

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: April 27, 2006

SUBJECT: Sherry States, Professional Development Leave

CATEGORY: Operations: Policy: Information: Personnel: **X**

INITIATED BY: Natalie Fatica, CHQR

DESCRIPTION:

Sherry States, Health Assistant Instructor, has requested a Professional Development Leave for the 2006-2007 school year. (see attached correspondence from Sherry States) PA Public School Code provides at Section 1166.1 that any person employed in the public school system of the Commonwealth of PA who has completed ten years of satisfactory service shall be entitled to a leave of absence for the purposed of improving professional competency or obtaining a professional certification or commission. (see attached memorandum of understanding)

RECOMMENDATION:

Motion to approve a compensated professional development leave of absence for Sherry States, Health Assistant instructor, for the 2006-2007 school year as permitted by PA School Code and ECTS Board Policy 438.1.

March 28, 2006

Dear Dr. Jackson,

This letter is to inform you that I would like to apply for a **"Professional Development Leave" for the 2006-2007 school year (September 2006 to June 2007)**. The purpose of this leave is to take additional graduate courses in pursuit of a Masters degree in Nursing at Gannon University. Upon the completion of my leave I will however still have a number of theory classes to take before I can complete my nursing rotations.

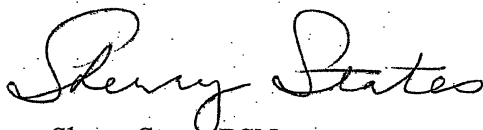
The benefit to the Erie County Technical School, for my students, would be having me be able to introduce them to the latest nursing practices and techniques. The benefit to the Erie County Technical School, for myself, would be in the area of professional growth by having me return to graduate school and for me to eventually earn my Masters degree in Nursing.

I met with Mr. Paul Fritz on March 24th, who outlined my compensation package. This package consists of full benefits and a compensation of one-half of my annual yearly salary with the understanding that I am committed to returning to ECTS for one full school year. According to the ECTS policy manual, I have met the ten year satisfactory service requirement.

My detailed plan would be for me to take nine graduate credits each term at Gannon University starting in September 2006 and continuing into the spring term (January 2007).

Enclosed is a letter of acceptance from an accredited institution (Gannon University). My Nursing Advisor will be Dr. Carolyn Masters who is head of the Nursing Department at Gannon University. At this time I can not provide you with my schedule because I have not met with my advisor due to the fall schedule just coming out this week.

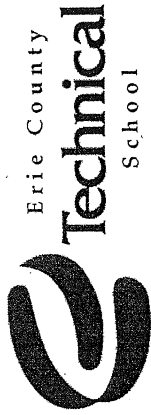
Thank you,



Sherry States BSN
Health Assistant Instructor

Course #	Course Name	Explanation of Course	Outcome
Fall Term GNURS 525	Theoretical Foundations of Nursing (3 graduate credits)	Deals with the basis of theory construction & role that theory plays in providing the scientific basis for the practice of nursing.	"Current" practices within the nursing field Areas included: HEA 201, 202, 203, 304, 384
Fall Term GNURS 650	Research Methodology (3 graduate credits)	Course involves the systematic examination of research process & methodologies appropriate to nursing.	Methodology can be used to formulate research projects with 3rd year seniors Areas included: Senior Projects
Fall Term GNURS 641 *Pending	Advanced Nursing Concepts (3 graduate credits)	Deals with in-depth analysis of nursing concepts related to physiological, psychosocial, cognitive, & spiritual health problems of the adult client Clinical time for procedures	Med-Surgical concepts are taught in the HA lab (all 3 levels) This will update me on new concepts and treatments. Areas include: HEA 381, 382, 385, 384, 383, 391, 392 and all the first year Anatomy & Physiology units

Course #	Course Name	Explanation of Course	Outcomes
Spring Term GNURS 526	Role Theory & Professional Issues in Nursing (3 graduate credits)	Deals with examination of theories underlying construction & definition of professional nursing roles for advance practice in society. Also issues & interrelationships within health care systems	"Current" practices within the nursing field Areas included: HEA 201, 202, 203, 304, 384
Spring Term GNURS 589	Pharmacotherapeutic (3 graduate credits)	Provides an in-depth analysis of the principles of pharmacology as applies to the care of critically ill patients. course considers judgemental factors dosing, & interventions of pathologic events occurring in disease states. Looking at patient factors as well as drug factors.	*Teach general Intro. To Pharmacology in 3rd year I address drug factors & questions with health issues of students & staff members Areas include: HEA 389, 388, 383, 391 and all the first year A&P units
Spring Term GNURS 651	Research Seminar (3 graduate credits)	This seminar guides the student in developing the problem statement & conceptualizing a theoretical structure in preparation for writing a research proposal.	*See GNURS 650 Addresses research theories



