Penn Hills School District  
Human Resources/Policy Committee  
April 10, 2017  
Meeting Begins Immediately Following Building & Grounds Meeting  

MINUTES

Start: 6:38  
End: 7:38

In Attendance: Donielle Owen and Donald Kuhn (Board Committee Members), Jennifer Burgess-Johnson (Board Member), Nancy Hines, Roger Myers, Eileen Navish, Janet Langford, two residents.

Minutes
I. Approval Minutes March 13, 2017. No changes recommended.

HR Items for Discussion
II. Instructional Employee
a. We interviewed an individual for the NJROTC position. I am in communication with an Official in the Program to see when he can be hired. He is highly qualified. I am waiting to receive an email back before proceeding. We hope to put it on the April Agenda.

b. The following was moved to the Agenda Hire the following individuals as teacher substitutes effectively immediately, all have clearances except for one and we wrote to her about that: these individuals have been working in the District and was not on the substitute list to be hired at the beginning of the year
   Laquetta Carter
   Deborah Clark, subject to obtaining clearances
   Linda Crossey
   Michael Farina
   Frank Fischetti
   Denise Hoffman
   Ravinda Mehta
   Marcia Menk
   Salah Musa
   Kristen O’Connor
   Sherry Shadrach
   Amy Smith
   Linda Trossback

c. The following was moved to the Agenda LTS for Shawn Rua 4/10-5/1/17 – Marlon Haywood He was working in the NJROTC Program and Will go back after 5/1

III. Non-Instructional Employee: The following was moved to the Agenda
a. Approve the resignation of Carl Barbarino as Manager of PPO/Child Accounting effective April 21, 2017.

b. Approve Michele Smajda as an LTS Instructional Aide from 4/18-6/5/17

c. Approve the unpaid leave of absence for Rhonda Scott TBD.

d. Approve Michele Bracken as an LTS Instructional Aide from 4/25 to TBD.

e. Accept the resignation of employee #9802 effective 4/22/2016.


IV. Plant Services: The following was moved to the Agenda
a. Michael Fox-Intermittent FMLA 2/1/17-2/1/18

b. Robert Hoffman II requested intermittent FMLA – 4/1/17-5/1/17
c. Hire Darla McKinney as a sub Custodian.

V. Volunteers  
The following was moved to the Agenda
a. Brian Campbell as Softball Parent Volunteer
b. Christa Hollis as Volunteer Level I

c. Janine Fiorina Cody, as a member of the English Language Arts team with Teaching Works, an organization grant funded by the Bill and Melinda Gates Foundation seeks permission to observe, co-plan and assist in the delivery of instruction under Dr. Christy Bugel in the Linton Middle School for the year 2017-2018. Please read the attachment. They are seeking opportunities to capture video of exemplary teaching which may align to a set of high-leverage practices (HLPs) and high-leverage content (HLCs). This organization works with Teacher Preparation Transformation Centers which shares data, knowledge and best practices. They are building a video resource for other national centers.

Policy
I. Policies for First Read

a. Policy 626 Federal Fiscal Compliance  We do not have this Policy and it is required to be compliant the Federal Programs Uniform Grant Guidance. It identifies guidelines for Financial Reporting, Accounting Records, Internal Controls, Budget Controls, Cash Management and Allowability of cost. It outlines Standards of Conduct, Employee Time and Effort Reporting, Record Keeping, Subrecipient Monitoring, and Compliance Violations.

The Federal Programs Uniform Grant Guidance requires four additional policies: Travel Reimbursement which is on the second reading, Allowability of Costs (we have it Policy 627), Cash Management (we have it Policy 628) and Procurement (next policy).

b. Policy 626.4 Federal Programs Procurement  We do not have this Policy and it is required to be the Federal Programs. It outlines the purchase method, the responsibility, purchases up to $3,000, purchases between $3,000 and $150,000, purchases over $150,000. It also outlines non-competitive proposals, geographical preferences, use of intergovernmental agreements, use of excess and Surplus property, debarment and suspension, time and material contracts, resolving disputes.

c. Policy 204 Attendance  Make changes to be compatible with revisions to PA School Code Truancy Amendment of November 3, 2016 regarding attendance and truancy. A committee of home school visitors, technology and pupil registration met to provide definitions for Truant, Habitually Truant, Student Attendance Improvement Plan (SAIP), Parental Excuse. Other changes were read to suggest language that would be compliant with new requirements in the school code. A discussion regarding what forms of absence excuses are acceptable (also mentioned in the policy). Also there was a discussion About the cut-off in terms of entry time when students become absent vs. tardy. This will be revisited again at the May 8 HR Meeting.

d. Policy 810 Transportation  Roger Myers wants to make changes compatible with his letter.  For Emergency School Closings, non-public and charter schools will be transported according to the District’s schedule only.

I. Policies for Second Read Policies to be moved to the Agenda: 626, 626.1, 626.4, 255, 827, 915.

a. Policy 626.1 Travel Reimbursement Federal Programs
b. Policy 827 Conflict of Interest*
c. Policy 255 Educational Stability for Children in Foster Care
d. Policy 915 Booster Clubs- the Athletic Committee requested that the Facility Use Form be added to the Policy

*Regarding Policy 827 a question was asked why this Policy was necessary when Board members Already have a Policy. I answered that PSBA recommended that there a Policy under School District
Operations (#800’s). A question was raised as to why the Policies do not have an “Introduction” prior to the First Read. I explained that it was an error on my part. It was suggested that Policy 626, 626.1 and 626.4 go to the Finance Committee meeting on April 18 for another reading so that the Board could pass all the Federal Programs Policies that are required to be in compliance with Federal Funding and the Independent Auditor’s Report immediately.

II. Lost ID Badges

a. Cost to the District is $5.41 each. Can the employees reimburse the District for the cost? A poll was taken of other districts and they either charge nothing or charge a cost of $10.00. There are no “policies” in the Policy Manual for the replacement. Could the Committee recommend that the Board votes on a charge at the next meeting?

I am interviewing Substitute Services to increase classroom coverage and decrease cost. I should have a recommendation next month.

We have a high school special education student that has been working with our custodian as a work-study program without pay. An individual from AHEDD Valkyrie Williams contacted us and told us there is an OVR Program that will reimburse the District any payment we make to him. We are looking at finalizing that agreement. It will be for six weeks, two weeks at each school, both daylight and evening shifts three hours a day each day. I fill out the paperwork today and I am waiting for a contract. Contract should be on the agenda.

I expect to reconfigure 3 clerical positions (2 will need rebid) + have posted the anticipated Accountant I position (Act 93).

I will be interviewing for the Plant Manager’s position on April 19 & 20.

We are still receiving applications in for Athletic Director and Football Coach until April 17. The Committee and I will be reviewing the applications and setting up interviews.

Sam Cordes, Esq is an employment law attorney and will be training me in Title 9 at a cost of $400.00 on April 24, 2017.

Respectfully submitted,

Eileen Navish