

PPC Minutes
April 18, 2016

Call to Order

Ruth called the meeting to order at 4:17 PM.

Members Present

Brandon Craft, Amy Adams, LouAnn Hays, Karla Bradley, Andrea Segó, Neil Norberg, Ruth Mobley

Non Members

Greg Mones
Dr. Hewitt
Kathy Hanlon
Catie Paul
John L Colbert
Steve Jacoby
Chris Pearson
Shay Hopper

Approval of Minutes

Karla motioned to approve the minutes, Neil seconded, motion passed unanimously.

Policies (all policies can be viewed through the district website)

Action Team VII

Catie Paul, Steve Jacoby and Shay Hopper presented their action team's specific result statement: "In order to retain the best personnel and ensure highest quality learning environment for our students, FPS will incorporate the following incentives into the Certified Leave Policy".

The discussion after the presentation was that it is not something that this PPC could vote on at this time. Catie mentioned that the team would like for this action to take place for the 2016-2017 school year.

Calendar Committee

John L shared the need for a revision in the 2016-2017 school calendar based on the recommendations from the Frame Our Future Committee. The proposal is to move the April 28th PD day to October 28th. This would allow staff a day to analyze results from the ACT Aspire test.

John L presented two calendars from the Calendar Committee. The committee voted unanimously to approve both calendars for voting. John L will have an explanation of the differences of each calendar before the survey is taken.

Policy 4150: Leave Policy

The draft was viewed and discussed. There are changes suggested under the "Personal Leave" definition, those suggested changes are unanimous. Extensive discussion on the policy took place. LouAnn motioned to vote on the proposed leave policy with the suggested changes under the definition of "Personal Leave". Karla seconded.

The motion passed with a vote of 6 to 1 in favor of changes made to policy 4150.

Brandon Craft -yes

Andrea Segó - yes

Amy Adams - yes

Karla Bradley - yes

Ruth Mobley - yes

Neil Norberg - yes

LouAnn Hays - no

Greg is going to send out a final copy of the policy.

Licensed Personnel Leave Policy 4150

I. Definitions

- A. "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.
- B. "Immediate Family" shall include the teacher's spouse, children, parents, grandparents, grandchildren, siblings and other relatives living in the same household.
- C. "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.
- D. "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.

II. Sick Leave

Sick leave may be used in half or whole day increments. Pay of sick leave shall be at the employee's' 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 4151) 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.

III. Military Leave

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

V. Personal Leave

A teacher may apply for personal leave when the reason for the requested leave does not fall within any of the other leave categories. Unless an emergency exists, 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.

In addition to sick leave, 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.

VI. 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.

VII. 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.

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.

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.

10. Absence from the area due to the temporary transfer or sabbatical assignment of a spouse.

11. 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.

VIII. 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.

IX. 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.

Neil is going to write up a communication piece for staff explaining the changes to the policy.

PPC Informational Session

Chris Pearson shared the AEA training handbook for PPC and was available to answer questions and made possible suggestions on how we could better serve the staff and our legal obligations.

May Meeting Agenda

Stipend Scale: (Greg)

Policy 4150: Leave Policy (LouAnn)

New Business

Travel Policy 4133 and 4134 (Greg)

Meeting Adjourned at 7:07 PM