



INFORMATION MEMORANDUM

To: Board of Public Education for Bibb County ("Board")
Dr. Dan A. Sims, Superintendent

From: Dr. LaToya Smith, Assistant Superintendent for Human Resources
Sherry H. Culves, Parker Poe Adams & Bernstein LLP

Subject: Policy GAK: Criminal Background Checks (Replacing Policy GAM: Staff Rights and Responsibilities) **(First Reading)**

Summary

The District is presenting Policy GAK: Criminal Background Checks for First Reading. This proposed policy replaces current Policy GAM: Staff Rights and Responsibilities.

Background

The Board's current Policy GAM: "Staff Rights and Responsibilities" addresses the procedures for criminal background checks. Its title ("Staff Rights and Responsibilities") is not representative of its substantive content, and its Policy Code ("GAM") is not aligned with GSBA and most districts' Policy Code for the subject matter. Instead "GAK" is the Policy Code typically used. As a result, we recommend rescinding Policy GAM and adopting Policy GAK.

The substantive changes to the policy are recommended to better align the policy with specific requirements of OCGA § 20-2-211.1, which is the Georgia statute addressing criminal background checks. Revisions are proposed to clarify that the policy applies to all employees at or prior to employment. Language was further added to direct requirements for criminal records checks for volunteers to Policy IFCD, which specifically addresses requirements for volunteers. Finally, as set out in statute, language was added to put employees on notice of the requirement to have subsequent background checks run upon certificate renewals.

Next Step

The District will post proposed Policy GAK: Criminal Background Checks on Simbli to receive input from the Board members and stakeholders for 30 days. The policy will be brought to the next Board meeting for second reading and final Board adoption and approval.



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Superintendent's Comments and Approval

Superintendent's Signature	Approved / Not Approved
Dr. Dan A. Sims	Approved