

Members Present: Amber Lichlyter Brenda Kyle Heather Whitt Amanda Johnson Jo Ann Greenfield Holly Howard Nick Lyons Tiffany Bolding Joshua Johnson Tanya Sharp	Tina Calva Holly Gibbons Ethan Lubera Caitlin Knight Jennifer L. Peery Angela Hagedorn Jessica Skordal Craig Ford Kelly Parker Holly Gibbons Ethan Lubera Natalie Marts Salle-Anne Gilchrist
PPC Agreements: • Meetings will be on the 2nd Tuesday of every month. • Begin at 3:30 p.m. • End at 4:30 p.m. (Flexible depending on the agenda and discussion). • Have an agenda and stick to the agenda.	
2025-2026 Licensed Personnel Policies • Click Policies at the top, right-hand corner of the page. • Click on section 3- Licensed Personnel • BPS Licensed Personnel Policy 3.0	
Agenda: 1. Approve November Minutes (H.Howard/C.Knight) a. Salle-Anne Gilchrist motioned to approve, Jessica Skordal seconded. i. 27 in favor, 0 opposed. 2. 2027-2028 Calendar A (C.Knight, C.Ford) a. Review by executive directors. There was no specific feedback.	

- b. The Virtual TWD prior to spring break was placed to try and avoid TWD in January and February.
 - c. Questions/Discussion:
 - i. Could we collect feedback about the Staff Development day prior to Spring Break this year?
 - ii. There will be two TWD prior to the first day of school, there was an abundance of positive feedback for that this year.
 - iii. When this goes to staff to vote yes/no, there will also be a comment section to explain why if they vote no.
 - iv. When this is sent to staff, there will be bullet points to explain why the days are placed where they are.
 - v. The timeline is to present this to the Board at the January meeting.
 - d. Motion to send to staff by Natalie Marts, seconded by Craig Ford.
 - i. 27 in favor, 0 opposed.
3. Sick/Personal Days: [Policy 3.8](#) (T.Sharp)
- a. By law, the school district has to give 1 sick day per month and they must be given to you up front.
 - b. If you resign prior to completing the year, you have to pay back the days that are used past the one per month.
 - c. Bentonville allows you to take two of your sick days and turn them to personal days, or three at the beginning of your fifth year in the district.
 - d. If you do not use all of your days prior to the end of the year, all of the days go back into your bank as sick days.
 - e. Bentonville has a sick bank where you can contribute by donating a day.
 - i. You do not have to contribute again, unless you use days from the sick bank-then you have to donate one day again.
 - f. By law, you can transfer up to 90 days if switching to another Arkansas Public School or Charter School.
 - i. If you have more than 90 days at the end of each year, you can sell back 5-10 days *in increments of 5*, each year.
 - ii. When you retire, the district will buy back up to 90 days if you are retiring with Arkansas Teacher Retirement and with Bentonville Schools (which requires 10 years of service to the Bentonville School District)-these are paid back at the long-term sub rate of pay.
4. AR Act 565 Teacher and Student Protection Act: [General Document](#), [Students with Disabilities](#) (J.Johnson)
- a. What age levels does this cover?

- i. Mrs.Sharp will check to see if this applies to Pre-K.
 - ii. It does apply to students K-12.
 - b. Visit with your building principal if you have further questions about Act 565.
5. Duty vs Instructional Time: [6-17-117](#) (S.Gilchrist)
- a. A licensed teacher may only be assigned 60 minutes of noninstructional duty each week. Under Arkansas law, noninstructional duties are tasks that *do not involve supervising, supporting, or engaging with students* in the course of the school day. Walking students to and from locations—such as lunch, specials, assemblies, or dismissal—is not considered a noninstructional duty. This supervision is viewed as an extension of instructional responsibility because it ensures student safety, maintains continuity of the learning environment, and supports orderly transitions. Accompanying students during transitions remains part of a teacher’s instructional and supervisory role, rather than an added noninstructional duty
6. Motion to adjourn by Brenda Kyle, seconded by Salle-Anne Gilchrist.
The meeting adjourned at 4:22pm.

Legal Reference [Ark. Code Ann. § 6-17-203](#) and [Ark. Code Ann. § 6-17-205](#)
Arkansas Code
[Title 6- Education](#)