

VAN BUREN SCHOOL DISTRICT CLASSIFIED PPC MEETING

Date: January 27, 2025

Place: Administration Building

Time: 1:30pm

Members Present:

Karen Allen, Representing Administration

Michelle Rotter, Representing Paraprofessionals

Rachel Bond, Representing Other Job Classifications

Todd Myers, Representing Transportation

Brian Johnson, Representing Administration

Lori Trentham, Representing Administration

Bradley Barnett, Representing Maintenance, Operation, or Custodial

Members Absent:

Chelsea Wells, Representing Food Service

Vacancy, Administrative Assistants

Meeting Opened: Called to order by Brian Johnson at 1:33 p.m.

Policy Reviews and Discussion:

- **8.19/8.19 F: Grievances and Grievances Form**-No suggested changes
- **8.20 Sexual Harassment**- Brian Johnson suggested an addition in wording on the dotted section in examples of sexual harrassment. In circulating or showing emails, or websites of sexual nature” to add “apps” with all the changes in technology.
- **8.21-Supervision of Students**-No suggested changes
- **8.22/ 8.22F Technology Use Policy/Internet Use Agreement**-No suggested changes
- **8.23 Family Medical Leave**-No suggested changes
- **8.24 School Bus Driver’s Use of Mobile Communication Devices**- No suggested changes

- **8.26-Classified Personnel Responsibilities Governing Bullying-** This policy is in regards to bullying of student to student, student to employee, or employee to employee. No suggestions were made.
- **8.27-Leave-Injury From Assault-**This policy is to protect staff who are victims of a malicious assault and the staff member gravely injured. No suggestions made.
- **8.28-Drug Free Workplace-Classified Personnel-**No suggestions were made.
- **8.28F- Drug Free Workplace Policy Acknowledgment-**No suggestions were made.

New Business

- I. **Makeup Snow Days-** Two days need to be made up due to snow. The 1st makeup snow day will be February 17, 2025. The 2nd make up is still being considered and contingent on the weather.

- II. **Vacancy in Classified Personnel Policy Committee-** A vacancy has come open for an Administrative Assistant Representative. Karen Allen is going to proceed with the election process and hope to have the position filled by the next meeting. The previous representative was also the Classified PPC Secretary, Michelle Rotter volunteered to be temporary secretary.

- III. **Changes made to Classified Salary Schedule.**
 - A. Asst Special Events Coordinator was moved from Administrative Assistants to the Food Service Schedule.
 - B. Human Resource/ Finance, & Instru Support Admin Assist position And Admin Sec Student Ser/Instructional Support were eliminated.
 - C. District Admin 1 and District Admin 2, both 240 days, were added.
 - D. Bus Driver Attendance Incentive will be added.
 - E. ISS, Computer Lab Teacher, Study Hall was just combined down to ISS Supervisor

Bradley Barnett set the motion to approve changes to the Classified Salary Schedule. Brian Johnson seconded the motion.

IV. 2025-2026 Calendar Options-Two options were discussed. No suggestions were made. It will be presented to Certified PPC next, then sent out to the entire staff for voting by the next meeting.

Adjourn @ 2:41pm Brian Johnson motioned for the meeting to adjourn. Bradley Barnett seconded the motion.

Next Classified PPC meeting set for February 24 @ 1:30pm.
Next policies to review will be 8.29-8.44