

# VAN BUREN PERSONNEL POLICY COMMITTEE

## Minutes of Monthly PPC Meeting

Date: November 27, 2023

Place: District Office

Time: 3:30 pm

### Members Present:

Tia Smith- Elementary Admin.  
Mark Titsworth- Secondary Admin.  
Cynthia Bailey- HS  
Heather Dillard- FA  
Crystal Reeves- NMS  
Stacey Little- NMS  
Kellie Jackson- BTMS  
Eleanor Wallace- BTMS  
Taylor Webb- Rena  
Leslie Wilcox- Central  
Megan Beane- Parkview  
Jodie Roberson- King  
Corie Williams- Tate  
Emily Sullivan- Oliver Springs

### Members Absent:

Laura Rogers- HS

### District Administrators Present:

Karen Allen- Asst. Superintendent

Heather Dillard called the meeting to order at 3:32 pm.

### Policy Review

Changes to Policies 3.3, 3.6, and 3.36 (linked below) were approved by the school board at their November meeting:

[Policy 3.3- Licensed Personnel Policy Committee](#)

[Policy 3.6- Employee Training](#)

[Policy 3.36- Licensed Personnel Renewal and Termination](#)

They have already been updated on the district website. PPC Minutes have also been posted on the district website under state required information.

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## **Old Business**

Mark Titsworth shared a concern from a colleague about whether or not our district could create a separate leave policy for when an employee receives a court summons or subpoena. Mrs. Allen gave some details about what leave policies are required by law, as opposed to those that are offered by our district as a benefit. For example, law requires that the district provide one sick day for each month of the certified employee's contract. Personal business days aren't required by law and are an additional benefit the district provides. Another example is that the definition of "immediate family" in sick leave policy has been expanded in recent years so that employees can use their own sick days upon the death of an immediate family member without depleting their personal leave. There is also natural disaster leave, family deployment, etc. Additionally, it is important to remember our district's priority of improving the salary schedule when considering changes to leave policy, as it inevitably depletes the funds available to improve salaries.

Kellie Jackson inquired if teachers who also have a bus driver contract also get separate sick days. Mrs. Allen explained that teacher sick days are managed by Frontline, while bus sick days are managed by the transportation department. The transportation administrators can help anyone who may have questions about that topic.

Update on Policy 3.4- Reduction in Force: Mrs. Allen edited the policy to clarify how a tie would be dealt with among employees with the same summative rating:

In the event of a tie between two (2) or more employees, the employee(s) shall be retained based on the following:

1. An employee with a summative rating of "highly effective" shall be retained over an employee with a summative rating of only "effective".
2. If both employees have the same summative rating, the employee whose name appears first in the Board minutes to be hired or whose name was first recommended for hire in the District's applicant tracking system shall be retained.

While it is unlikely this would occur, it clarifies that the employee whose name was first recommended for hire in the District's applicant tracking system shall be retained.

Kellie Jackson motioned to approve the changes to Policy 3.4 (CBailey second). Motion was approved by acclamation.

### **3.7 Licensed Personnel Bus Driver Drug Testing**

No discussion

### **3.8- Sick Leave Definitions**

Discussed during old business

### **3.9- Sick Leave Bank**

Kellie Jackson asked some procedural questions about this policy; Mrs. Allen explained how the district operates the Sick Leave Bank.

### **3.9.1 Background Checks**

No discussion

### **3.11- Personal and Professional Leave**

No discussion

### **3.11.1- Placement of Instructional Personnel**

No discussion

### **3.12- Responsibilities in Dealing with Sex Offenders on Campus**

Kellie Jackson asked if Level 3 or 4 sex offenders can attend football games. There are 5 exceptions listed in student policy ([6.10 Megan's Law](#)).

### **3.13- Public Office**

No discussion

### **3.14- Jury Duty**

No discussion

### **2024-2025 Calendar Planning**

In considering next year's district calendar, there have been some changes due to the LEARNS Act. Now, districts can apply to use alternate calendars that calculate time using hours, as opposed to days. Mrs. Allen is going to share the specific legislative information with the committee so members can review before the calendar committee meets in December. For example, there are 1,068 required student hours in a school year. (178 days \* 6 hours per day)

Members wanting to participate in the calendar committee will meet on Monday, December 11th at 3:30 pm.

Heather Dillard assigned Policies 3.15 through 3.31 to review for the next scheduled meeting in January.

Cynthia Bailey motioned to adjourn the meeting (MTitsworth second).