

UPPER PERKIOMEN SCHOOL DISTRICT
Education Center, 2229 E. Buck Road, Pennsburg PA 18073

Policy Committee Meeting Minutes

May 15, 2023

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

Approval of April 18, 2023 Committee minutes.

Policy 328: Compensation Plan- the current policy outlines that the Board will pursue a plan of compensation based upon responsibility and performance. It will provide fair and adequate financial incentive for all management personnel. The compensation plan may include a description of the program for determining administrative salaries and fringe benefits. The plan will be determined through a meet and discuss procedure and compensation will be determined by provisions of the Administrator's Compensation Plan, Director's Fringe Benefits, or applicable agreement. Proposed revisions include incorporating all references to salary schedules/compensation plans, etc. to account for all employee classifications and adding language on salary schedules being used to set compensation for new/inexperienced employees and experienced employees new to the district, in accordance with School Code.

Policy 334: Sick Leave- the current policy for administrative employees ensures that eligible employees receive no less than the minimum sick leave provided under law. The Board shall grant one day of sick leave per month, for a total of 12 days per year. Sick leave shall accumulate without limitation. The Board reserves the right to require sufficient proof of an employee's illness or disability. Misuse of sick leave shall be considered a serious infraction and records of absences and unused sick leave shall be kept in personnel files. The proposed revisions include adding references to administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution, as well as specifying between certificated and non-certificated administrative employees. Language was recommended to be added on a physician's statement not being presumed to conclusively establish an employee's disability and 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. Language was removed from policies specifying the number of sick leave days for each employee classification. This information is included in the applicable CBA/ACP/etc.

Policy 331/432: Working Periods- the current policy states that work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the district. The Board has the authority to determine the hours for educational programs and services, and teaching load. The proposed revisions include adding reference to administrative compensation plan, contracts, collective bargaining agreements, and Board resolutions and adding language on professional personnel having a duty-free lunch period of at least 30 minutes, in accordance with School Code. PSBA recommended language was added on extra or alternative duties for professional staff, as well as attendance at faculty meetings. Language was deleted about teaching load as this is specific to professional employees and not necessary in policy.

Policy 336: Bereavement Leave- the current policy provides for a classified employee's absence for personal necessity when not otherwise covered by policy. The Board has the authority to specify reasonable conditions under which bereavement leave may be granted, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for such leave. The policy outlines the number of school days an eligible employee may be absent due to a death of immediate family, near relative, district coworker and family ties. The proposed revisions include re-titling the policy to Personal Necessity Leave, and adding language regarding personal leave days being granted in accordance with applicable provisions of ACP, contracts, CBA, or Board resolution. 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. Language regarding cases of divorce and death of a district employee was retained and can be reviewed/revised if necessary.

Policy 337: Vacation- the current policy states that the Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken. Vacation days with pay shall be granted to eligible employees by the Board, in accordance with the terms of the applicable agreement. Vacations are subject to final approval by the employee's supervisor. The proposed revisions include adding PSBA recommended language that vacations will be scheduled at times when they will not interfere with the normal operation of the school and up to 7 days of vacation can be carried over to the next year with approval from the immediate supervisor. Language was added on payment for accrued vacation being made to a retiring employee.

Policy 338: Sabbatical Leave/Compensated Professional Leave- the current policy establishes the district's parameters for granting sabbatical leaves for restoration of health and compensated professional leaves for professional development and classroom occupational exchange. The Board shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health. The Board shall grant leaves for professional development and classroom occupational exchanges in accordance with the purposes established by law. Conditions of eligibility include ten completed years of satisfactory service in the public schools of the Commonwealth; at least five consecutive years of such service shall be in the Upper Perkiomen School District. Subsequent to the first compensated leave, one compensated leave shall be allowed after each seven full years of service. Additional guidelines include: a written application filed with the Superintendent; requests submitted prior to May 1, if the leave will begin in September and prior to September 1, if the leave will begin in January; the number of each type of leave granted in any school year shall not exceed ten percent of the number of persons eligible for such leave; and persons on leave shall submit reports as set forth in the administrative regulations. The proposed revision includes re-titling the policy to Sabbatical Leave and adding language that sabbatical leave will be taken for either a half or full school term, or two half school terms during a period of 2 years. Additional recommended language includes adding that the Board will review each application for sabbatical leave and approve those meeting the applicable requirements; that documentation of supporting medical statements prior to, during, and at the conclusion of the sabbatical leave will be submitted and the Board has the right to require additional examinations at its own expense to determine if the leave is being used for which it was granted. Compensation will be at least one-half of the salary the employee would be entitled to if leave was not taken; leave granted for restoration of health also serves as leave of absence without pay from all other school activities; and the commitment of both the employee and the employer was stated. 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 two policies due to them falling under separate provisions of School Code.

Policy 338.1: Compensated Professional Leaves (NEW)- this proposed policy referenced policies 338/438, however, the majority of the language is new.

Policy 339: Uncompensated Leave- the current policy states that the Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. The Board reserves the right to specify the conditions under which uncompensated leave may be taken and all eligible benefit time and Family Medical Leave entitlement shall be exhausted prior to requesting an uncompensated leave. Uncompensated leave may be taken for the following purposes: child rearing/parental, study, special work assignment, restoration of health. The proposed revisions include adding PSBA recommended language on uncompensated leave being granted in accordance with administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution; adding language about the application process and commitment of the employee/employer; and adding language on time of leave not counting as time on the job. Purposes for uncompensated leave was deleted as this would be more appropriately outlined in applicable ACP/CBA/contract or administrative regulations and language was deleted on an employee who has been with the district for less than one year.

Policy 805.2: School Security Personnel- this policy will be discussed at the June 26, 2023 Policy Committee meeting.