**MEMORANDUM**

**To:** Dr. Maria Brown, Chairperson

Karen Byrd

Jesse Parks

Julia Pile

Dr. Tiffany Schussler

**From:**  Matthew Rigg, Director of Human Resources

**Date:** January 12, 2021

**RE:** First reading of revision to Board Policy 03.162 – Harrassment/Discrimination

At the recommendation of attorney Gerry Dusing, the District presents this first reading of a proposed change to Board Policy 03.162 – Harassment/Discrimination.

The proposed change adds language to clarify the computation of days when considering the deadline for complying with all time-bound elements of this policy.