

CLASSIFIED PERSONNEL POLICY COMMITTEE (PPC) MEETING MINUTES

Date: October 9, 2025 (October Meeting) **Committee:** Classified PPC

Attendees (and Representation):

- Aaron Nickles, Executive Director of Technology (Designated Administrator)
- Michele Thompson, Student Services, (Elected President)
- Niki Nichols, Child Enrichment Services (Elected Secretary)
- Cassie Watkins, Special Education Paraprofessional (Represents Instructional Assistants)
- Macie Coleman, Technology and Client Services
- Michael Veliquette, Director of Facilities (Designated Administrator)
- Marie Cowger, Transportation

Non-Voting Members:

- Dr. Debbie Jones, Superintendent
- Tanya Sharp, Chief Operating Officer (and meeting facilitator)

Absent Members Noted:

- Jacob
 - Holly
-

1. Welcome and Introductions of New Members

The meeting opened with a welcome and introductions for new members recently elected to the committee. Each member introduced themselves and stated the group they represent. Voting rights are held by all committee members, with the exception of Dr. Jones and the Chief Operating Officer.

2. Election of Officers

The committee proceeded to elect a President and a Secretary.

Officer Roles and Responsibilities: The President and Secretary work together to develop the agenda, taking feedback from committee members. The President runs the meetings. The Secretary is responsible for keeping the meeting notes (minutes), publishing the minutes, and sending them to the committee (who then share them with their respective groups). The minutes are also posted on the website. The President and Secretary are responsible for contacting Deeann Goseland or Aaron Nickles to facilitate the posting of minutes and reports to the website.

President Election:

- **Nomination:** Michele Thompson was nominated for President.
- **Acceptance:** Michele accepted the nomination.

- **Vote:** Michelle was elected President by unanimous consent ("I").

Secretary Election:

- **Nomination:** Niki was nominated for Secretary.
- **Acceptance:** Niki accepted the nomination.
- **Vote:** Niki was elected Secretary by unanimous consent ("I I").

3. Role and Responsibility of the Committee (PPC)

The primary role of the Classified PPC is to deal with anything related to **classified personnel policies**.

- Committee members receive feedback or questions from their represented groups (e.g., instructional assistants).
- Members must determine if a question needs to come to the PPC based on whether it involves personnel policy.
- If a question does not pertain to personnel policy, the member should try to find the answer for the constituent or direct them appropriately. Resources often suggest directing constituents to ask their building principal.

4. Establishment of Meeting Schedule

The committee discussed establishing a regular meeting time.

- **Traditional Meeting Time:** Wednesdays at 11:00 AM, with lunch provided.
- **Decision: Wednesday at 11:00 AM** was established as the official meeting time.

5. Review of Proposed Classified Personnel Evaluation Policy Change

Administration brought forward a proposed change to the Classified Personnel Evaluation policy. Changes to personnel policies that are not legislative mandates require a vote by the Personnel Policy Committee. The committee must be given approximately 10 days to review the policy before voting.

Current Policy Requirement: Classified personnel shall be evaluated annually.

Proposed Policy Addition (the part in green): "Any form used to evaluate classified personnel other than the district develop form shall be approved by human resources".

Rationale for Change: This change would allow supervisors to use specialized evaluation rubrics (such as TESS, the licensed evaluation rubric) for certain classified staff members (e.g., behavior interventionists). Currently, these staff members are classified and assigned a code in e-finance. If their code were changed to licensed status to accommodate the use of specialized evaluation rubrics, they would then be subject to additional state requirements like Science of Reading awareness and mentoring, which the district wishes to avoid. The change allows supervisors to use a paper copy of the preferred rubric *in addition* to the simplified district form.

Next Steps for Policy Review:

- The policy draft will be sent out to each group (via designated department email groups, such as "classified clerical").
- Committee members will inform their groups that the policy change is recommended and will be voted on at the next PPC meeting.
- Members will address any questions or concerns brought up by their groups before the discussion and vote at the subsequent meeting.

6. SSC Scholarship Dates Review

The committee reviewed the logistics and dates set for the SSC Custodial Contract scholarship for classified staff. Kimberly Ross, Dr. Jones's assistant, helps facilitate the distribution of the application. This committee is responsible for reviewing applications and selecting recipients.

Key Dates Established:

- Scholarship applications open: Monday, February 2nd, 2026.
- Classified employees application period: February 2nd to February 20th.
- The committee receives applications by: February 27th for review.
- Recipients will be selected at the March 11th PPC meeting.

7. Adjournment

A motion was requested and received to adjourn the meeting.

- **Motion to Adjourn:** Made.
- **Second:** Implied/received.
- **Vote:** All in favor ("I I").