



The Roger Bacon Academy

MEMORANDUM

June 17, 2016

To: All Staff of the Schools managed by The Roger Bacon Academy

From: Charter Day School, Inc. Board of Trustees

Memo: CDS Board Policies Handbook Amendment #0160617

Board of Trustees (Page 5):

Updated board of trustees information

School Administrators (Page 6):

Updated school administrators information

Redemption of Unused PTO Days (Teachers and Teachers Assistants only) (Page 33):

Teachers and Teachers Assistants that are classified as 10-month employees may request to be paid for unused PTO days. The redemption is at a rate of \$100.00 per day for Teachers and \$75 per day for Teacher Assistants. A maximum of 12 unused PTO days can be redeemed for the year. Each employee may request up to 6 days ~~can be redeemed~~ at the end of December, and In June, the remainder of the 12 unused days may be requested. ~~for a possible total of 12 days redeemed.~~ The request must be submitted by the 15th of the month and approved by the Headmaster. These funds will be included in the January 5th and July 5th pay checks.

Safety (Page 28) Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take the following precautions to be sure that the respirator itself does not present a hazard:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern.

3610 Thaddeus Lott Ln.
Leland, NC 28451

Office 910-655-3600
Fax 910-655-0310

www.RogerBacon.net

The Three Laws

Law 1 - Reward good behavior, *you'll get more of it.* Law 2 - Teach to mastery, *every child will learn.* Law 3 - Watch the children, *if they are not learning or behaving, you're not following the first two laws.*

- 3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against.
- 4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Nepotism (Page 17):

- 1. It is the policy of the Board that before any immediate family of any board member or school administrator, including directors, supervisors, department heads, assistants headmasters, headmasters, deans, or superintendents shall be employed or engaged as an employee, independent contractor, or otherwise by the Board in any capacity, such proposed employment or engagement shall be (i) disclosed to the Board and (ii) approved by the Board in a duly called open-session meeting. The burden of disclosure of such a conflict of interest shall be on the applicable board member or school administrator (G.S. 115C-47).

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