BENTONVILLE SCHOOLS

Classified Personnel Policy Committee (PPC)

Official Meeting Minutes

October 14, 2026 | 2026–2027 School Year

Location: Bentonville Schools District Office
Meeting Called to Order By: Tanya Sharp, District Administration

Members Present:

Marie Cowgur - Transportation

Matt Woods - Facilities and Maintenance

Liz Stively - Healthcare Services

Macie Coleman - Technology

Matthew McNair - Childcare Enrichment

Cassie Watkins - Instructional Assistants

Michele Thompson - Office Assistants

Aaron Nickles - Administration

Mike Veliquette - Administration

Non-Voting Attendees - Tanya Sharp, COO and Dr. Debbie Jones, Superintendent

1. Call to Order and Introductions

Tanya Sharp called the first official Classified Personnel Policy Committee (PPC) meeting of the 2026–2027 school year to order.

Committee members introduced themselves and identified their respective departments. Administration welcomed newly elected and returning members and congratulated them on their election to the committee.

2. Committee Composition and Responsibilities

Tanya Sharp reviewed the purpose, structure, and responsibilities of the Classified PPC.

The committee consists of elected representatives from Transportation, Facilities and Maintenance, Childcare and Enrichment, Office Assistants, Technology, Instructional Assistants, and Healthcare Services.

Administrative representatives also serve on the committee. Administrative members are Aaron Nickles, Executive Director of Technology and Mike Veliquette, Director of Facilities. Dr. Debbie Jones, Superintendent, and Tanya Sharp, COO, serve as nonvoting liaisons.

Administration explained that the primary responsibility of the committee is to review and make recommendations regarding classified personnel policies.

Members were encouraged to communicate with employees in their respective departments and bring personnel policy questions, concerns, or proposed changes before the committee. Questions unrelated to personnel policy should be directed to the appropriate building administrator or district department.

3. PPC Procedures and Meeting Transparency

Administration reviewed the district's procedures for PPC meetings and communication.

- Committee election results will be posted on the district website.
- PPC meetings will be recorded, with recordings and minutes made available to employees.
- Committee representatives will communicate with their respective employee groups regarding personnel policy matters.
- Agenda items should be submitted in advance whenever possible.
- Meetings may be canceled when there are no agenda items requiring committee discussion or action.

4. Personnel Policy Review and Voting

Administration reviewed the committee's authority regarding classified personnel policy changes.

Under current procedures, proposed classified personnel policy changes are voted on by the Classified PPC rather than requiring a vote of all classified employees.

Administration also explained that personnel policy changes proposed during the school year generally require committee approval, with exceptions for changes required by state or federal law.

Members were encouraged to bring employee concerns and proposed policy revisions forward for committee consideration.

5. Election of Officers

The committee conducted officer elections for the 2026–2027 school year.

President: Michele Thompson was nominated to serve as PPC President. The nomination was presented for a vote, and Michele Thompson was elected President.

Secretary: Cassie Watkins was nominated to serve as PPC Secretary. The nomination was presented for a vote, and Cassie Watkins was elected Secretary..

Following the elections, Michele Thompson assumed responsibility for conducting the meeting.

6. Meeting Schedule and Agenda Procedures

The committee discussed establishing its regular meeting schedule for the 2026–2027 school year.

Committee members were instructed to contact their respective employee groups approximately one week before each scheduled meeting to request agenda items or personnel policy concerns.

Items submitted by employees will be forwarded to the PPC President for inclusion on the meeting agenda.

Meetings may be canceled when there is no business requiring committee action.

7. District Calendar Committee

Administration discussed the upcoming development of the 2028–2029 district calendar.

A Classified PPC representative will be invited to participate in the District Calendar Committee. If the PPC President is unable to serve, another representative may be selected.

Administration explained that the proposed district calendar will continue to be shared with licensed and classified employees for a vote to provide feedback to the Board of Education.

8. SSC Scholarship Responsibilities

Administration reviewed the Classified PPC's responsibilities regarding the SSC Scholarship process.

During the spring semester, the committee will assist in evaluating scholarship applications submitted by classified employees.

The PPC President will coordinate with Mrs. Ross in the Superintendent's Office regarding scholarship information and application distribution.

Committee members will review and score applications as part of the scholarship selection process.

9. Unfinished Business

No unfinished business was presented.

10. New Business

Committee members were invited to present additional questions, concerns, or agenda items.

No new business was presented.

11. Adjournment

With no further business to discuss, President Michele Thompson called for a vote to adjourn.

The committee voted in favor, and the meeting was adjourned.
