

Certified PPC Minutes

April 4, 2016

Call to Order:

Acting president Amy Adams called the meeting to order at 4:22 PM.

Members Present:

Amy Adams (Acting President), Karla Bradley, Andrea Segó, Neil Norberg (Acting Secretary), Dr. Kim Garrett

Non Members Present:

Greg Mones
Kathy Hanlon

Members Not Present: LouAnn Hays, Ruth Mobley, Brandon Craft,

Approval of Minutes

Amy motioned to approve the March meeting minutes, Karla seconded. March meeting minutes were approved by a simple majority of 5 votes.

Previous Meeting (3/7/2016) Agenda:

Policy 4150: Leave Policy (Kathy)
Stipend Scale: Greg
Part time teacher policy: Greg
New Business

Current (April 4, 2016) Agenda:

Policy 4150: Leave Policy (Kathy)
Stipend Scale: Greg
Part time teacher policy: Greg
New Business

- **Note: Two meetings are scheduled for April (4/4 and 4/18)**

Meeting Minutes:

- **Policies (all current policies can be viewed through the district website)**
- **All discussions that follow were in relation to (all other agenda items were tabled):**

Policy 4150: Leave Policy

At the April PPC meeting Kathy Hanlon presented a revised policy 4150 draft. The draft was viewed and discussed. Draft policy contained two components. Both are taken in their entirety and quoted below:

I.

Licensed Personnel Leave Policy

Definitions

1. "Sick Leave" is absence from work due to illness, whether by the employee or a member of the employee's immediate family, or due to a death in the family.
2. "Immediate Family" shall include the teacher's spouse, children, parents, grandparents, grandchildren, siblings and other relatives living in the same household.
3. "Current Sick Leave" means those days of sick leave for the current contract year, which leave is granted at rate of one (1) day of sick leave per contracted month or major part thereof.
4. "Accumulated Sick Leave" is the total of unused sick leave, up to maximum of one hundred twenty (120) days accrued for previous contracts but not used. Accumulated sick leave also includes the sick leave transferred from an employee's previous public school employment.

Sick leave may be used in half or whole day increments. Pay of sick leave shall be at the employees' daily rate of pay. Absences for illness in excess of the employee's accumulated and current sick leave shall result in a deduction from the employee's pay at the daily rate.

At the discretion of the District and, if FMLA is applicable, subject to the certification / recertification provisions contained in FMLS, the District may require a written statement from the employee's physician documenting the employee's illness. Failure to provide such documentation of illness may result in sick leave not being paid, or in discipline up to and including termination.

Should an employee be absent frequently during a school year, and said absences are not subject to FMLA leave, and if such a pattern of absences continues, or is reasonably expected to continue, the Superintendent may temporarily reassign the employee.

If the employee's absences are not subject to the FMLA, or are in excess of what is protected under the FMLA, excessive absenteeism, to the extent that the employee is not carrying out his/her assigned duties to an extent that the education of the students is substantially adversely affected (the discretion of the Superintendent), may result in termination.

Sick Leave and Family Medical Leave Act (FMLA) Leave

When an employee takes sick leave, the District shall determine if the employee is eligible for FMLA leave and if the leave qualifies for FMLA leave. The District may request additional information from the employee to help make the applicability determination. (See policy _____) To the extent the employee has accumulated sick leave, any sick leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave including once the employee exhausts his/her accumulated sick leave, vacation or personal leave.

Any employee who is absent as a result of an injury caused by either an assault or other violent criminal act committed against the school employee in the course of his or her employment shall be granted leave in accordance with Arkansas law.

Sick Leave and Outside Employment

Sick leave related absence from work inherently means the employee is also incapable of working at any source of outside employment. If an employee who works a non-district job while taking district sick leave for personal or family illness or accident, Workers Comp, or FMLA shall be subject to discipline up to and including termination.

Maximum Sick Leave Accumulation

Employees may accumulate a maximum of 120 day sick leave. In June of each year employees shall be paid for all sick leave accumulated over 120 days at the beginning substitute rate.

Sick Leave Paid at Retirement

Upon retirement, employees who qualify for benefits with the Arkansas Teacher Retirement System will be reimbursed for unused sick leave up to 120 days at the then beginning substitute rate. Employees shall have served the district 3 years to be eligible for this benefit.

Personal Leave

Personal leave is for personal business that cannot be accomplished at another time. Examples include closing on a house, or going to court on a personal matter. If possible, days should be requested five days in advance to the principal so that an appropriate substitute can be scheduled. The principal may have to deny days if adequate building coverage is not available. Two days of personal leave shall be granted each academic year. If personal days are not used they will rollover to the next year as sick leave days. Personal leave is not allowed during the first and last week of school, or during the day before or after a school holiday, unless specifically approved by the Superintendent.

