

PPC
MEETING MINUTES
FEBRUARY 2, 2015

I. Call to Order

Stephanie called the meeting to order at 4:05 pm

II. Member Present

Bryon Zeagler, Stephanie Flinn, Candace Hughes, Greg Mones, Kim Garrett, Ruth Mobley, Bekah Murphy, Dr. Hewitt (observer)

III. Approval of minutes from last meeting

Minutes were approved with changes

- Candace Hughes not in attendance at the January meeting
- Policy revision was tabled to the February meeting instead of the March meeting
- Dr. Hewitt was in attendance as an observer

IV. Open Issues

- Marianne Hauser presented the Salary Credit Policy revision- this will be the last year to submit PD for salary credit. This new policy would go into effect next school year. Ruth motioned for approval, Byron 2nd the motion, all approved. Any questions should be directed to Marianne Hauser

Recommendations:

- Teachers are encouraged to partake of free online professional development offered by PBS Teacherline through AR IDEAS and apply for low cost graduate credit.
 - Principals and program directors are encouraged to provide a daily professional development stipend when teachers are asked to participate in activities during off-contract time.
 - Salary credit for graduate study will continue to be a part of the Human Resource program.
- Policy Revisions to 6.7-Patron Complaint and Problem Resolution Policy- proposal to be presented the Board at the February meeting. Proposal is that all Patron complaints be solved at the lowest level possible. Candace motioned for approval, Kim 2nd, all approved

Attached is the revision to the policy-revisions in yellow

6.7—PATRON COMPLAINT AND PROBLEM RESOLUTION

The Board of Education recognizes the need to implement an orderly procedure for the early resolution of complaints by the public. The Board also believes that a complaint against an employee should be resolved at the lowest possible administrative level.

Patrons are encouraged to attempt to address the complaint with the employee involved first. Every attempt should be made by both parties to resolve their differences. It is an underlying premise of this policy that most issues can be resolved through direct communication by people of good will. Therefore, a personal meeting between both parties is the desired means of resolving issues.

A complaint may be submitted using the Patron Complaint form under the following conditions:

- The complaint was not resolved through a personal meeting.
- The complaint is of such a nature that serious personal conflict exists or may exist between parties and a personal meeting would be inappropriate.
- The complaint is of such a nature that it may involve legal action.

In the event of an extreme issue which would be defined as a clear violation of the law or a clear and serious danger to the safety of a student, the patron may directly contact the immediate supervisor by telephone or in writing. This circumvention of the normal process shall be known as the “severe clause.”

Any patron who wishes to lodge a written complaint against an employee may do so by submitting a written and signed complaint to the employee’s immediate supervisor. Unresolved oral complaints of a serious nature should be reduced to writing by the person receiving the complaint.

The complaint should include the following information:

Date of complaint

Date alleged problem occurred

Name of complainant

Identification of the specific problem, policy, or applicable law that is believed to have been violated

Details of the alleged problem, including names, dates, specific actions taken by individuals, witnesses, etc.

Actions taken to resolve the complaint prior to filing a written complaint. Include the specific dates and times you and the employee met in an attempt to resolve the complaint

If a personal meeting was not held, please explain why it was inappropriate to meet personally to attempt a resolution

Patron Complaint Procedure Form is available in the Administration Building. E-mail is not an appropriate method for submitting a complaint.

- Step 1 Patron meets with employee in an attempt to resolve the complaint. If the complaint is not resolved, a written complaint is filed.
- Step 2 The building administrator or supervisor will immediately inform the employee that a complaint has been filed and provide him or her with a copy of the complaint. The building administrator and/or supervisor will attempt to schedule a meeting with all parties in an effort to resolve the matter.
- Step 3 If the issue has not been resolved at Step 1, the building administrator or supervisor will provide a resolution to the complaint. He or she will reply to both parties in writing within seven (7) working days of the complaint, stating the status or resolution of the complaint.
- Step 4 If the written response to the complaint fails to resolve the problem between the parties, either party may appeal the complaint to the next administrative level as defined by the District's organizational chart until reaching the superintendent of schools. Each administrative level will follow the same guidelines of investigation, timeline, and written report requirements. The District will strictly comply with all policies and laws if action against any employee is warranted. The superintendent will make extraordinary efforts to protect the rights, privileges and reputation of all employees and students concerned.

Patron or Complainant

If the response given under the final step in this policy is unsatisfactory, the complainant may submit the original complaint and the responses received from the various administrative levels and request a review by the School Board.

The Board may review the complaint and the responses in accordance with the Arkansas Freedom of Information Act and respond to the complaint, in writing, within thirty (30) calendar days from the receipt of the complaint.

Employee

An employee may appeal any disciplinary action taken against the employee by the school district as a result of the complaint including, but not limited to, warnings, reprimands, reassignments, transfers, and probation under the provisions of personnel and school policy.

No employee shall be adversely evaluation based on a parent or student complaint that has not been substantiated.

Date Adopted: December 18, 2003
Last Revised:

PATRON COMPLAINT PROCEDURE FORM

The Fayetteville Board of Education recognizes the need to implement an orderly procedure for the early resolution of complaints by the public. Any patron who wishes to lodge a complaint against a Fayetteville School District employee may do so by submitting a written, signed Patron Complaint Form to the employee's immediate supervisor:

Date of complaint: _____

Date alleged problem occurred: _____

Name of person filing complaint: _____
Printed Signature

Phone number: _____

Please identify the problem or policy or applicable law that is believed to have been violated:

Please describe the details of the alleged problem, including names, dates, specific actions taken by the individuals involved, witnesses, etc.:

Please describe the actions you have taken to resolve the matter prior to filing a written complaint. Include the specific dates and times you and the employee met in an attempt to resolve the complaint:

If a personal meeting was not held, please explain why it was inappropriate to meet personally to attempt a resolution:

When you have completed this form please give it to the immediate supervisor of the employee with whom you have a complaint. The supervisor will investigate the complaint and contact you to resolve the matter.

- Classroom fees- Starting next school year classroom fees will no longer be allowed. Students are guaranteed access to a free and appropriate education and classroom fees can prohibit some students from selecting courses due to the fees attached. Classroom fees are defined as fees charged for anything that would be for basic requirements of a class, classroom supplies etc. Teachers are encouraged to speak with their building principals about their curriculum needs. Places to look for outside funding- donorschoose.org, Fayetteville Education Foundation Grants.
- Transition- Work is continuing with all departments looking at equipment and technology needs. Decisions will be made by the end of February about what is moving and what is staying in each building. Plans for what will be needed will be made after the assessment of equipment is finished. Student transfers have been approved or denied based on room and will be revisited as room opens up. Staffing decisions will be finished by the end of April

V. Adjournment

Stephanie adjourned the meeting at 5:05 pm

VI. Agenda for March 2, 2015

- Proposal to extend evaluation deadline from the April 17th deadline

□ Transition