

# PLUM BOROUGH SCHOOL DISTRICT POLICY COMMITTEE MEETING AGENDA

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DATE: May 3, 2016  
TIME: Immediately following the Safe and Supportive Schools meeting  
LOCATION: *Borough Council Chambers*  
COMMITTEE: Mrs. Roessler-Chair, Mrs. Caldwell, Mrs. Gallagher

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## Citizens' comments on agenda items:

## Citizens' comments on non-agenda items:

### 1. ACTION ITEMS

- a. Recommend approval of batch series 300 (policies), as presented.

### 2. DISCUSSION ITEMS

<b>A.</b>	<b>300 Series FOLLOW-UP from previous meeting</b>
<b>A1.</b>	Policy 304 <i>Employment of District Staff</i> , Revisions, <a href="#">Link</a> <ul style="list-style-type: none"><li>Added drug screening language</li></ul>
<b>A2.</b>	Policy 322 <i>Gifts</i> Revisions, <a href="#">Link</a> <ul style="list-style-type: none"><li>Added dollar amount of \$25</li></ul>
<b>A3.</b>	Policy 323 <i>Tobacco</i> , Revisions, <a href="#">Link</a> <ul style="list-style-type: none"><li>Added e-cigarette/vapor</li></ul>
<b>A4.</b>	Policy 348 <i>Unlawful Harassment</i> , Revisions, <a href="#">Link</a> <ul style="list-style-type: none"><li>Added specific information in regard to "Compliance Officer."</li></ul>

<b>B.</b>	<b>POLICY REVISIONS</b>
<b>B1.</b>	Policy 109 <i>Resource Materials</i> , <a href="#">Link</a> <ul style="list-style-type: none"><li>Added: <i>All employees must obtain prior approval from the Building Principal and Assistant Superintendent to apply for or solicit outside funds on behalf of the classroom, school or district. This includes: federal, state and private grants; online giving platforms (i.e. GoFundMe, DonorsChoose, etc.); and solicitation of money from parents, residents or businesses.</i></li></ul>
<b>B2.</b>	Policy 800 Records Retention Schedule

C	NEW POLICIES
C1.	Policy 823 <i>Naloxone</i> , <a href="#">Link</a>
C2.	<p><b>Uniform Grant Guidance (Federal Programs / Title I Policies)</b></p> <p>The following policies address the requirements of the Uniform Grant Guidance (UGG) for establishing and administering internal controls and grant management standards for recipients of federal funds, and also addresses requirements related to hiring standards and continuing education and training for food service personnel, as well as guidance to ensure that school entities administering school nutrition programs and receiving federal financial assistance from the U.S. Department of Agriculture (USDA) provide public notice of nondiscrimination in the school nutrition programs (PSBA).</p> <p>Policy 626 <i>Federal Fiscal Compliance</i>, <a href="#">Link</a></p> <p>Policy 626.1 <i>Travel Reimbursement</i>, <a href="#">Link</a></p> <p>Policy 808 <i>Food Service</i>, <a href="#">Link</a></p> <p>Policy 827 <i>Conflict of Interest</i>, <a href="#">Link</a></p>