Military Leave

Military leave will be granted as provided for in Arkansas law.

Extended Leave

Extended leave is a leave of absence without pay and benefits, but with the privilege of returning to the same or as nearly comparable assignment as possible and may be granted upon approval by the Board of Education under the following conditions:

- A. An extended leave may be granted for not less than one semester or more than two semesters unless otherwise specified in this policy or the Communicable Disease Policy No. 4170. Extended leave less than one semester but a minimum of nine weeks may be approved if recommended by the Superintendent.
- B. The teacher on extended leave must notify the superintendent by April 1 of his/her intention to resume his work at the beginning of the next scholastic year or December 1, if he/she is to resume his/her work the second semester.
- C. Failure to notify the superintendent of intention to resume work as indicated, or failure to report for duty at the expiration of an extended leave shall be considered a resignation.
- D. Application for extended leave, except in emergencies such as ill health, must be filed with the principal and the superintendent in writing at least one month before leave shall take effect. Written response to each application is required.
 1. In determining whether to approve or deny an application, the administrators and the Board of Education will consider the teacher's request, the potential effect on the students involved, the teacher's length of service in the District, and other appropriate factors.
- E. All benefits to which a teacher was entitled at the time his/her extended leave commenced will be restored to him/her upon return to work. Unless otherwise specified, a returning teacher will be placed on the salary schedule at the level achieved prior to his/her leave.
- F. All teachers are eligible to apply for extended leave in the following categories:

1. Physical, mental, or emotional illness of the employee which extends beyond accumulated sick leave.
2. Military induction or enlistment for active military service in time of war or other national emergency in accordance with the provisions of the Act of Congress requiring universal military service for meeting such emergency. Leave will be granted to any teacher who is a member of a Guard or Reserve Unit ordered to active duty by a proper authority in accordance with current law.
3. Illness or injury of a member of the teacher's immediate family or any other family catastrophe requiring the teacher to be absent from work.
4. Advanced study in the teacher's major field.
5. Educational travel, if it can be shown that such activity will contribute to the effectiveness of the teacher.
6. Child bearing. A teacher may apply for such leave to be effective beginning at any time between the commencement of pregnancy and the semester following the birth of the child. (Note--Sick leave may be used for child bearing, but should not exceed eight weeks unless a medical complication exists.)
7. Child rearing. A teacher may apply for such leave to be effective at any time during which the teacher has a child living at home. (A teacher adopting a child may apply for such leave to be effective prior to receiving custody, if necessary to fulfill the requirements for adoption.)
8. Becoming a candidate for, or serving in, a public office, unless there is a specific legal prohibition.
9. Enlistment in the Peace Corps or other such federal program.
10. Such enlistment shall not exceed three years. If verifiable teaching experience is gained, the teacher will be awarded appropriate experience on the salary schedule, even if the allowable out-of-district credit limitation has been reached.
11. Absence from the area due to the temporary transfer or sabbatical assignment of a spouse.
12. Consideration of teaching as a continued career. Such leave will be approved for one full year and will generally not be approved unless the teacher has a minimum of ten years' experience in the District.

Professional Leave

A. Categories of Professional Leave

There will be three categories of Professional Leave:

1. Professional Development Leave
2. Professional Business Leave
3. Civic Leave

B. Professional Development Leave related to an individual school's ACSIP Plan will be granted when a teacher justifies, in writing, the direct subject matter or improvement needs to be met. Additionally,

Professional Development Leave should only be granted when the District did not provide the development needed in the normal Professional Development offerings during the year.

C. Professional Business leave may be granted on approval of the Principal and the superintendent (or his designee) following the guidelines in Section VI--E for participation in any of the following activities:

1. Education/Work-related meetings and conferences
2. School visitations
3. Field trips and other activities where students are being chaperoned/supervised
4. Participation in Professional Organizations

D. Civic Leave may be granted for the following the guidelines in section VI--E of Professional Leave. Civic Leave falls under the following activities.

1. Jury Duty (Any reimbursement for this service shall remain property of the employee.)
2. Other civic responsibilities and activities
3. Political activity affecting education

E. Approval/Disapproval of Professional Leave

In all categories above, the superintendent (or his designee) will have three options related to disposition of the leave request:

1. Disapprove the request.
2. Approve the request, and agree that the school will accept responsibility for some or all of the expenses related to the leave, including the cost of a substitute teacher.
3. Approve the request, and charge the teacher with accepting the responsibility for any expenses related to the leave.

