

VAN BUREN PERSONNEL POLICY COMMITTEE

Minutes of Monthly PPC Meeting

Date: January 29, 2024

Place: District Office

Time: 3:30 pm

Members Present:

Tia Smith- Elementary Admin.
Mark Titsworth- Secondary Admin.
Cynthia Bailey- HS
Laura Rogers- HS
Heather Dillard- FA
Crystal Reeves- NMS
Stacey Little- NMS
Kellie Jackson- BTMS
Eleanor Wallace- BTMS
Leslie Wilcox- Central
Megan Beane- Parkview
Corie Williams- Tate
Emily Sullivan- Oliver Springs

Members Absent:

Taylor Webb- Rena
Jodie Roberson- King

District Administrators Present:

Dr. Harold Jeffcoat- Superintendent
Karen Allen- Asst. Superintendent

Heather Dillard called the meeting to order at 3:34 pm.

Superintendent Report/New Business

Recently, [guidance from the commissioner of education](#) has given districts multiple options to manage making up school days missed due to inclement weather. Districts using a traditional calendar (like VBSD) may use regularly scheduled make-up days at the end of the year, or can also use scheduled PD days to make up student instructional days. Districts utilizing a traditional calendar may also request to change to an alternate calendar, which requires 1,068 hours, the equivalent of 6 hours of instructional time for 178 days. The commissioner also clarified that teachers should be on campus for a total of 190 days each school year.

Dr. Jeffcoat explained how our current calendar is a traditional 178 school calendar that has make-up days at the end of the year. He presented two traditional calendar options for

consideration.

Traditional Calendar Options:

Option 1- Use our current calendar, but make up the days in June. The last day of school would be June 5th, with district convocation on June 6th.

Option 2-

- a) Change the PD day in February to a student instructional day and move the PD day to June 4th (District Convocation to follow on June 5th)
- b) Change March 29th to a student instructional day
- c) The last day of school would be June 3rd

Committee members asked Dr. Jeffcoat if it would be prudent to contact legislators to consider reinstating AMI days. Dr. Jeffcoat indicated that this year is a fiscal session as opposed to a legislative session, so it's not likely that changes would be feasible this school year.

Several members expressed concerns about Friday, March 15th being reinstated as a student instructional day. If it were to be reinstated, teachers would not be able to take any personal leave, given that it is adjacent to Spring Break. The committee decided that all calendar options presented to staff should keep March 15th as a break day.

Dr. Jeffcoat then presented options for an Alternate Calendar. In this type of calendar, it's helpful to calculate minutes, as opposed to hours, as it allows for the most accuracy. In an alternate calendar, there are 1,068 hours of student instructional time required in a school year, or 64,080 minutes.

Using current bell schedules in VBSD, Grades K-5 have 370 min of student instructional time each day (since legislation allows them to count recess as instructional time). Because of this, under their current schedules, elementary school start and end times would not change under an alternate calendar.

Secondary grades (6-12), however, currently have 360 min of daily instructional time (lunch, passing periods, etc. are subtracted from each day's instructional time). To make sure that secondary grades receive their required number of minutes for this school year, Dr. Jeffcoat suggested the following:

Alternate Calendar Options:

Option 1-

- a) Beginning February 20th, the Middle Schools, Freshman Academy, and High School will add three minutes to each of their eight daily class periods, resulting in 24 extra instructional minutes each day. Dismissal would be at 3:24 pm.
- b) The Parent/Teacher Conference days would dismiss at 3:24 pm, as opposed to 2:00 pm on the current traditional calendar, resulting in additional instructional minutes.
- c) The last day of school would be May 30th, and district convocation would be May 31st.

Option 2-

- a) Beginning on February 26th, the Middle Schools, Freshman Academy, and High School will add two minutes to each of their eight daily class periods. This would result in 16 extra instructional minutes each day.
- b) Change March 29th to a student instructional day
- c) Change the PD day in February to a student instructional day and move the PD day to May 31st
- d) The last day of school would be May 30th.

In order to satisfy the waiver requirements of an Alternate Calendar, the district would be required to gather stakeholder feedback, receive approval from the local school board, and then be approved by the state school board. DESE did clarify to Dr. Jeffcoat, however, that districts would be able to start later dismissal times prior to the final state board approval.

Members asked about how transitioning to an Alternate Calendar would impact working schedules for parents, students in extra curriculars, etc. Dr. Jeffcoat explained that those were valid concerns, and those should be considered carefully.

After discussion, the consensus of the PPC was that [Traditional Calendar Option 2](#) (see above) and [Alternate Calendar Option 2](#) should be presented to district staff for feedback and input.

Policy Review

It's still our goal to have all policy review done by the last PPC meeting in March so that all policies have been presented by the April School Board meeting. This is important so that teachers can consider all policies before contracts go out on May 1st. The next two PPC meetings may run long as a result.

3.15- Leave - Injury From Assault

No discussion

3.15.2- Leave of Absence

No discussion

3.18- Outside Employment

No discussion

3.19- Employment

Mrs. Allen presented the following edits to this policy:

This phrase removed:

~~All teachers who begin employment in the 2023-2024 school year and each school year thereafter shall demonstrate proficiency or awareness in knowledge and practices in scientific reading instruction as is applicable to their teaching position by completing the prescribed proficiency or awareness in knowledge and practices of the scientific reading instruction credential either as a condition of licensure or within one (1) year for teachers who are already licensed or employed as a teacher under a waiver from licensure.~~

And this section added:

The superintendent shall create procedures establishing the process the superintendent will use before making any decisions regarding the hiring or placement of a principal to consult with teachers employed at the school where the principal would be assigned.

If the superintendent finds probable cause that an employee has engaged in sexual misconduct with a minor then the superintendent or the superintendent's designee shall not provide a favorable recommendation of employment on behalf of the employee.

Cynthia Bailey motioned to approve changes to policy 3.19 as presented (ESullivan second). Motion passes.

3.21 Use of tobacco, etc.

No discussion

3.22- Dress of Licensed Employees

No discussion

3.23- Political Activity

No discussion

3.24- Licensed Personnel Debts

No discussion

3.1- Salary Schedule

Mrs. Allen presented a suggested change from administration to the following paragraph:

3.1—SALARY SCHEDULE

State law requires each District to include its teacher salary schedule, including stipends and other material benefits, in its written personnel policies. In developing the salary schedule, the District will establish a normal base contract period for teachers. The District is required to post the salary schedule on its website by September 15 of each year and should place an obvious hyperlink, button, or menu item on the website's homepage that links directly to the current year licensed policies and salary schedule.

For the purposes of the salary schedule, a teacher will have worked a "year" if he/she works at least 160 days (Paid leave days are included as days worked).

Mrs. Allen explained that if a certified employee uses their paid sick leave then it would be counted toward the required 160 days. For example, if an employee on maternity leave used 10 weeks of paid sick leave days, then those 10 weeks would be counted as days worked. Conversely, if an employee on maternity leave took the full 12 weeks of FMLA, but only had 3 weeks of paid sick leave, then only 3 weeks of that time would be counted as days worked.

Crystal Reeves motioned to accept the changes to policy 3.1 as presented (EWallace second). Motion passes.

For next time, the committee will review 3.25-3.31 (possibly further).

Megan Beane motioned to adjourn at 4:48 pm (MTitsworth second). Motion passes.