

**CENTRAL BUCKS SCHOOL DISTRICT
SCHOOL BOARD MEETING**

September 9, 2008

The Central Bucks Board of School Directors held its meeting on Tuesday, September 9, 2008 in the board room of the Administrative Offices. Mrs. McMullin called the meeting to order at 7:30 p.m.

ROLL CALL

Board members present were:

Christopher H. Asplen	
Charles D. Baker	
Thomas G. Baldwin	
Stephen A. Corr	Vice President
Jodi L. DeVito	
Carol R. Downs	
Paul B. Faulkner	
Anne M. Hoy	
Geryl D. McMullin	President

Also present were:

Dr. N. Robert Laws	Superintendent
Dr. David P. Weitzel	Assistant Superintendent Elementary Education
Nancy B. Silvious	Assistant Superintendent Secondary Education
Gilbert R. Martini, Jr.	Director of Personnel
Scott D. Kennedy	Director of Operations
David W. Matyas	Business Administrator
Thomas C. McCambridge	Director of Finance
Dale D. Scafaro	Director of Pupil Personnel
Raymond F. Kase	Director of Technology
Jeffrey P. Garton	Solicitor
Joy A. Burns	Secretary

Approval of Minutes of School Board Meeting on August 26, 2008. Upon a motion by Mr. Baldwin, seconded by Mr. Corr, with all members present voting aye, the minutes of the August 26, 2008 school board meeting were approved as submitted.

Superintendent's Report.

Miscellaneous. Dr. Laws announced that the building and finance committee meetings will be combined and will meet on September 16th.

Summer Activities. Dr. Laws commented on the summer activities. He reviewed the energy conservation plan (worked 10 hours, four days a week, raised temperatures), re-routing of buses, new student registration was 1924, summer programs held at the schools, staff development, new teacher orientation, IT department upgrades and operations department projects.

Security Phase III. Mr. Kennedy reviewed what has already been completed for security in Phase I and II. He reviewed the Phase III process with Security and Data Technologies in Newtown. Mrs. McMullin questioned if other schools are doing this much for security. Mr. Kennedy did a presentation of the cameras being used and how you can see who comes through a door via the monitors. Mr. Baldwin commented on the card access for staff. Mrs. Hoy questioned if there are interior cameras in the middle schools. Mr. Baker questioned if all parking lots have cameras. Mr. Baldwin commented that he likes the plan and the process of implementing the cameras. Mr. Corr complimented Mr. Kennedy and Mr. Kase on their hard work on this project.

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Public Comments. Bob Pearson commented on education.

School Board Reports.

Building/Facilities Committee – next meeting 9/16/08

Curriculum Committee – next meeting 9/17/08

Finance Committee – next meeting 9/16/08

Human Resources Committee – no report

I.U. Board – no report

Middle Bucks Institute of Technology – Mr. Baker commented on the contract negotiations and revenues with food service and pre-school programs.

Recommendations for Action.

Recommendation to Ratify Selection of Vendor for the Purchase of Diesel Fuel. Upon a motion by Mr. Baker, seconded by Mr. Asplen, with all members present voting aye, the contract with Sunoco for the purchase of diesel fuel (as a joint venture with Centennial School District) from October 1, 2008 through December 31, 2009 was approved. This should save the district \$420,000 annually.

Approve a Change Order to USA General Contractors Corp. to Install Through Wall Flashings at Lenape Middle School. Upon a motion by Mr. Corr, seconded by Mr. Baldwin, with all members present voting aye, the change order to USA General Contractors Corp. to install through wall flashings at Lenape Middle School in the amount of \$18,027.84 was approved.

Approve a Change Order to Worth and Company, Inc. for Overflow Roof Drains at Lenape Middle School. Upon a motion by Mr. Faulkner, seconded by Mr. Corr, with all members present voting aye, the change order to Worth and Company, Inc. for overflow roof drains at Lenape Middle School in the amount of \$36,424.33 was approved.

Award a Contract to Security and Data Technologies, Inc. to Provide and Install a CCTV, Access Control, and Door Monitoring Security System in All District buildings. Upon a motion by Mr. Corr, seconded by Mr. Asplen, with all members present voting aye, the contract to Security and Data Technologies, Inc. to provide and install a CCTV, access control, and door monitoring security system in all district buildings in the amounts of \$1,755,450 was approved.

