

Members Present

Beth Colbert, Marie Cowgur, Rebecca Cross, Susan Flint, Landra Kennedy, Jacob Mitzner, Niki Nichols, Paul Wallace

Administration Present: Tanya Sharp

2023-2024 [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/**Minutes**:

1. Welcome!
2. 2023-24 Classified PPC Board Members
 - Beth Colbert - Technology
 - Marie Cowgur - Transportation
 - Rebecca Cross - Office Assistant
 - Susan Flint - Teaching Assistant
 - Landra Kennedy - Nurse/OT/PT
 - Jacob Mitzner - Maintenance/CSSO
 - Niki Nichols - Child Care
3. Officer Elections 2023/24
 - President
 - Secretary
 - Elections - Beth Colbert was elected President and Susan Flint was elected Secretary.

4. Scheduled PPC meetings for the year in case needed for room purposes (Admin 148). These can be changed/deleted, etc..
 - a. Nov. 1st- 11:00 am
 - b. Dec. 6th- 11:00 am
 - c. Jan. 3rd- 11:00 am
 - d. Feb. 7th- 11:00 am
 - e. March 6th- 11:00 am
 - f. April 3rd- 11:00 am
 - g. May 1st- 11:00 am

The January meeting was changed from January 3 to January 17, 2024 at 11:00 am.

5. Meeting Criteria for the year
 - a. Changes with PPC from Legislative Session

LEARNS Act changes – all BPS personnel policy committee meetings will be recorded from now on. The recording and the minutes will be posted on the BPS website. All elections and results for the committees will also be posted on the website. The meetings can be paused for discussion of any sensitive personal matters. When this discussion is finished the meeting will resume with the president calling the meeting back to order.

6. Overview of PPC

Policy Review: Tanya Sharp - the purpose of the committee is policy review. If there are any suggestions, committee members may bring them to the committee for discussion. Tanya will continue to bring any policies that are up for review to the meetings. She will distribute them ahead of time to be read prior to the meetings.

The Classified PPC committee has a representative for all classified sections except custodial and food services. Those groups are outsourced by BSD. There are to be no more than 3 classified administrative personnel on the committee. Paul Wallace and Aaron Nickles are the appointed administrative members.

Please review Policy 6.0 linked above. A change in personnel policy during the school year will be voted on by the PPC members and will no longer go to the entire classified staff.

7. Classified PPC member on Calendar Committee

- a. Per Brandie Loomis (Certified PPC) Email- Calendar committee is planning to meet after the break and we wanted to see if classified PPC wanted to include a member on the committee. I know we typically will share the drafts, but it might just be more helpful to have someone on the committee too.

Beth Colbert and Susan Flint will share duties as representatives on the calendar committee. Beth will attend the meeting November 14.

8. Office Assistant (OA & OA 1-High School Positions) Contract Length?

Rebecca brings a concern submitted by a current BHS Attendance Clerk:

"A large majority of the administrative assistants, and attendance clerks here at BHS would like a shorter contract, we spend so much time with nothing to do we don't need 2 weeks before school starts 3-4 days is all that is needed. Can we bring this up, there is a lot of wasted payroll on these days."

The administrative assistants and attendance clerks at BHS are encouraged to go to their principal with their concerns for a shorter working day contract. Their principal can then contact Tanya Sharp about the concerns. This would then be sent to ALL employees in that class for a reduction in contract and reduction in pay. All employees in that category would have to vote for this to pass.

9. [Policy 6.32 Classified Personnel Renewal and Termination Request for Revision](#)

This policy will be sent to the classified groups by the committee members. The administration is requesting changes to this policy that was adopted in June 2023 by the Board of Education. The changes allow administration to have confirmation of an employee attending their hearing. The new PPC committee will vote on this policy at the November meeting according to policy 6.0.

This policy has changed because of the passing of the LEARNS Act. The discussion for the BSD change is for the Renewal/Termination clause. Any employee that has been terminated has the right to a hearing. The hearing is now a public hearing that would

take place at the regularly scheduled board meeting. It is an automatic public hearing. The vote is on the employee letting the board know if they intend on being at the hearing. If the employee chooses not to be at the hearing the agenda item will move to executive session and will not appear on the regular agenda.

The change was passed by vote of the Classified PPC.

10. The SSC Scholarship was discussed to inform the new board members about the particulars of the scholarship. This will take place in the spring and is sponsored by SSC.

11. The minutes and audio of the PPC meeting can be found online. Go to BPS website/departments/click the PPC link. All minutes and audio can be found there each month.

12. Technology and Office Assistants are next in line for a salary review this school year. This will happen in the spring.

Questions and Information for the Group:

The positions of office assistants and technology are up for salary review this year. This will happen in the spring. [Classified Periodic Market Review](#)

Our next meeting will be on December 6, 2023 at 11:00 a.m.. Please send any agenda items or questions no later than Monday, December 4, 2023. Thanks!

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