

Members Present

Shannon Clark, President; Susan Flint, Secretary; Holly Shields, Beth Colbert, Matt Woods, Aaron Nickles; Paul Wallace, Marie Cowgur

Administration Present: Tanya Sharp; Dr. Debbie Jones

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 Nominations- Voting will take place starting today - October 12 @ noon
 - a. [Niki Nichols- Child Care](#)
 - b. [Jacob Mitzner-Maintenance/CSSO](#)
 - c. [Holly Shields-Nurse/OT/PT](#)
 - d. [Landra Kennedy-Nurse/OT/PT](#)
 - e. [Rebecca Cross-Office Assistant](#)
 - f. [Susan Flint-Teaching Assistant](#)
 - g. [Ashley Vinson-Teaching Assistant](#)
 - h. [Beth Colbert-Technology](#)
 - i. [David Holiman-Technology](#)
 - j. [Marie Cowgur-Transportation](#)
 - k. [Jackie Walden-Transportation](#)

PPC nominations schedule will be as follows: voting for PPC committee email will be sent 10/4, voting will be open until 10/12 at noon. Voting will be sent to each individual group.

3. 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.

After the new PPC committee is voted on, an email will be sent out to the new members asking for a volunteer. This committee meets after school.

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
5. Meeting Criteria for the year
 - a. Changes–Recording

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 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.

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.

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

6. Unused sick days policy and unfilled positions/reduction in workforce?

Holly asked about an employee that left in the middle of the school year and was not paid out her remaining sick days. Any employee can carry unused sick days; however, buy back occurs if the employee is Retiring from the District and collecting Arkansas Teacher Retirement. At that time the District will buy back up to 90 sick days at the classified long-term sub rate. Also, each year an employee that has more than 90 sick days can sell back up to 10 days in increments of 5 days at the classified long term sub rate. If an employee leaves the District they can transfer their balance of sick days to another Arkansas Public School, keep in an account with the District and if they return to the District they will be reactivated; or they can donate their remaining sick day balance to the Sick Bank.

7. [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.

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.

Question from Matt Woods regarding additional NCD 240 employees after service of 10 years on a 240 day contract. Those days are added the year following the employee's work anniversary.

Our next meeting will be on November 1, 2023 at 11:00 a.m.. Please send any agenda items or questions no later than Monday, October 30, 2023. Thanks!

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