

**Certified Personnel Policies Committee Minutes**  
**Monday, November 7, 2016**  
**Administration Building Conference Room**

**Call to Order:**

Claire Garrett called the meeting to order at 4:09 pm.

**Members Present:**

Amy Adams, Claire Garrett, Dr. Kim Garrett, Catie Paul, Andrea Segó, Cincy Mathis, Anna Beaulieu, Dr. Steven Weber, Bekah Murphy Cox

**Members Absent:**

Kelly Brown

**Non-Members Present:**

Bernard Sulliban, Classified Personnel Policies Committee

**Approval of Minutes:**

Minutes from the 10/24/16 special meeting were approved electronically by the committee.

**Non-Member Participation**

1. Bernard Sulliban introduced himself as a member of the Classified Personnel Policies Committee. He expressed his desire for both PPCs to work together on issues this year, specifically regarding non-contract training days.
2. We had two responses from our online input form. Both were categorized as calendar issues and will be discussed at the December meeting. It was decided that the Secretary will follow-up with those who submit an online input form.

**Current Agenda:**

1. **Creating Norms:** Claire shared examples of meeting norms and they were discussed and revised by the committee.

*Anna motioned to accept the norms discussed and revised by the committee. Bekah seconded. The vote was unanimous in the affirmative to accept the norms.*

2. **Creating Bylaws:** Claire shared examples of bylaws from a non-profit organization. The committee decided to use this and the PPC training materials from Chris Pearson to draft our own bylaws. The following teams will work on sections of the bylaws and prepare a draft to share at the next meeting. It was decided that everyone would work in the same google document.

Andrea & Amy: Name and Purpose

Cincy & Anna: Membership

Claire: Meetings of Members

Bekah & Catie: Committees, Committee Members

3. **Professional Learning Communities:** This was an information item shared by Dr. Garrett. After evaluating all certified staff members, District Administration has determined there are approximately 492 staff members who need to receive PLC training from SolutionTree. Staff members who have received PLC training from SolutionTree (via a PLC Conference, PLC Institute or PLC Hybrid-Conference) within the last three years are not included in this number.

In order to train remaining staff members, District Administration is planning to offer two sessions this summer. This will be a recording of a PLC Conference with a facilitator from SolutionTree onsite. The advantage of choosing this format over the live hybrid option is that we get to choose the dates and times. The training will last 2.5 days and will serve as flex days.

PPC members will solicit feedback from buildings on:

- Which dates in June and which dates in August do staff prefer?
- Since 2 flex days are required and this conference is 2.5 days, how would you like to be compensated for the remaining half day?

4. **Policy:** Dr. Garrett shared that Dr. Wendt would like to create a special committee to review the district's policies. This committee would have one representative from Certified PPC, one representative from Classified PPC, Dr. Garrett, Greg Mones, a director, a principal, Chris Lawson (district attorney), and a Board member. The purpose of this committee is to expedite the policy-writing process in an effort to bring our district up to speed on policies. It will not circumvent the work of the PPC.

After discussion, it was decided that this will be a joint committee between PPC and Administration and that there will be **two** guaranteed slots for PPC members; Anna Beaulieu will fill one slot and other PPC members will serve on a rotation basis.

*Bekah made a motion to create a joint committee between PPC and Administration to review the district's policies. Amy seconded. The vote was unanimous in the affirmative to create the joint committee.*

## **New Business**

1. **Calendar Committee:** Per the recommendation from *Framing Our Future* and state law\* regarding the functions of the PPC, it was decided that the creation of the district calendar should be the responsibility of the PPC.

\*Arkansas Personnel Policy Law 6-17-201

(c) The personnel policies shall include, but are not limited to, the following terms and conditions of employment:

- a. Benefits
- b. Compensation
- c. Designation of workdays
- d. Holidays and non-instructional days
- e. The annual calendar
- f. Methods of evaluations
- g. Extra duties
- h. Leave
- i. Grievances
- j. Dismissal or nonrenewal
- k. Reduction in force
- l. Assignment of teacher aides

*Cincy made a motion that PPC adopt the calendar as one of its responsibilities. Bekah seconded. The vote was unanimous in the affirmative for the creation of the annual calendar to be the responsibility of PPC.*

We will evaluate how to include other stakeholders (classified staff, parents) in this process.

2. **Dissemination of Information:**

*Anna made a motion to give the PPC President and Secretary permission to email 'certified-all' for the sole purpose of disseminating PPC-related information. Bekah seconded. The vote was unanimous in the affirmative to give the PPC President and Secretary permission to email 'certified-all' for the sole purpose of disseminating PPC-related information.*

3. **Communication:** It was decided that Dr. Garrett would ask each of the principals to find a staff member in their buildings to post the PPC minutes each month. Dr. Garrett will send the list of names to Claire once it has been determined.

Claire will send an email to 'certified-all' informing them of the purpose and role of PPC, introducing PPC members, and sharing how staff can communicate with PPC.

**Items for November Agenda:**

1. Approve norms
2. Draft of bylaws
3. PLCs
4. Calendar

*Meeting adjourned at 6:04pm.*

Respectfully Submitted,

Catie Paul

Recording Secretary

Approval (Initials & Date) by 10 members:

CG	11/10/16
KB	absent
AS	
KG	11/9/16
AA	11/9/16
CP	11/9/16
AB	11/14/16
BMC	11/8/16
CM	11/10/16
SW	11/10/16