*Notes from the previous meetings are listed on the next page.*

### 3. INFORMATION ITEMS: *Notes from previous meetings:*

Policy	Notes about Policies from April 2016 Meeting	Notes from April Meeting
301	Recommended language throughout policy for better clarity.	Move Forward
302	Reflects current School Code	Move Forward
304	303/404/504 Deleted separate policies for administrators, professional employees and classified employees. General employment of all staff is covered under district's policy 304.	Add drug screening language
304.1	Processed "as is". <ul style="list-style-type: none"> <li>• Minor editorial revisions.</li> <li>• Review with solicitor and revise as necessary based on current district practice.</li> </ul>	Move Forward
307	No revision	Move Forward
308	Deleted Purpose statement. <ul style="list-style-type: none"> <li>• Replaced most of Authority statement with language from PSBA Policy Guide.</li> <li>• Deleted language pertaining to part time employees. (Part Time employees see draft policy 341).</li> <li>• Deleted specification listing. This is a recommendation. Language is not really necessary to policy</li> </ul>	Move Forward
309	No revision	Move Forward
310	On hold with PSBA	Move Forward
311	Recommended language throughout for further clarification and applicability to all district employees.	Move Forward
314	ADDED: <ul style="list-style-type: none"> <li>• Language throughout for better clarity and compliance with state law and regulations.</li> </ul> DELETIONS / NOTES: <ul style="list-style-type: none"> <li>• Deleted affidavit language (not recommended, no legal basis for language).</li> <li>• Deleted language referencing policy on "disqualification by reason of health" (policy no longer retained/PSBA does not draft due to legal concerns with language).</li> <li>• Replaced language regarding results maintained as part of employee's record with language in PSBA's Policy Guide stating medical records are filed separately, in accordance with law.</li> <li>• Deleted voluntary employee tuberculin screening program language. (Revised 1996 language may be out of date with law or district's current practice.)</li> </ul> NOTE: Should district choose to retain language, it would be better suited as an administrative regulation.	Reviewed medical examination language.
317	No revisions	Move Forward
317.1	No revisions	Move Forward
319	No revisions	Move Forward
321	DELETIONS / NOTES: <ul style="list-style-type: none"> <li>• Deleted statements regarding: <ul style="list-style-type: none"> <li>◦ Posting/distribution of political circulars/petitions (could be misinterpreted as impinging upon a union's right to free speech.</li> </ul> </li> <li>• Deleted language promoting candidates or political parties on district property when used as a polling place (employee can do if taking a vacation/personal day).</li> <li>• Deleted language regarding time off for official duties under an elected or appointed office (could conflict with provisions in employee contract/bargaining agreement).</li> </ul>	Move Forward
322	No revisions	Add dollar amount of \$25
323	ADDED: <ul style="list-style-type: none"> <li>• Updated tobacco definition to accurately reflect the statutory definition.</li> <li>• Added/Updated language regarding reporting of incidents of policy violations in compliance with state law and Chapter 10 regulations.</li> </ul> DELETIONS / NOTES:	Move Forward Added e-cigarette/vapor

	<ul style="list-style-type: none"> <li>Deleted established disciplinary penalties for violations of policy.</li> <li>Language is procedural and is better suited as an administrative regulation.</li> <li>Penalties last revised in 2004 may be out of date with district's current practice.</li> </ul>	
324	<p>DELETIONS / NOTES:</p> <ul style="list-style-type: none"> <li>Deleted language as a recommendation on: <ul style="list-style-type: none"> <li>How employees request review of their personnel records.</li> <li>The process for appeal.</li> <li>Specific listing of file contents.</li> </ul> </li> <li>Language is more procedural and is better suited as an administrative regulation.</li> </ul>	Move Forward
325	No revisions	Move Forward
326	<p>DELETIONS / NOTES:</p> <ul style="list-style-type: none"> <li>Removed definition and specific complaint process.</li> <li>Language is more procedural and is better suited as an administrative regulation.</li> </ul>	Move Forward
331	<p>DELETIONS / NOTES:</p> <ul style="list-style-type: none"> <li>Deleted, as recommendation, specific reimbursement language for: <ul style="list-style-type: none"> <li>meals, lodging, registration fees and tolls</li> </ul> </li> <li>Language is more procedural and is better suited as an administrative regulation supplementing Board policy.</li> </ul>	Move Forward
333	No revisions	Remove "Graduate/Special Courses" section.
334	<p>DELETIONS / NOTES:</p> <ul style="list-style-type: none"> <li>Removed specific provisions for submission of statements indicating proof of disability within designated number of days and payments made for accumulated sick leave. <ul style="list-style-type: none"> <li>These statements are applicable to administrators.</li> <li>Replaced with more general policy statements applicable to all staff.</li> </ul> </li> <li>Deleted duration of leave section as a recommendation.</li> <li>Language is already covered in policy under Authority.</li> <li>Language is administrator specific &amp; is covered in applicable compensation plans (provides for leave WITH compensation).</li> <li>May be in conflict with provisions for other district staff.</li> </ul>	Move Forward
335	<p>ADDED:</p> <ul style="list-style-type: none"> <li>Added/Updated language throughout policy to bring into compliance with current provisions under FMLA law and regulations.</li> </ul> <p>DELETIONS / NOTES:</p> <ul style="list-style-type: none"> <li>Deleted some of district's language from policy, which is better suited as part of an administrative regulation supplementing Board policy.</li> </ul>	Move Forward
336	<p>DELETIONS / NOTES:</p> <ul style="list-style-type: none"> <li>Deleted specific provisions for personal leave for administrators.</li> <li>Replaced with general language referencing employee contracts, bargaining agreements and compensation plans for all employees as a recommendation.</li> </ul>	Move Forward
337	<p>DELETIONS / NOTES:</p> <ul style="list-style-type: none"> <li>Deleted specific provisions for vacations for administrators.</li> <li>Replaced with general language referencing employee contracts, bargaining agreements and compensation plans for all employees as a recommendation.</li> </ul>	Remove policy
338	<p>ADDED:</p> <ul style="list-style-type: none"> <li>Added/Updated language throughout for better clarity and compliance with current School Code provisions.</li> </ul> <p>DELETIONS / NOTES:</p> <ul style="list-style-type: none"> <li>NOTE: Current policy manual contains two different versions which differ slightly and are fairly outdated.</li> <li>Draft policy developed by PSBA more accurately reflects the School Code and the district's more current provisions maintained in the administrative compensation plan and collective bargaining agreement.</li> </ul>	Move Forward
338.1	No revisions	Move Forward
339	<p>DELETIONS / NOTES:</p> <ul style="list-style-type: none"> <li>Deleted specific provisions for uncompensated leave for administrators.</li> <li>Replaced with general language referencing employee contracts, bargaining agreements and compensation plans for all eligible employees</li> </ul>	Move Forward