HEALTH ASSISTANT ECTS QUARTERLY COURSE SEQUENCE

YEAR I	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	HEA 111 Introduction to A & P HEA 112 Integument System HEA 113 Skeletal System	HEA 114 Muscular System HEA 115 Digestive System HEA 116 Respiratory System HEA 124 Cancer & Abnormalities	HEA 117 Cardiovascular System HEA 118 Lymphatic System HEA 119 Urinary System	HEA 121 Endocrine System HEA 122 Nervous System HEA 123 Reproductive System
	45 30 45	15 45 45 15	45 30 45	30 45 45
	TOTAL 120	TOTAL 120	TOTAL 120	TOTAL 120
YEAR II	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	HEA 201 Health Care in Community HEA 202 Job Roles HEA 203 Rights & Responsibilities HEA 238 Elderly Care	HEA 231 Communication HEA 232 Body Mechanics HEA 233 Vital Signs	HEA 235 Comfort Measures I HEA 236 Comfort Measures II HEA 281 Colostomy Care	HEA 273 Death & Dying HEA 237 Nutritional Needs HEA 234 Bed Making HEA 371 Infant/Child Growth HEA 372 Adult Growth
	15 15 45 45	30 45 45	45 45 30	30 45 15 15 15
	TOTAL 120	TOTAL 120	TOTAL 120	TOTAL 120



HEALTH ASSISTANT ECTS QUARTERLY COURSE SEQUENCE

YEAR III	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	HEA 307 Employability Skills HEA 181 Infection Control HEA 381 First Aid & Safety I HEA 382 First Aid & Safety II	HEA 304 Medical Ethics HEA 385 Surgical Care HEA 387 Subacute Care HEA 384 Documentation	HEA 383 Patient Assessment HEA 388 Alternative Medicine HEA 389 Pharmacology HEA 391 Physical Examinations	HEA 301 Professional Development HEA 305 Health & Wellness HEA 386 Physical Therapy Care HEA 392 Heat & Cold Applications
	45 15 30 30	15 45 30 30	45 15 30 30	45 30 30 15
	TOTAL 120	TOTAL 120	TOTAL 120	TOTAL 120

PROFESSIONAL DEVELOPMENT LEAVE MEMORANDUM OF
UNDERSTANDING

Employee Name: Stanley STANES
Date: 4/6/06

The following summarizes the requirements for a professional development leave.

Eligibility

- (5) A Completed 10 years of satisfactory service in the public schools of the Commonwealth. (at least 5 at Erie County Technical School) (15 yrs)
- (5) A Half or full school term or 2 half school terms during the period of 2 years.
- (5) A To retain a professional certification or commission, further preparation and improvement in his/her area of certification, additional certification, attaining other appropriate and identifiable educational positions within the school.

Pre-leave Documentation

- (5) A Detailed plan submitted. (PENDING MINOR REVISIONS)
- _____ Additional information requested.
- _____
- _____
- _____
- _____

Course requirements for leave (choose one)

- _____ *Half of school term*
- 9 graduate credits per semester
- 12 undergraduate credits per semester
- (5) A 180 hours of professional development activities per semester
- Full school term*
- (5) A 18 graduate credits per year
- 24 undergraduate credits per year
- 360 hours of professional development activities

- (5) A Submission of notification of acceptance and enrollment from an accredited institution of higher learning. (SEE GANNON LTR)

Post-leave Documentation

10/30/2007

Underlined items require submission within one month subsequent to the employee's return to work.

(53) *

Submission of official transcript showing passing grades due, "10/17/07" (failure to receive passing grades or submit required transcripts on time shall result in forfeiture of monies paid by the district)

(53) *

Submission of a formal report, due "10/17/07" describing educational activities pursued and their benefits and relevancy. (failure to submit the required reports on time shall result in forfeiture of monies paid by the district)

(53) *

Return to active duty to Erie County Technical School for one school year unless prevented by illness or physical disability.

Certification of Compensation and Benefits

(53) *

Employee shall be compensated at one-half the salary to which he/she would have been entitled to if the employee was still working.

\$24,012

(53) *

Employee shall continue to receive rights as stated in the current contract and school code.

(53) *

Sherry States
Signature-Faculty

4/6/06
Date

BE

Signature-Director

4/6/06
Date

ENGAGED

IN.

* PERS EMPLOYEE CONTRIBUTION RATE
WILL DOUBLE DURING TIME OF LEAVE.