Approval of Gifts to Schools for the 2007-2008 School Year. Upon a motion by Mr. Faulkner, seconded by Mrs. DeVito, with all members present voting aye, the gifts to schools for 2007-2008 school year were approved. (Attachment "A").

Approval of School Board Policy #335 – Family Medical Leave. Upon a motion by Mr. Corr, seconded by Mr. Faulkner, with all members present voting aye, this motion was tabled. Discussion followed regarding the changes to this policy. Mrs. McMullin commented that the changes are due to an act of Congress and all districts must comply. Mr. Corr questioned why this is being tabled since the changes are an act of Congress. Mr. Corr made a motion, seconded by Mr. Faulkner to remove this item from the table, all members present voted aye. Mr. Corr made a motion, seconded by Mr. Asplen, with all members present voting aye, School Board Policy #335 – Family Medical Leaves was approved. (Attachment "B").

Personnel Items.

Resignations. Upon a motion by Mr. Faulkner, seconded by Mr. Baker, with all members present voting aye, the following resignations were approved.

Name	Position/School	Effective Date
Andrea Geis	Elementary teacher – Mill Creek	8/5/08
Erin Hayer	Elementary teacher – Groveland	8/13/08
Ingrid Smith	German teacher – CBS	8/27/08
Janet Lombardi	Special Education Asst. – CBS	6/18/08

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Susan Manion	Educational Asst./Title I – Linden	6/18/08
Susan Pearl	Bus Driver – Transportation	6/18/08

Termination. Upon a motion by Mr. Corr, seconded by Mrs. DeVito, with all members present voting aye, the termination of Jane Ann Borth, a duty assistant at Central Bucks East was approved effective June 18, 2008.

Appointments. Upon a motion by Mr. Faulkner, seconded by Mr. Baker, will all members present voting aye, the following appointments were approved.

Name	Position/School	Salary	Effective Date
Karin Baldwin	Educational Asst. – CBE	\$12.91/hr.	9/2/08
Roberta Bullard	Personal Care Asst. – Lenape	\$12.91/hr.	9/2/08
Stephen Doerner	Personal Care Asst. – Tohickon	\$12.91/hr.	9/2/08
Donna Farra	Personal care Asst. – Jamison	\$13.41/hr.	9/2/08
Louanne Fox	Spec. Ed. Asst. – Bridge Valley	\$12.91/hr.	9/2/08
James Miller	Personal Care Asst. – Groveland	\$12.91/hr.	9/2/08

Approval of Long-Term Substitute Teachers. Upon a motion by Mr. Faulkner, seconded by Mr. Baker, with all members present voting aye, the following long-term substitute teachers were approved for the 2008-2009 school year.

Name	Position/School	Rate/Annum	Effective
Katie Baker	Spec. Ed. teacher – Lenape (.2) Titus	\$43,200	8/27/08 until the end of the 2008-2009 school year
Elizabeth Briggs	Spec. Ed. teacher – Cold Spring	\$44,200	8/27/08 until the end of the 2008-2009 school year
Jeanne Cotugno	PT (.5) Elem. teacher - Buckingham	\$22,100	8/27/08 until the end of the 2008-2009 school year
Jessica Gardiner	Special Ed. teacher – Unami	\$48,400	8/27/08 until the end of the 2008-2009 school year
Mary Granados	Special Ed. teacher – Unami	\$48,400	8/27/08 until the end of the 1 st sem. of the 2008-2009 school year
Beth Hampstead	Special Ed. teacher – Pine Run	\$25,200	8/27/08 until the end of the 1 st sem. of the 2008-2009 school year
Meghan Lewis	Special Ed. teacher – Pine Run	\$46,400	8/27/08 until the end of the 2008-2009 school year
Tara Lucidon	Elementary teacher – Warwick	\$23,200	8/27/08 until the end of the 1 st sem. of the 2008-2009 school year
Colleen Mantell	PT (.5) Elementary teacher – Butler	\$23,200	8/27/08 until the end of the 2008-2009 school year
Timothy Pfluger	Elementary teacher – Groveland	\$21,600	8/27/08 until the end of the 1 st sem. of the 2008-2009 school year
Lisa Marie Ring	Special Ed. teacher – Tohickon	\$23,200	8/27/08 until the end of the 1 st sem. of the 2008-2009 school year
Dana Spohn	Teacher of Deaf/Hard of Hearing - - District	\$43,200	8/27/08 until the end of the 2008-2009 school year
Lisa Wambold	Elementary teacher – Mill Creek	\$48,400	8/27/08 until the end of the 2008-2009 school year
Christy Wilhelm	Science teacher – (.4) Tamanend/ (.6) CBS	\$46,400	8/27/08 until the end of the 2008-2009 school year

Approval of Long-Term Per Diem Substitute Teachers. Upon a motion by Mr. Faulkner, seconded by Mr. Baker, with all members present voting aye, the following long-term per diem substitute teachers were approved for the 2008-2009 school year.

