

3.3- PERSONNEL POLICY COMMITTEE

Membership

The membership of the licensed personnel policy committee (PPC) shall be:

1. Thirteen (13) members who are classroom teachers as follows: One classroom teacher from each elementary school, two classroom teachers from each middle school, one classroom teacher from the Freshman Academy and two classroom teachers from the senior high school.
2. Up to three (3) administrators appointed by the superintendent, which may include the superintendent.

Election of Teacher Members

The thirteen (13) teacher members of the PPC shall be elected as follows. At the conclusion of his/her two-year term, the departing committee member(s) will prepare to receive nominations for their position on the committee beginning the first week that certified staff returns in August. The nomination form will be sent electronically to all classroom teachers of the buildings that have open positions on the PPC. Classroom teachers will have five (5) days to submit nominations. Any teacher may nominate himself/herself or his/her fellow teacher to serve on the PPC by placing the teacher's name on the nomination form. The departing committee member(s) will then compile a list of consenting candidates from each building, oversee the election process and notify the elected staff members. All classroom teachers will have the opportunity to vote for the nominated candidate(s) from the building to which they are assigned.

The election for the teacher members of the PPC shall be conducted by the PPC by October 15 of each year. The election shall be conducted with the use of a secret ballot. 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 hold a full election for the position.

If an election to fill positions on the PPC is not conducted by October 15, the Board of Directors may appoint an individual to fill the position that was up for election.

Length of Term

The length of term for teacher members of the PPC shall be two (2) years. Terms of teacher members shall be staggered so that, to the extent possible, an equal number of teacher members are elected each year. If an election is held due to a vacancy on the PPC, the individual elected to fill the vacancy shall be elected to the remainder of the unexpired term.

Selection of Officers

The PPC shall organize itself in the first quarter of each school year and elect a chair and a secretary.

Meetings

The PPC shall develop a calendar of regularly scheduled meetings throughout the year to review the District's personnel policies in order to:

- Determine whether additional policies or amendments to existing policies are needed;
- Review any policies or changes to policies proposed by the board of directors;
- Propose additional policies or amendments to the board of directors; and
- Review any proposed distribution of a salary underpayment from previous years.

The PPC shall hold special meetings throughout the year as necessary to review personnel policy proposals from the Board.

A majority of the members of the PPC shall constitute a quorum for conducting business. The adoption of any motion shall require an affirmative vote by a majority of the members of the PPC.

Members of the PPC are not entitled to and shall not receive additional pay for their service on the PPC or for attendance at PPC meetings.

Recording of Meetings

All PPC meetings shall be audio recorded. The recording may be paused in order to protect confidential employee or student information. The PPC chair shall announce for the recording the reason the PPC is pausing the recording prior to pausing the recording.

Information Posted to District Website

The following information shall be posted to the District website:

- Positions that are up for election to the PPC;
- Names of candidates running for each position;
- Information regarding the conduction of the election;
- Results of the election; and
- Minutes of each PPC meeting.

Legal Reference: A.C.A. § 6-17-201 et seq.

Date Adopted: 04/04/06

Last Revised: 02/11/25