In deciding which option to exercise, the superintendent (or designee) will consider the benefit likely to accrue to the Fayetteville Schools; the availability of budgeted funds; whether the request for leave was initiated by the teacher, the school, or some other agency; recommendations of the FEA or its Executive Board; etc. Travel procedures outlined in Policy No. 4133 will be followed at all times.

F. Any teacher wishing to attend the instructional staff development sessions of the annual AEA Convention will not be denied that leave and will be able to count the specific session as staff development credit if the proper SDI forms have been completed.

Sabbatical Leave

A sabbatical is a leave of absence without pay which is taken by a faculty member who has been continuously employed by the District for 10 or more years and which is taken for

educational purposes. A faculty member on sabbatical has the privilege of returning to the same building and the same general teaching assignment and to be considered equally with the rest of the staff for specific assignments. The Board of Education may grant approval of sabbatical leave using the applicable conditions and timelines of the extended leave section.

Limitations and Conditions

If an administrator has reason to believe that the requirements for any type of leave as described in Sections I-V of this policy have not been correctly applied, verification may be required of the employee. The administrator will notify the employee in writing of why verification is required.

II. Kathy Hanlon also presented an outline of and justification for the change in policy

Professional Development - We used 3239 days for PD. By doing a better job of scheduling and being cognizant of removing teachers from students we can improve in this area.

Sick leave- While we do not want to ask anyone who is ill to work, our policies may have had the opposite effect. By not accruing all sick leave after 120 days and not paying for the first 45 days of sick leave at retirement, we may have fostered a “use it or lose it” mentality. If we pay for days after 120 days are reached we are basically giving an attendance bonus. By paying at retirement we help increase the employee’s final year salary which may help increase their retirement.

Personal Leave - Everyone has emergencies and times for personal business that cannot be done at another time, such as, closing on a house. By having such a liberal personal day we have made it possible to take vacations during student contract days, which was probably never the intent and it hurts student learning. The new policy rolls unused days over to sick days so again there is no need to use or lose them. Currently personal days can be taken the first week of school, as an add-on to holidays, or the last week of school. The Thursday and Friday before spring break 120 of our teachers were absent, that is more than 10% of our teaching staff. Even if enough substitutes can be found, for those that are left at school it becomes a supervision problem. It is probably also a safety concern. The four days that can be taken “at cost” don’t actually cover the cost of the sub nor the cost of processing the paper work, and mostly importantly the educational cost to the student. The proposed policy allows the Superintendent to make exceptions to the blocked out days so staff will not miss those important life events like graduations or weddings.

	Current	Proposed
Sick Days		
Pay at retirement	Days over 45	all days
Accummulated days		120
what happens for days over accumullated amount	only 3 per year	paid in June for over 120 at sub rate
Persoanl Days		
2 days	Same	Same
don't use	rollover for 1 year	rollover to sick
4 days less cost of sub	Same	will not have
	Can use anytime	Blocked out days

Secretary Note (Neil): It was discussed at the meeting that Current and Proposed "Sick Days" would remain at 10 as per state law. (But this will need to be confirmed at the April 18th Certified PPC meeting).

- III. Greg Mones began by presenting revised general data from FPS records on employee absences in various statistical categories including: total # for any reason, total for professional leave and professional business leave, sick leave and personal leave. The revision included new statistical parameters and breakdown of the data into additional categories and buildings.

This was done at the request of the Committee Members present at the last meeting.

- IV. In very general terms the revised policy moves toward this type of system with a vision toward cutting expenditures in this area and increasing classroom instructional time between teachers and students.

- V. Discussion took place but no action taken with regard to the following topics:

- 1) Time table for the remainder of the year regarding a formal vote on the proposed changes.
- 2) Feedback and input from several "Framing our Future" committees with interests overlapping those of the Certified PPC.
- 3) Agenda for the April 18th meeting (which will be crowded).

- 4) Changing the language of the policy with regard to termination of contract and reassignment. In particular, the power a building level administrator has with regard to this process.

Additional Items (Tabled in Previous Meetings):

VI. Greg reviewed changes to the existing Stipend Schedules for Athletics and Academic Clubs/Activities: No action Taken.

VII: Greg also reviewed possible changes to Part-Time Teaching (less than 1.0 FTE) requirements and clarifications. No action Taken

Next Meeting:

(Agenda Pending) is 4/18/2016

VIII. 5/1/2016 was set as a general deadline for final draft revisions.

IX. All other issues tabled.

X. Meeting adjourned by Amy at 6:00pm

Respectfully Submitted,

Neil Norberg, Secretary Pro-Tempore