Name	Position/School	Rate/Annum	Effective
Christie Patterson	Elementary teacher - Jamison	\$180/day	8/27/08

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Classification Change. Upon a motion by Mr. Faulkner, seconded by Mr. Baker, with all members present voting aye, the following classification changes were approved.

Cheryl Reilly from educational assistant at Central Bucks West to guidance secretary/general secretary at Central Bucks South, at the rate of \$15.39 per hour, effective August 14, 2008.

Title I/Basic Skills Instructional Assistants. Upon a motion by Mr. Faulkner, seconded by Mr. Baker, with all members present voting aye, the following instructional assistants were approved at the rates indicated.

Phyllis Glassman	\$12.91/hr.
Elizabeth Selvaggi	\$12.91/hr.
Dawn Van Rijn	\$12.91/hr.

Community School Staff. Upon a motion by Mr. Faulkner, seconded by Mr. Baker, with all members present voting aye, the following Community School staff were approved.

Catherine Barrett	Educational Asst.	\$12.91/hr.
Cynthia Benge	Educational Asst.	\$12.91/hr.
Brenna Blakey	Student Instructor	\$7.75/hr.
Jennifer Boag	Instructor	\$17.00/hr.
Chris D'Arrigo	Lifeguard	\$8.40/hr.
Patricia DeMaria	Instructor	\$17.00/hr.
Katelin Gargiule	Lifeguard	\$8.40/hr.
Stefano Giuliani	Instructor	\$17.00/hr.
Karen Hansen	Instructor	\$17.00/hr.
MacKenzie Hubing	Lifeguard	\$8.40/hr.
Megan Kocis	Educational Asst.	\$12.91/hr.
Jessica Lomonaco	Educational Asst.	\$12.91/hr.
Morgan Marks	Instructor	\$17.00/hr.
Dawn Martin	Educational Asst.	\$12.91/hr.
Steve McElroy	Educational Asst.	\$12.91/hr.
Stepahnie Skupen	Educational Asst.	\$12.91/hr.
Jacob Wallace	Educational Asst.	\$13.47/hr.

Approval of Staff Conferences. Upon a motion by Mr. Corr, seconded by Mr. Baldwin, with all members present voting aye, the following staff conferences were approved.

NAME	AREA	DATES	CONFERENCE NAME	LOCATION	FUNDING	COST
DeMuro, M.	Prof-Sec	11/7/08	Lessons that Change Writers	Phila., PA	Title II	279

Approval to Extend the Agreement of Sale on the Cayuga Property from September 16, 2008 to November 17, 2008. Upon a motion by Mr. Baker, seconded by Mr. Faulkner, with all members present voting aye, except Mrs. McMullin who abstained, the agreement of sale on the Cayuga Property was extended from September 16, 2008 to November 17, 2008 in order to secure appropriate use approvals from New Britain Township. Mr. Garton explained the zoning ordinance of New Britain and how it has changed to conditional use. Mrs. Downs questioned the decision on the Plumstead Property. Mrs. Hoy questioned the environmental issue reports and whether the district is anticipating any problems with New Britain Township. Mr. Corr questioned if security can be a part of this property.

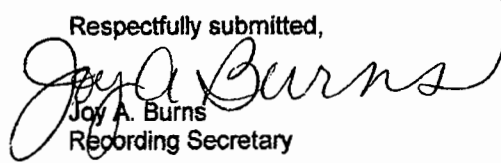
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Reports and Information. Mrs. McMullin commented that the semi-annual rating of elementary and secondary temporary professional employees for 2007-2008 were included in the packets.

Adjournment. Upon a motion by Mrs. Downs, seconded by Mr. Corr, with all members present voting aye, the meeting was adjourned at 8:18 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joy A. Burns". The signature is written in black ink and is positioned above the printed name and title.