	as a recommendation.	
348	<p>ADDED:</p> <ul style="list-style-type: none"> <li>● Added/Updated language throughout policy to bring into compliance with guidance from the Office for Civil Rights and requirements of law and regulations.</li> <li>○ Policy is missing certain components, including the designation of a Compliance Officer and third party language.</li> <li>● Other new language includes but is not limited to: <ul style="list-style-type: none"> <li>○ Added genetic information and other protected characteristics in compliance with law.</li> <li>○ Updated definition of sexual harassment in compliance with law.</li> <li>○ Assigned "Superintendent or designee" as the district's Compliance Officer. (Does not designate a specific person and other related policies, Nondiscrimination &amp; Student Harassment, all contain different persons designated.</li> <li>○ PSBA recommended language under Delegation of Responsibility regarding duties of the Compliance Officer.</li> </ul> </li> </ul>	Add specific information in regard to "Compliance Officer."
351	<p>ADDED:</p> <ul style="list-style-type: none"> <li>● Updated language regarding employee notification to district of conviction in compliance with law.</li> <li>● Added language on district's requirement to notify agencies that grant funds to the district of employee convictions in compliance with law.</li> <li>● Added language to comply with School Code &amp; new Chapter 10 regulations issued by PA Board of Education in regards to referrals to law enforcement &amp; reporting requirements.</li> </ul>	Move Forward
351.1	<p>DELETIONS / NOTES:</p> <ul style="list-style-type: none"> <li>● Deleted list of drugs tested for as a recommendation, subject to change periodically.</li> <li>● Deleted language on disclosure to those in a "need to know" position due to possible confidentiality issues. <ul style="list-style-type: none"> <li>○ Replaced with more general language as a recommendation.</li> </ul> </li> <li>● Deleted language referencing drug levels in accordance with 49 CFR 40. <ul style="list-style-type: none"> <li>○ This is only applies to transportation personnel.</li> <li>○ Please see policy 810.1 for language specific to transportation personnel.</li> </ul> </li> <li>● NOTE:PSBA does not maintain a Policy Guide on this topic please review this policy with your solicitor for legal compliance and relevance to current district practice and revise accordingly.</li> </ul>	Move Forward
353	<p>Deleted most of district's language.</p> <ul style="list-style-type: none"> <li>○ Very procedural and may be out of date with district's current practice.</li> <li>○ Policy adopted in 1990.</li> </ul>	Move Forward

4.

a. Notes from March meeting

Policy	Notes from March 2016 Committee Meeting
305	Move Forward
306	Move Forward
312	Move Forward
313	Move Forward
314.1	<p>Review with School Physician question regarding title change;  <b>Action complete</b>, no revisions per School Physician  Title okay. Although I do not know this for a fact I think PSBA wanted to create a more specific policy regarding HIV Infection and so they broke this subject matter out separately. As to your questions regarding specific language or regulations regarding confidentiality of HIV patients, as set forth in the policy under "confidentiality" there is a "PA Confidentiality of HIV-Related Information Act". This separate PA law sets forth a lot of detail as to confidentiality re HIV info. I think the policy sets out sufficient information as to the District's responsibilities and I do not believe that added detail is necessary.</p>

318	<p>Refer to legal for additional language and possible Administrative Regulation;  <b>Action complete.</b> <i>I do not believe this to be necessary. As was discussed at the Policy meeting on February 16, 2016 Policy 317 – “Conduct/Disciplinary Procedures” is a catch-all in that it provides: “Violations of any Board policies, administrative regulations, rules and procedures may lead to discipline, including but not limited to verbal warning, reprimand, suspension, demotion, dismissal, or pursuit of civil and criminal sanctions.”</i>  <i>If you wanted to add a direct reference to policy 317 you could certainly do so.</i></p>
320	Move Forward
328	Move Forward
330	Move Forward
332	Move Forward
340	Move Forward
341	Move Forward
342	Move Forward
343	Move Forward
347	Move Forward