

3.3 – PERSONNEL POLICY COMMITTEE

General

It shall be the policy of the Van Buren Board of Education to encourage employee participation in decision-making for the school district. The Superintendent is authorized to establish committees as necessary to recommend policies and rules for the proper functioning of the district.

The classroom teachers of the Van Buren School District shall be represented by the Personnel Policies Committee. It shall be composed of the following members: the superintendent or designee, one teacher from each elementary school; one teacher from each middle school; two teachers from each of the junior high schools; two teachers from the senior high school; and one secondary administrator and one elementary administrator seated annually and selected alphabetically and all are equal voting members.

Election of members of the Personnel Policies Committee shall be held during the first month of school. The teacher members of the Personnel Policies Committee shall be elected by a majority vote of the classroom teachers employed by the district. The election shall be conducted by the classroom teachers and shall be by secret ballot.

The current Personnel Policies Committee will post in each building a Nomination Form listing open position(s) for the purpose of securing nominees for the Personnel Policy Committee. Any teacher may nominate himself/herself or his/her fellow teacher to serve on the Personnel Policies Committee by placing the teacher's name on the Nomination Form. The names of all consenting candidates will appear on the District ballot in the appropriate nominated position. All certified staff will vote in all candidate races. A member shall be elected to the committee when he/she receives a majority of the votes cast. If more than two candidates run for a given position and no candidate receives a majority of the votes cast, a run-off election will be held among the candidates receiving the greatest number of votes after the candidates receiving the lowest numbers of votes are dropped from the ballot. This process will continue until a simple majority is reached.

Election Procedure

- Each school faculty will nominate candidates to represent the respective school.
- Upon granting permission, nominated candidates will be placed on the District ballot.
- During the first week of school, all teachers will have an opportunity to vote on all the candidates.
- Results will be tallied and the candidate with majority or highest number of votes in each race will represent his or her school

Members of the Personnel Policies Committee will serve two-year terms. (In the 2006-2007 school year, elected members will choose one- or two-year terms by lottery in the first organizational Committee meeting.) If a member of the Committee is unable to complete his/her term of service, the Personnel Policies Committee will appoint a successor from that member's building to serve until the next Personnel Policies Committee election. If the term of the elected member has not expired, a teacher from that member's building shall be elected to serve the remainder of the term.

The Personnel Policies Committee shall organize itself in the first quarter of each school year; elect a chairperson, a co-chairperson, and secretary. The PPC shall also develop a calendar of meetings throughout the year to review the district's personnel policies and determine if additional policies or amendments to existing policies are needed. The Personnel Policy Committee shall review any proposed distribution of a salary underpayment from previous years. The review of the personnel policies and the resulting report shall be completed by the end of the year. The report shall be filed with the Superintendent of Schools and presented to the Board of Education by the chairman of the Personnel Policies Committee or his/her designee for consideration in accordance with the Arkansas law.

Minutes of the committee meetings shall be promptly reported and distributed to members of the Board of Directors and posted in the building of the school district including the administrative offices.

Approved by Board: April 4, 2006
Amended by Board: May 19, 2009