

UPPER PERKIOMEN SCHOOL DISTRICT

Education Center
2229 E. Buck Road
Pennsburg, PA 18073

Policy Committee Meeting

May 15, 2023 @ Education Center
5:00-6:00

CHAIR: Peg Pennepacker

Ex-Officio: Melanie Cunningham, President

MEMBERS:

Keith McCarrick

Emily McCormick

Assistant Superintendent – Dr. Andrea Farina

Business Manager – Dan Direso

Human Resources Director – Georgiann Fisher

AGENDA

1. Approval of April 18, 2023 Committee Minutes (Attachment A)
2. Review & Discussion:

Policy Number	Current	Proposed	Revisions/Discussion	Move to First Read June Board Mtg.
328	Compensation Plans/Salary Schedules	Compensation Plans/Salary Schedules	<p>Incorporated all applicable references to salary schedules/compensation plans/etc. to account for all employee classifications.</p> <p>Added language on salary schedules being used to set compensation for new/inexperienced employees and experienced employees new to the district, etc., in accordance with School Code.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
334	Sick Leave	Sick Leave	<p>Added references to administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution, as well as specifying between certificated and noncertificated administrative employees.</p> <p>Added recommended language on a physician's statement not being presumed to conclusively establish an employee's disability.</p> <p>Added recommended language on the Board paying a specified amount for unused sick leave upon the retirement or death of an employee, to reflect language in the ACP and CBA.</p> <p>Removed language from policies specifying number of sick leave days for each employee classification -- this may vary and differs between classifications. This information is also already included in applicable CBA/ACP/etc.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

332/432	Working Periods	Working Periods	<p>Added reference to administrative compensation plan, contracts, collective bargaining agreements, and Board resolutions.</p> <p>Added language on professional personnel having a duty-free lunch period of at least 30 minutes, in accordance with School Code.</p> <p>Added PSBA recommended language on extra or alternative duties for professional staff, as well as attendance at faculty meetings.</p> <p>Deleted language on teaching load -- this is specific to professional employees and not necessary in policy; would be more appropriate in administrative regulations.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
336	Bereavement Leave	Personal Necessity Leave	<p>Added recommended language regarding personal leave days being granted in accordance with applicable provisions of ACP, contracts, CBA, or Board resolution.</p> <p>Revised bereavement leave language regarding employees other than professional/temporary professional to specify leave shall be granted based on applicable provisions of ACP, contract, CBA, or Board resolution.</p> <p>Retained district's language on the cases of divorce and the death of a district employee -- please review and revise if necessary.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
337	Vacation	Vacation	<p>Added PSBA recommended language that vacations will be scheduled at times when they will not interfere with the normal operation of the school.</p> <p>Added language on up to 7 days of vacation being carried over to the next year with approval from the immediate supervisor, in accordance with language from district's administrative compensation plans.</p> <p>Added language on payment for accrued vacation being made to a retiring employee, based on language from district's administrative compensation plans.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
338	Sabbatical Leave/Compensated Professional Leave	Sabbatical Leave	<p>Added language on a sabbatical leave being taken for either a half or full school term, or two half school terms during a period of 2 years, at the employee's option, in compliance with School Code.</p> <p>Added recommended language on the Board reviewing each application for sabbatical leave and approving those meeting the applicable requirements.</p> <p>Added language on documentation regarding submission of supporting medical statement prior to,</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

			<p>during, and at the conclusion of sabbatical leave, in compliance with School Code.</p> <p>Added recommended language on the Board's right to require additional examinations at its own expense to determine if the leave is being used for the purpose for which it was granted.</p> <p>Added language on the commitment of both the employee and the employer, in accordance with School Code.</p> <p>Added language on an employee on sabbatical leave being compensated at least one-half the salary they would have been entitled to if they had not taken leave, in compliance with School Code.</p> <p>Added recommended language on a sabbatical leave granted for restoration of health also serving as a leave of absence without pay from all other school activities, in accordance with School Code.</p> <p>NOTE: Language regarding professional development leaves/classroom occupational exchange can be found in draft policy 338.1. PSBA recommends separating sabbatical leaves for health reasons and for professional development purposes into 2 policies since they fall under separate provisions of the School Code.</p>	
338.1	Compensated Professional Leaves - NEW	Compensated Professional Leaves	<p>Used dates of May 1/Sept. 1 for deadlines for applications -- please review and revise if no longer current with district practice.</p> <p>NOTE: District's policy 338/438 was used as a reference for this policy; however, the majority of the policy language in the draft is new due to the expansion of this topic into its own policy.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
339	Uncompensated Leave	Uncompensated Leave	<p>Added PSBA recommended language on uncompensated leave being granted in accordance with administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.</p> <p>Added recommended language on the application process and commitment of the employee/employer.</p> <p>Added language on time on leave not counting as time on the job, to reflect language in the administrative compensation plan.</p> <p>Deleted purposes for uncompensated leave -- this would be more appropriately outlined in applicable ACP/CBA/contract or administrative regulations</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

			Deleted language on an employee who has been with the district for less than 1 year -- this is already outlined in the ACP/CBA.	
122 122 AR	Extracurricular Participation 122 , 122 AR			<input type="checkbox"/> Yes <input type="checkbox"/> No

Next Meeting: May 15, 2023

Mission: Policies exist to serve the needs of the district and to serve the district’s need to comply with various regulatory demands. Policies are designed to influence the activities that take place within the boundaries set by them. The policy committee performs a comprehensive review of policies and administrative regulations to ensure compliance with federal and state laws and regulations with input from stakeholders. In other words, the point of view held by the board of school directors is translated into steps that result in an outcome compatible with that view. **Vision:** Review any/all policies and administrative regulations; Create and/or review any policies recommended by the solicitor based on current events; Retire any policies in place that are no longer needed.