Joy A. Burns
Recording Secretary

CENTRAL BUCKS SCHOOL DISTRICT
Gifts to Schools Report
Fiscal Year 2007-2008

<u>Schools</u>	<u>Contributions from Parent Organizations</u>	<u>Contributions from Student Groups</u>	<u>Contributions from Non-School Groups Description</u>	<u>Amount</u>	<u>Total Contributions</u>
Elementary:					
<i>Barclay</i>	\$33,906.32		Lafferty Chevrolet Annunciation Greek Orthodox Church Target Field Trip Grant Program	2,350.00 200.00 1,000.00	
	\$33,906.32	\$0.00	Total	\$3,550.00	\$37,456.32
<i>Bridge Valley</i>	\$0.00	\$2,351.98	Inter-Mec Foundation	\$3,000.00	
	\$0.00	\$2,351.98	Total	\$3,000.00	\$5,351.98
<i>Clifton</i>	\$21,043.51	0.00	BJ's Grant Check Rolling Green Landscaping Bountiful Acres Feeney's J. Semrow	\$500.00 \$3,500.00 \$2,000.00 \$300.00 \$400.00	
	21,043.51	0.00	Total	6,700.00	\$27,743.51
<i>Butler</i>	\$20,400.00	0.00		\$0.00	\$20,400.00
<i>Cold Spring</i>	\$21,462.20		Mr. Daniel Walsh	\$350.00	
	\$21,462.20	\$0.00	Total	\$350.00	\$21,812.20
<i>Doyle</i>	\$6,595.00				\$6,595.00
<i>Gayman</i>	\$3,833.60	0.00	Zurich Bank Stoneybrook Builders Mr & Mrs. Myers Mr. & Mrs. Sparks Chapman Gallery Mr. & Mrs. Feingold Mr. & Mrs. Morgan Action Karate Merck Company Foundation	\$300.00 \$100.00 \$150.00 \$150.00 \$150.00 \$50.00 \$150.00 \$150.00 \$203.55	
	3,833.60	0.00	Total	1,403.55	\$5,237.15
<i>Groveland</i>	\$19,622.31		Mr. & Mrs. Pianko Mr. & Mrs. Love Windmill	\$50.00 \$15.00 \$75.00	
	\$19,622.31	\$0.00	Total	\$140.00	\$19,762.31

CENTRAL BUCKS SCHOOL DISTRICT
Gifts to Schools Report
Fiscal Year 2007-2008

<u>Schools</u>	<u>Contributions from Parent Organizations</u>	<u>Contributions from Student Groups</u>	<u>Contributions from Non-School Groups Description</u>	<u>Amount</u>	<u>Total Contributions</u>
<i>Jamison</i>	\$11,327.95				\$11,327.95
<i>Kutz</i>	\$23,190.95				\$23,190.95
<i>Linden</i>	\$26,505.08				\$26,505.08
<i>Mill Creek</i>	\$42,608.25				\$42,608.25
<i>Pine Run</i>	\$24,058.98	\$214.20			\$24,273.18
<i>Titus</i>	\$16,189.00	\$0.00	Lafferty for Education	\$2,305.00	
			Escrip	\$1,800.00	
			McDonald's "Go Active" Academic Awards	\$1,000.00	
			Target Take Charge of Education	\$1,262.00	
			Abitibi "Schools on Goal"	\$200.00	
			Barnes & Noble Fundraiser	\$93.00	
			C&C Ford Titus Program	\$100.00	
			Central Bucks Healthier Community	\$250.00	
	\$16,189.00	\$0.00	Total	\$7,010.00	\$23,199.00
<i>Warwick</i>	\$22,043.83			\$0.00	\$22,043.83

CENTRAL BUCKS SCHOOL DISTRICT
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Fiscal Year 2007-2008

