

Mar 5, 2025

BSD Classified PPC Agenda/Minutes

Members Present: Jacob Mitzner, Marie Cowgur, Jamie Kinsey,
Susan Flint, Deeann Goseland

Administration Present: Tanya Sharp, Aaron Nickles, Michael Veliquette

2024-2025 [Classified Personnel Policies](#)

- Click Policies at the top, right-hand corner of the page.
- Click on section 6 - Classified Personnel
- Policy 6.0 Classified Personnel Policy Committee

Agenda

1. Salary Schedules
 - a. Licensed PPC is looking at the Licensed Personnel Salary Schedule 3.1 to address wording and how it affects the employee pay step. BSD's policy states "relevant to the employee's position" when determining higher education criteria for step placement. At the same time, local districts may apply any higher education, regardless of the relevance to the position, to the pay scale. A cost estimate must be determined to address the impact any changes to this criteria could have on budgeting, as this would impact pay for all staff, not just licensed.
2. Calendar
 - a. The *26-27 School Calendar Draft B* is open for classified staff voting until March 7, and results will be considered at the next board meeting. A correction still pending is that there are 86 days in the 1st semester and 92 in the 2nd.
3. SSC Scholarships
 - a. Scholarship applications were discussed and applicants who were awarded scholarships will be notified no later than April 1, 2025.

Questions/Information for the Group:

1. Could we use our absences by the hour instead of ½ day or full day to minimize time out of the office?
 - a. Consistency throughout the district is important. Substitute teachers work on a ½ day basis, therefore, all positions have been set up the same way. While policy change is not being considered, an employee may visit with their supervisor regarding a need, but it would need to be a rare circumstance.
2. What does the Classified Work Day look like for the 2026-2027 calendar in December, and can it be virtual?
 - a. The proposed teacher workday is a flex day for December 2026. Classified employees contracted to work on Teacher Work Days will provide documentation to their building administrator/supervisor of their time worked. This is similar to how virtual workdays are handled now, with this proposal not having a specified date. This allows an employee to complete their work any time between December 21st and January 1st.
3. A Jr. High bookkeeper reached out and wanted to know if their contract days and the Jr. High Registrar's could be shortened. Is there a process for this?
 - a. All principals must agree to a contract day change first. Then, all members of the group must agree before officially requesting contract changes.
4. Excessive absences don't seem fair considering the different contract days for employees. (Classified Employees Sick Leave - Policy 6.5)
 - a. All employees receive an excessive absence letter at 12.5 absences to inform them that they have used all of the allotted absences given for the school year. Grossly excessive absences take into account the contracted days. Sick leave that exceeds 10% of the employee's contract length is considered grossly excessive and could result in disciplinary action.
 - b. Building supervisors should be aware of employee absences and report concerns to HR.
 - c. Bereavement absences are included in sick leave, therefore, we don't require a separate bereavement policy.

Our next meeting will be on **April 2, 2025, at 11:00 a.m.** Please send any agenda items or questions no later than Wednesday, March 26, 2025. Thanks!

Legal Reference:

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