

VAN BUREN PERSONNEL POLICY COMMITTEE

Minutes of Monthly PPC Meeting

Date: February 26, 2024

Place: District Office

Time: 3:45 pm

Members Present:

Tia Smith- Elementary Admin.
Mark Titsworth- Secondary Admin.
Cynthia Bailey- HS
Heather Dillard- FA
Crystal Reeves- NMS
Kellie Jackson- BTMS
Eleanor Wallace- BTMS
Taylor Webb- Rena
Jodie Roberson- King
Megan Beane- Parkview
Leslie Wilcox- Central
Corie Williams- Tate
Emily Sullivan- Oliver Springs

Members Absent:

Laura Rogers- HS
Stacey Hill- NMS

District Administrators Present:

Karen Allen- Asst. Superintendent

Heather Dillard called the meeting to order at 3:49 pm.

Policy Review

3.25- Grievances

For this proposed policy change (see attachment), if there are several people who file a similar grievance they can be consolidated into a group grievance. This is an ASBA recommended policy based on legislative changes.

Kellie Jackson motioned to approve (MBeane second). Motion passes.

3.26- Sexual Harassment

No comments

3.27- Supervision of Students

No comments

3.28- Computer (now Technology) Use Policy & 3.28F Employee Internet Use Agreement

This proposed policy change (see attachment) adjusts the wording of the Technology Use Policy and the Employee Internet Use Agreement (which is an employment onboarding form given to all new certified employees). These changes are a result of Act 504, passed on April 4th, 2023. Details can be found at this link to the related commissioner's memo: [COM-24-038](#). The new section specifically deals with employees using district technology resources to express political opinions.

Kellie Jackson motioned to approve proposed changes to policy 3.28 (CBailey second). Motion passes.

Cynthia Bailey motioned to approve proposed changes to form 3.28F (ESullivan second). Motion passes.

3.30- Parent-Teacher Communications

No comments

3.31- Drug Free Workplace

No comments

3.31F- Drug Free Workplace Policy Acknowledgement

No comments

3.32- Family Medical Leave

No comments

3.33- Assignment of Extra Duties for Licensed Personnel

Taylor Webb asked Mrs. Allen to clarify the definition of extra duties. Mrs. Allen stated it doesn't necessarily only mean observational duties (recess, lunch, etc.). It means, essentially, "other duties as assigned."

3.35- Licensed Personnel Benefits

No comments

3.36- Licensed Personnel ~~Dismissal and Non-Renewal~~ Renewal and Termination

Updated earlier in the year.

3.37- Assignment of Teacher Aides

No comments

3.38- Licensed Personnel Responsibilities Governing Bullying

No comments

3.39- Personnel Records

No comments

Members will review Policies 3.40- end of policy for the next PPC meeting on Monday, March 25th.

Calendar Update-

Mrs. Allen discussed the possibility of the district requesting an Act 1240 waiver regarding the school year start date. If approved by the state board, the school district would then be able to start earlier than August 19th, and could instead start during the week prior. Mrs. Allen did share that stakeholder feedback gathered last week showed that approximately 60% of respondents were in favor of an early start for next year. Our district will ask for a one-year early start waiver to start school on August 14th, 2024.

Traditional Calendar Highlights-

- Assuming that we are approved for our early start waiver, the first day of school will be on August 14th.
- PD Week is same as in years past, starting with a teacher work day on August 5th
 - Based on updated Rules and Regulations for PD, there is a chance that we may not be able to count one of the teacher work days as a PD day. It may, instead, be administrator-directed. Either way, it would have to fit the definition of Professional Development.
- Oct. 15th/17th are Fall PT Conferences- Oct. 18th is off
- Teachers return from Winter Break on Monday, Jan. 6th. Students return Jan. 7th
- Jan. PD will be Jan. 20th
- Feb. PD will be Feb. 17th- it is the first Make-up Snow day
- March 21- off day, 2nd make-up snow day
- Friday, April 18th- off day, 3rd make-up snow day
- Last day- May 28th.
- Convocation, May 29th- 4th make-up snow day
- May 30th- 5th make-up snow day

Alternate Calendar Highlights-

- 1,068 hours/64,080 minutes are required
- There will be a model schedule for 375 minutes of instruction time for elementary
- Middle School administrators plan to meet to determine the end time before the calendars are sent out to staff.
- The state board clarified that 190 teacher contract days need to be reflected on the calendar.
 - Orange days on the calendar are Teacher Flex Days that ensure teachers work for 190 contracted days. They are days where teachers may work and fulfill their contracted day remotely. Building principals will have discretion with the planning for teacher flex days and will communicate their expectations regarding the days to staff.
- The start date is also August 14th, pending the approval of the early start waiver.

- On PT Conference days, elementary will dismiss at 2:00, and secondary will dismiss at 2:15.
- There are additional Fall break days; They will be Oct. 18th and 21st.
- There is an additional Winter break day; It will start on Dec. 20th.
- The second semester looks very similar to the traditional calendar with the PD/Make-up snow days, except the last day of school is Wednesday, May 21st.
- May 22- Convocation, May 23, 27, & 28- Last three required teacher contract days.
- *See attachment for breakdown of required minutes*

Kellie Jackson motioned to approve the calendar options as presented (TWebb second). Motion passes.

Emily Sullivan motions to adjourn (CBailey second). Motion passes.