<u>Schools</u>	<u>Contributions from Parent Organizations</u>	<u>Contributions from Student Groups</u>	<u>Contributions from Non-School Groups Description</u>	<u>Amount</u>	<u>Total Contributions</u>
Secondary:					
<i>Holicong</i>	\$16,674.00	7,500.00	Abitibi Recycling	\$156.59	
			Target Stores	\$194.94	
			Boxtops for Education	\$150.50	
	16,674.00	7,500.00	Total	502.03	
					24,676.03
<i>Lenape</i>		2,500.00	Stephen Albert	\$13,800.00	
			Eric Fleischer -Music Program	\$500.00	
			Leisuretime Singers	\$250.00	
			CB Educational Associates	\$500.00	
			Deleware Quarries- Pond Project	\$800.00	
			Al Lentz-Pond Project	\$600.00	
			Dr. Nick Chubb	\$400.00	
			Misc Amounts Donated for Pond Project	\$350.00	
	0.00	2,500.00	Total	17,200.00	
					\$19,700.00
<i>Tamanend</i>	\$0.00	\$0.00	Lawn Doctor of Bux Mont	\$450.00	
			Mazza Vineyards, Inc	\$100.00	
	\$0.00	\$0.00	Total	\$550.00	
					\$550.00
<i>Tohickon</i>	\$0.00	\$0.00	Mr. & Mrs. Chiu	\$300.00	
	\$0.00	\$0.00	Total	\$300.00	
					\$300.00
<i>Unami</i>	\$3,921.00	\$0.00		\$0.00	
					\$3,921.00
<i>CB East</i>	\$0.00	\$0.00	Tubecity, USA	\$1,000.00	
	\$0.00	\$0.00	Total	\$1,000.00	
					\$1,000.00
<i>CB South</i>	\$3,500.00	0.00	Dr. Barry Lange Memorial Scholarship	\$500.00	
	\$3,500.00	\$0.00	Total	\$500.00	
					\$4,000.00
<i>CB West</i>	\$800.00	0.00	Best Buy Tech Award	\$2,000.00	
	\$800.00	\$0.00	Totals	\$2,000.00	
					\$2,800.00
<i>District Endowments</i>			Donations	\$4,300.00	\$4,300.00
Total Gifts	\$317,681.98	\$12,566.18		\$48,505.58	\$378,753.74

CENTRAL BUCKS
SCHOOL DISTRICT

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: FAMILY MEDICAL LEAVES

ADOPTED:

REVISED:

<p>1. Purpose P.L. 103-3 of 1993</p>	<p style="text-align: center;">335. FAMILY MEDICAL LEAVE</p> <p>Under the Family Medical Leave Act (FMLA), each eligible employee of the Central Bucks School District may be entitled to take an unpaid leave of absence for up to twelve work weeks during any twelve-month period for <i>the reasons listed below; except leave to care for a covered service member, which will be 26 weeks as listed in #5 below:</i></p> <ol style="list-style-type: none"> 1. Following the birth or adoption of a child or the placement of a child with the employee for foster care. 2. To care for an employee's own "serious health condition" if the employee is unable to perform the job. 3. When an employee is needed to care for the serious health condition of a spouse, child or parent. 4. <i>Qualifying urgency arising from the employee's spouse, child or parent being on active duty or ordered to active duty in the Armed Forces. Request for such leave must be supported by certification that the service member is serving or has been called to active duty.</i> 5. <i>Need to care for a covered service member who is the spouse, child, parent or next-of-kin of the employee. Request for such leave must be supported by certification that the service member is serving or has been called to active duty or medical corroboration to substantiate the need for care.</i>
<p>2. Guidelines</p>	<p>The following conditions apply to Family Medical Leave Act.</p> <p><i>Eligible employees shall be provided up to twelve (12) weeks of unpaid leave in a twelve-month period, except employees on leave to care for a covered service member who is recovering from an illness or injury sustained in the line of duty shall be provided up to twenty-six (26) weeks of leave in a twelve-month period.</i></p>

Substitution of Paid Leave for FMLA Leave

Accrued paid leave including sick leave (in the case of the employee's illness) and, if applicable, any periods of short-term disability leave, urgent leave (in the case of family illness), or personal or vacation leave will first be substituted for any period of unpaid FMLA leave and will be subtracted from the twelve weeks entitlement to unpaid leave. Any time remaining, up to a total of twelve weeks, will be considered unpaid FMLA leave. For example, if an employee accrues two weeks of paid vacation and requests FMLA leave, the employee will be required to use the two weeks' vacation as part of FMLA leave. Thereafter, an employee will be entitled to ten weeks of unpaid FMLA leave of absence. Likewise, for example, if an employee is eligible for payment under a short-term disability policy for five weeks, the employee will be entitled to an additional seven weeks of unpaid leave under the FMLA provided the leave is requested for one of the reasons listed. All periods of short-term disability will be counted toward any yearly entitlement to FMLA leave.

Serious Health Condition

A serious health condition means an illness, injury or impairment, or physical or mental condition that involves:

1. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility.
2. Any period of incapacity requiring absence of more than three calendar days from work, school or other regular daily activities that also involves continuing treatment by or being under the supervision of a health care provider.
3. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care.

