

# VAN BUREN PERSONNEL POLICY COMMITTEE

## Minutes of Monthly PPC Meeting

Date: October 30, 2023

Place: District Office

Time: 3:30 pm

### Members Present:

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

### Members Absent:

Stacey Little- NMS  
Emily Sullivan- Oliver Springs

### District Administrators Present:

Karen Allen- Asst. Superintendent

Heather Dillard called the meeting to order at 3:34 pm.

### Policy Review

#### 3.1- Salary Schedule

Kellie Jackson asked about the exception for National Board Certification in the following section, and Mrs. Allen clarified that it's treated differently because it's a stipend.

Teachers who have earned additional, relevant degrees, certifications (excluding National Board Certification) or sufficient college hours to warrant a salary change are responsible for reporting and supplying a transcript to the Director of Human Resources. Approved

#### 3.2- Evaluations

No Comments

### **3.3- Personnel Policy Committee**

The policy presented was adapted from the model policy provided by the ASBA and our preexisting PPC procedures. Mrs. Allen read aloud the policy as presented.

Taylor Webb asked if those collecting PPC Nominations would use the same form, or if buildings would take care of their own form. Mrs. Allen indicated it would be up to buildings, but most use a google form, since those can be constructed in an anonymous manner.

Mrs. Allen clarified that, under this policy as presented, a majority constitutes a quorum for conducting business. She also explained that the intent behind some of the legislative changes regarding this policy was to create transparency. (Especially considering that the changes in legislation allow for personnel policies to be effective immediately once approved by the majority of PPC and by the VBSD School Board.)

Kellie Jackson motioned to approve the policy changes (TWebb second). Motion is carried by acclamation.

### **3.4- Reduction in Force**

The biggest change in this policy, due to LEARNS legislation, is that seniority cannot account for more than 50% in reduction in force decisions. The point system has been adapted accordingly. One significant part of the point system is the licensure addendums (Lead/Master Professional Educator License). Mrs. Allen encouraged members to share those designations with their peers, and described how easy it is to receive a Master Professional Educator designation if a teacher is already National Board Certified.

Mrs. Allen clarified the procedure below (specifically item #2), after questions raised by members about how names are listed on board minutes. She explained that it was possible to go back in our systems and determine the recommend-to-hire date. Leslie Wilcox asked for this wording to be clarified further, based on that explanation.

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 shall be retained.

We will table the vote on this procedure and revisit next month.

### **3.4.3- Licensure Fees**

No comments

### **3.5 Contract Return**

This is a policy that will need to be revised this year due to legislative changes; updates will be brought to the committee at a later date.

### **3.6- Employee Training**

Parent Involvement and Arkansas History training now only needs to be done once.

Kellie Jackson asked about the wording of the following section, noting that the use of the word “expecting” was unusual. Mrs. Allen clarified that the original ASBA policy uses that word.

By the beginning of the 2024-25 school year and every fourth year thereafter, a school counselor shall receive Youth Mental Health ~~First Aid~~ training to learn the risk factors and warning signs of mental health issues in adolescents; the importance of early intervention; and how to help an adolescent who is in crisis or expecting a mental health challenge.

Eleanor Wallace motioned to accept the motion as presented (LWilcox second). Motion carried by acclamation.

### **3.36- Licensed Personnel ~~Dismissal and Non-Renewal~~ Renewal and Termination**

Mrs. Allen thoroughly explained the policy as presented, reading several sections aloud. She clarified that employee contracts are no longer automatically renewed in May and all employees will be rehired each year. A recommendation of contract renewal is based on effectiveness, performance, and qualifications. If an employee will not be recommended for contract renewal, it will be after the employee and his/her direct supervisor have worked through an evaluation/improvement process. The policy also details the steps taken when the superintendent determines it necessary to make a recommendation of termination.

Taylor Webb asked for clarification about specific determinations that would lead to termination. Mrs. Allen explained how TESS is still in use, and it allows for intensive support tracks. There are also disciplinary measures available that could possibly precede termination (letter of expectation, letter of reprimand, etc.).

Kellie Jackson motioned to approve the policy as presented (EWallace second). Motion carried by acclamation.

Some members had questions about Leave Policy, which will be reviewed at the next meeting.

Taylor Webb forwarded a suggestion from a teacher at her building about our pay date. Mrs. Allen will ask Mrs. Trentham for clarification as to the reasoning behind the 26th of each month.

Heather Dillard assigned 3.7-3.14 for the next PPC meeting, to be held on November 27th.

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