSFERRING INDIVIDUAL RECORDS:**

281 **1. In-District Transfer of Records:**

- 282 a. Upon receiving a request (Form JBC-8 [Authorization to Release Records]) for an active
283 student record from within the District, a school should send the record immediately.
284 b. Under no conditions should the record be transferred by any student or his/her
285 parent/guardian.
286 c. Transfer within the District should be made through school mail.
287 d. When transferring records within the system, sending schools should use Form JR-4
288 (Transfer of Active Student Record Within District) to maintain a record of where all
289 records were transferred.

290 **2. Out-of-District Transfer of Records:**

- 291 a. The active records of a student who withdraws to go to another school system should
292 be kept in an inactive file in the school in accordance with the provisions of the
293 District's Records Management Handbook.
294 b. Upon receiving a request from another school system for a student's cumulative
295 record, elementary, middle and high schools should make copies to send as
296 transcripts.
297

298 **B. ARTICULATION OF RECORDS BETWEEN LEVELS:**

299 The following procedures should be used in the preparation of elementary school records for
300 transfer to middle school and middle school records for transfer to high school:

- 301 1. It is the responsibility of the local school administrator or designee (certified by Georgia
302 Professional Standards Commission) to deliver to the appropriate school the active student
303 records for students enrolled for the following school year.
304 2. Time of delivery of records needs to be mutually arranged by personnel at each school. It
305 will be necessary for the local school administrators or professionally certified designees
306 to:
307 a. Make an appointment to meet with a professionally certified person, the principal or
308 designee, at each receiving school; and
309 b. Check each student's record to verify compliance and accuracy.
310 3. **Checklist for Cumulative Record:**
311 Form JR-5 (Checklist for Cumulative Active Student Record, should be used to verify the
312 contents of each cumulative record before the record is transferred. A completed Form JR-
313 5 is to be placed as the first page inside each permanent record.
314 4. **Records Transfer:**
315 Procedures for transferring rising sixth grade records:

- 316 a. It is the responsibility of the sending school to deliver the records to the receiving
317 school.
- 318 b. Should the receiving school have records in the fall of a student who did not enroll,
319 these records should be returned to the feeder school where they are kept in
320 accordance with the provisions of the District's "Records Management Handbook.
- 321 c. **Preparation of Records for Transfer:**
322 Records should be prepared for transfer in accordance with the provisions of the
323 District's Records Management Handbook.

324
325 **C. INACTIVE STUDENT RECORDS RETENTION PREPARATION:**

326 Procedures for preparing the records of withdrawals and graduates:

- 327 1. It is the responsibility of the school to properly prepare the records for retention
- 328 2. No items should be purged from the student record until the school received instruction
329 from the Office of Records Management.
- 330 3. Should the receiving school have records in the fall of a student who did not enroll as pre-
331 registered, these records should be returned to the feeder school where they are kept in
332 accordance with the provisions of the District Records Management Handbook.
- 333 4. **Preparation for Records Retention:**
334 The Office of Records Management will initiate the removal of student records as outlined
335 in the Records Management Handbook, providing name lists, instructions and packaging
336 information.
- 337 a. School personnel should box inactive student records as instructed by the Office of
338 Records Management.
339 (1) Inactive student records should contain only the specified documents as outlined in
340 Form JR-7 (Checklist for Inactive Student Records).
- 341 b. Should an individual record be improperly prepared by the school, the Office of Records
342 Management may refuse to accept said record until it is properly prepared and ask that
343 a staff member from the sending school correct the record or packaging.
344

345 Adopted: 8/9/78

347 Revised: 7/9/80; 4/28/83; 8/8/84; 7/28/86; 8/13/87; 4/28/88; 1/10/90; 5/23/91; 2/4/92; 7/26/93; 10/11/93;
348 10/18/93; 7/28/94; 8/25/94; 8/9/95; 9/26/96; 11/10/99; 1/12/00; 2/1/02; 2/14/02; 3/10/04; 5/12/04;

349 Reclassified an Administrative Rule: 9/1/04

350 Revised: 10/13/04; 6/14/06; 5/9/07; 6/11/08; 4/14/10; 11/9/11

351 Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JRA and Administrative Rule JRAA)

352 Revised: 7/1/13; 1/28/16; 3/8/17; X/X/22

353
354 Legal Reference

355 O.C.G.A. 50-18-71	Right of access; timing; fees; denial of requests; impact of electronic records
356 O.C.G.A. 20-17-2	Interstate Compact on Educational Opportunity for Military Children
357 O.C.G.A. 50-18-73	Jurisdiction to enforce article; attorney's fees and litigation expenses; good faith 358 reliance
359 O.C.G.A. 50-18-74	Penalty for violations of Open Records Act; prosecution proceedings
360 O.C.G.A. 20-2-150	Eligibility for enrollment
361 O.C.G.A. 20-2-160	Determination of enrollment; determination of funding
362 O.C.G.A. 20-2-670	Reqs. for transferring students beyond 6th grade
363 O.C.G.A. 20-2-667	Parental and student review of education record; model policies
364 O.C.G.A. 20-2-690	Requirements for private schools and home study programs
365 O.C.G.A. 20-2-697	Cooperation of principals and teachers with attendance officers and visiting teachers
366 O.C.G.A. 20-2-720	Inspection of student's records by parents
367 <u>O.C.G.A. 20-2-786</u>	Parent Bill of Rights
368 O.C.G.A. 24-09-47	Disclosure of AIDS confidential information
369 O.C.G.A. 40-5-22	Requirements for licensure; school attendance requirements
370 O.C.G.A. 49-5-40	Child Abuse and Deprivation Records; definitions, confidentiality of records
371 O.C.G.A. 50-18-72	When public disclosure is not required
372 O.C.G.A. 50-18-99	Records management programs for local governments
373 Rule 160-1-3-.03	Infectious Diseases
374 Rule 160-4-7-.19	Services for Agency-Placed Students
375 Rule 160-5-1-.07	Student Data Collection
376 Rule 160-5-1-.14	Transfer of Student Records
377 34 CFR 300.624	Destruction of IDEA information.
378 20 USC 1412(a)(8)	Confidentiality of IDEA Records
379 34 CFR 300.618	Amendment of records at parent's request
380 20 USC 1232g	Family Educational Rights and Privacy Act of 1974 (FERPA)
381 20 USC 1232h	Protection of Pupil Rights Amendment (PPRA)