

VAN BUREN PERSONNEL POLICY COMMITTEE

Minutes of Monthly PPC Meeting

Date: November 20, 2024

Place: Administration Building

Time: 3:30 pm

Members Present:

Mark Titsworth- Secondary Admin.

Joe Mclean- HS

Monika Berry - HS

Jason Couch- FA

Wendy Mulligan- NMS

Kellie Jackson- BTMS

Eleanor Wallace - BTMS

Taylor Webb- Rena

Leah Teague- King

Corie Williams- Tate

Leslie Wilcox - Central

Kenra Newton - Parkview

Emily Sullivan - Oliver Springs

Members Absent:

Jason Moore - Elementary Admin

Alisha Best - NMS

District Administrators Present:

Karen Allen- Asst. Superintendent

Eleanor Wallace called the meeting to order at 3:38 pm.

Policy Review (3.2-3.3, 3.8-3.14)

3.2 - Evaluations

Policy changed to “All teachers shall **annually** develop a Professional Growth Plan (PGP) annually that identifies professional growth outcomes to advance the teacher and professional skills and clearly links personalized, competency-based professional learning opportunities to the professional growth outcomes.

3. ~~Multiple sources~~ More than one type of evidence of the teacher’s professional practice

including, but not limited to:

- a. Direct observation;
- b. Indirect observation;
- c. Artifacts; and
- d. Data; and

While an overall performance rating is not required in a formative year., a teacher shall receive an annual evaluation rating in a formative year that is based on the teacher observations, and includes components within the TESS framework.

Kellie Jackson asked to clarify if every staff member will get a rating. Karen Allen confirmed that all teachers will receive a yearly evaluation rating.

Wendy Mulligan motioned to approve, Monika seconded.

3.3 - Personnel Policy Committee

Policy changed to “The candidate who receives the highest number of votes shall be declared the winner. In the event a position up for election only receives one candidate by the date designated for the submission of candidates, the unopposed candidate shall be declared to be elected without the need to hold a full election for the position.”

Emily Sullivan motioned to approve, Kellie Jackson seconded.

3.6 - Employee Training -

Joe Mclean questioned if the SLIP (School Level Improvement Plan) will be for each building and where they are located. Karen Allen explained this is state required information, and will be approved by the School Board, then posted on each school’s website. Karen Allen noted several pieces of information are included in the SLIP and it is monitored throughout the school year, then presented to the School Board at the end of the school year in June.

Wendy Mulligan asked for clarification about sick days during PD. Are staff members docked a sick day if they are sick on a designated PD day and then make up the required professional development on their own time? Karen Allen referenced AR Code, which states that teachers must have 36 hours of PD annually and they are allowed to make up the missed PD if they are sick on required PD days. The law does not reference sick leave being “given back” once the hours are made up. Karen Allen explained that required PD is contingent on each teacher’s or administrator’s position.

This policy will be discussed further in January.

3.8 - Sick Leave

Karen Allen recommended a change in the policy regarding a doctor's note after 4 missed days,

wanting to clarify that “Sick Leave” is absence from work due to illness or hospitalization, whether by the employee or a member of the employee’s immediate family, or due to a death in the immediate family.. **When an employee is absent for four (4) or more consecutive days, a physician statement documenting the illness is required.**

Corie Williams asked for clarification on what is needed on the return documentation notes, Karen Allen brought focus to a doctor providing dates eligible to return to work.

Taylor Webb brought a question to the meeting from her building. Teachers believed it was once possible to share sick leave days with family members other than their spouse, but also children who work in the district, etc. Karen Allen explained the district has only approved spousal share of sick leave days, not other family members. Past PPC committees discussed spouses share households, and usually financial responsibility.

Taylor Webb motioned to accept the new policy changes, and Kenra Newton seconded.

3.8.1 - Certified Salary Schedule

No discussion needed

3.8.3 - Administrative Salary Schedule

No discussion needed

3.11 - Personal and Professional Leave

No discussion needed

3.11.1 - Placement of Instructional Personnel

No discussion needed

3.12 - Responsibilities of Dealing with Sex Offenders on Campus

Corie Williams wanted to clarify if sex offenders are able to be on campus as long as the SRO is present. Mark Titsworth explained the building has software that runs state issued identification, and high level offenders signal a warning text to the SRO, Principal, and District Administration.

3.13 - Public Oce

Kellie Jackson asked if the term “non-renewal” needs to be changed, Karen Allen stated other policies still use the term “non-renewal.”

3.14 - Jury Duty

Karen Allen highlighted that those who get selected for Jury duty need to notify Kristy Lale, and know the procedure for presenting jury duty compensation to her.

3.15 - Leave Injury from Assault

This policy is to protect staff who are the victim of a malicious assault and the staff member is gravely injured. Kellie Jackson asked if this policy covered staff members who work with CBI and get injured. Karen Allen explained in those circumstances the district's Workers Comp policy will be in place.

3.15.2 - Leave of Absence

Wendy Mulligan asked if a staff member can take FMLA in addition to using the sick leave bank. Karen Allen clarified FMLA and sick leave run concurrently. FMLA is "job projection" in the event of a serious health condition. Karen Allen pointed out that the Leave of Absence policy is not required by law, but Van Buren keeps the policy in place to support employees when they have their own serious health issue or an immediate family member has a serious health issue.

Leah Teague pointed out that we have a policy that discusses years of service and missed days. She wondered if by taking a leave of absence, does this count against your years of service. Karen Allen explained that taking a leave of absence will only count against your years of service if you exceed the amount of sick days, or other forms of leave, in your personal sick bank. Unpaid leave will not be included in the number of days worked each year. Paid leave days are included as worked days.

At 4:37 the meeting was adjourned. January 29th will be our next meeting and we will discuss policies 3.18 - 3.28.