GANNON

U N I V E R S I T Y

109 University Square • Erie, Pennsylvania • 16541-0001 • Toll Free 1-800-GANNON-U • Fax (814) 871-5827

January 22, 2004

Sherry States
117 West Bond Street
Corry, PA 16407

Dear Sherry,

We are writing to confirm that the Graduate Admissions Committee has reviewed your application and has recommended your acceptance for the Spring 2004 semester with a provisional administrative status for the Family Nurse Practitioner option of the graduate Nursing program. This status will be re-evaluated with the Committee when the following administrative information is provided:

GRE scores and 2 letters of recommendation.

Please submit the additional paperwork to the Office of Admissions by April 1, 2004.

You will be able to begin course work applicable to the Nursing program. We encourage you to direct questions relating to your program requirements and scheduling to your program director:

Dr.Carolynn Masters
Gannon University
109 University Square
Erie, PA 16541 Telephone: (814) 871-5463

You may also seek assistance with the registration process from the staff of the Center for Adult Learning. In addition, there are a variety of other resources and services available to graduate students through our office. Please call us at (814) 871-7474 or 871-7458, if we can assist you in any way.

On behalf of all of us at Gannon University—congratulations on your acceptance.

Sincerely,

William T. Eilola

William T. Eilola
Dean of Enrollment Services

CC: Dr. Masters

CENTER FOR ADULT LEARNING AND OFFICE OF GRADUATE STUDIES

Mailing Address: 109 University Square, Erie, PA 16541-0001

Office Location: 120 West 9th Street

(814) 871-7474 or (814) 871-7458

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: COMPENSATED
PROFESSIONAL LEAVES

ADOPTED: December 19, 1996

REVISED:

Erie County Technical School

	438.1. COMPENSATED PROFESSIONAL LEAVES	1
1. Purpose	This policy shall establish the school's parameters for granting professional development and classroom occupational exchange leaves for eligible professional employees.	2
2. Definitions	Professional development leave shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Operating Committee, and be restricted to activities required by State regulation or law or to improve professional competency.	3
	Classroom occupational exchange leave shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.	4
3. Authority	The Operating Committee shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Operating Committee. The Operating Committee may approve or reject a proposed plan for professional development leave.	5
SC 1166.1 1171		6
SC 522.2	The Operating Committee may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.	7
4. Guidelines	A. PROFESSIONAL DEVELOPMENT LEAVE	8
	<u>Eligibility</u>	9
SC 1166	To be eligible for professional development leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school.	10
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SC 1166

A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the option of the employee.

Application

SC 1166.1

Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in his/her area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school, or as the Operating Committee may require, and upon the recommendation of the Director.

Requests for professional development leave shall be submitted on the approved school form and forwarded with a detailed plan to the Director.

All required application materials shall be submitted by April 1 for the following school year and by October 1 for the following semester.

Documentation

Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school. The plan shall provide sufficient information to permit the Operating Committee to adequately evaluate the request.

The Operating Committee may at any time require additional information from the employee in order to assist the Operating Committee in evaluating the request and the leave's benefits to and impact on the employee and the school.

SC 1166.1

The minimum requirements for leave for a half school term shall consist of any of the following or a combination thereof: nine (9) graduate credits, twelve (12) undergraduate credits, one hundred eighty (180) hours of professional development activities. The minimum requirements for leave for a full school term shall be any of the following or a combination thereof: eighteen (18) graduate credits, twenty-four (24) undergraduate credits, three hundred sixty (360) hours of professional development activities.



Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district.

Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.

Commitment of Employee

Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. Employees shall submit required reports on time or forfeit all compensation and benefits.

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its own choice to determine the employee's ability to return to work.

Compensable employment may not be engaged in while the employee is on professional development leave.

Commitment of Employer

At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.



SC 522.1
1170

Time on professional development leave shall be counted as time on the job for purposes of seniority, where applicable in the school, and for retirement fund purposes but for no other purpose.

Compensation

SC 1169

During the period of professional development leave, an employee shall be compensated at one-half the salary to which s/he would have been entitled had the employee not taken leave.

B. CLASSROOM OCCUPATIONAL EXCHANGE LEAVE

Application

Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Director.

All required application materials shall be submitted by April 1 for the following school year.

Documentation

Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Operating Committee policy.

Upon return from such leave, the employee shall submit to the Operating Committee a final report detailing the work experience and its benefits.

Commitment of Employee

SC 1168

Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this school immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.

The Operating Committee reserves the right to require at its own expense additional examinations and reports by physicians of its own choice to determine the employee's ability to return to work.



SC 1168

Commitment of Employer

At the expiration of the classroom occupational exchange leave, the employe shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.

SC 522.1

Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority, where applicable in the school, and for retirement fund purposes but for no other purpose.

Compensation

SC 522.1

The business, industry or government to whom the employe is assigned during the leave shall fully compensate the school for all salary, wages, pension and retirement contributions, and other benefits as if the employe were in full-time active service.