Eligibility

To be eligible for FMLA leave an employee must have worked for the Central Bucks School District for at least a total of twelve months (which need not be consecutive) and must have worked at least 1,250 hours during the twelve month period immediately prior to the commencement of the leave.

If an employee and spouse are employed by the Central Bucks School District, the employee and spouse are jointly entitled to a combined total of twelve work weeks of family leave for the birth or placement of a child for adoption or foster care.

Leave granted under FMLA for birth or adoption (including foster care placement)

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<p>2. Delegation of Responsibility</p>	<p>must conclude within twelve months of the birth or placement.</p> <p><u>Intermittent Leave</u></p> <p>An employee may take FMLA leave on an intermittent basis, which means taking leave in blocks of time or by reducing the normal weekly or daily work schedule.</p> <p>Intermittent leave may be granted only in cases where it is medically necessary to care for a seriously ill family member (spouse, child or parent) or because an employee is seriously ill and unable to work. Intermittent or reduced schedule leave may not be taken for the birth of a child or placement of a child for adoption or foster care.</p> <p>If the need for intermittent leave is foreseeable based on planned medical treatment, the employee must schedule treatment in a manner that does not unduly disrupt the school district's educational program of study or school district operations. The school district, at its discretion, may also transfer an employee temporarily to an alternative job with equivalent pay and benefits that better accommodate recurring periods of leave.</p> <p><u>Request for FMLA Leave</u></p> <p>A summary of the basic terms of the Family Medical Leave Act is posted in each school building. A request for FMLA leave of absence must be made on a school district form which may be obtained from the human resources office. The employee must specify the reason for the leave. If the request is for a serious health condition of the employee, the employee's spouse, child or parent, the employee must provide verification from the medical provider concerning the precise condition for which the employee, spouse, parent or child is being treated and a prognosis of the date on which it is anticipated the employee will return to work. The verification must confirm that the illness, injury, impairment or physical or mental condition is within the definition of serious health conditions as defined in the Family Medical Leave Act.</p> <p>If it is impossible for the employee to provide advance written notice, the employee may orally request leave from the Director of Human Resources, but the request must be confirmed in writing as soon as practicable thereafter.</p> <p>If the leave is for the birth or placement of a child or for planned medical treatment, the employee must give written notice at least thirty days in advance of the date on which the leave is to commence or as soon as practicable.</p> <p><u>Employee's Responsibilities</u></p> <p>In addition to the written request required above, an employee may be required to</p>
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335. FAMILY MEDICAL LEAVE- Pg 4

produce:

1. Second or third medical opinions and periodic recertification, at the expense of the school district.
2. Periodic reports during the term of leave regarding status and intent to return to work.
3. A fitness for duty certification to return to work.

If an employee fails to return to work after the expiration of FMLA leave, the school district is permitted by law to recover the cost of the premiums paid to maintain health insurance coverage during the term of leave. The school district will seek reimbursement for all sums paid for health insurance premiums should the employee fail to return to work after the leave has terminated.

Responsibilities of the Central Bucks School District

During the term of FMLA leave, the employee's health insurance coverage will be maintained by the school district in the same manner and under the same terms as if the employee had continued to work. If the employee is currently paying a portion of the premiums for the maintenance of health benefit coverage, the employee will have to continue to pay his/her share.

An employee who returns from leave will be restored to his/her original job or to an equivalent job with equivalent pay, benefits and other terms and conditions. If an employee is designated as a "key" employee, the school district may refuse to reinstate that employee after the period of leave, subject to the terms and conditions of any collective bargaining agreement or the Pennsylvania School Code. A key employee is a salaried employee who is among the highest paid ten percent of all staff. An employee will be notified upon request for leave if s/he is a "key" employee.

The use of any leave under the FMLA will not result in the loss of any employment benefits earned before taking leave. An employee will not be discharged or discriminated against for requesting or taking a leave of absence under the FMLA or for opposing any practice or because of any involvement in any proceeding relating to the FMLA.

If any employee believes that the school district has violated his/her rights under the Family Medical Leave Act, the employee has the right to file a complaint with the U.S. Department of Labor, Wage and Hour Division or the employee may file a civil lawsuit.

Employees who have questions regarding his/her rights under the Family Medical Leave Act, should contact the Director of Human Resources.