



INFORMATION MEMORANDUM

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

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

Subject: Policy GAE - Complaints and Grievances **(First Reading)**

Summary

The District is presenting Policy GAE - Complaints and Grievances, for First Reading.

Background

In consultation with the Human Resources Department, Policy GAE has been revised to incorporate technical and clarifying updates, including updating the Board's name for consistency, revising pronoun usage throughout to ensure gender-neutral language, and making minor wording adjustments to improve clarity and alignment with O.C.G.A. § 20-2-989.5. The revisions do not materially change the scope of the policy, which continues to define the types of complaints covered, outline specific exclusions, and emphasize resolution at the lowest organizational level possible.

Regulation GAE-R(1) has been revised to reflect similar technical and conforming edits. Updates include standardizing terminology related to the District and Board, revising language for clarity and consistency, and incorporating gender-neutral phrasing throughout. Additional minor edits clarify procedural language related to notice, timelines, and filing requirements. These revisions are intended to improve readability and consistency while maintaining the existing three-level grievance process, associated timelines, and due process protections for certificated employees. A corresponding exhibit, GAE-E(1), has also been reviewed and updated to align with the revised policy and regulation. No revisions are proposed for exhibits GAE-E(2) and GAE-E(3).

Next Step

Policy: The District will post Policy GAE – Complaints and Grievances for First Reading 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.

BIBB COUNTY SCHOOL DISTRICT
Dr. Dan A. Sims, Superintendent

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Regulation/Exhibits: The Board is requested to provide District administration with feedback regarding revisions to the Regulation GAE-R(1) and Exhibit GAE-E(1). The administration will then make any additional changes based on feedback from the Board. The regulation and exhibit will be adopted by the administration and posted on Simbli.

Superintendent's Comments and Approval

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