DATE: February 24, 2022 5:30:00 PM
FROM: Mike Poore
       Superintendent of Schools
SUBJECT: PPC Proposal—Collaborative Culture Committee (formerly known as Continuous Improvement Committee) - (Second Reading)

PREPARED BY:
Eric Walker, Staff Attorney
EXECUTIVE SUMMARY

Topic: PPC Proposal—Collaborative Culture Committee (formerly known as Continuous Improvement Committee) - (Second Reading)

Short Summary:
Second reading of the certified staff PPC Proposal—Collaborative Culture Committee (formerly known as Continuous Improvement Committee) to address questions prior to Board approval.

Background:
Pursuant to authority vested by Arkansas Code Annotated (ACA) 6-17-205, the Personnel Policy Committee (PPC) for certified staff submits this policy to the Board for consideration. The PPC voted and approved this policy. After meeting with the Principal’s Roundtable, a new policy document changing the name of the committee was created to the satisfaction of all parties.

Each building in the LRSD should be a model of democratic decision-making. The Collaborative Culture Committee ensures that certified employees’ voices are heard in decisions at the building level that affect them and allows for a venue to share and collaboratively solve building level issues.

Discussion on this policy section occurred with the Director of Human Resources.

Evaluation:
This policy is submitted for a second reading so that any questions can be addressed prior to approval by the Board. LRSD Administration does not have any objection to this policy.

If approved, this policy will become part of the Personnel Policy Manual. The PPC will have to conduct an election of the entire certified staff in order for this policy to go into effect right away as noted in ACA 6-17-204. Absent such vote, the policy will not go into effect until July 1, 2022.

Recommendation:
The PPC-Certified that the Board adopt PPC Proposal—Collaborative Culture Committee.

Key Players:
Personnel Policy Committee—Certified
Robert Robinson, Executive Director of Human Resources
Eric Walker, Staff Attorney

Fiscal Impact:
LRSD does not anticipate funding will be needed to update policy.

Date Submitted: February 16, 2022    Submitted by: Lakeitha Austin, Chair of Certified PPC
Policy Name: Collaborative Culture Committee
Date Proposed: February, 2022

Rationale: Each building in the LRSD should be a model of democratic decision-making. The Collaborative Culture Committee ensures that certified employees’ voices are heard in decisions at the building level that affect them and allows for a venue to share and collaboratively solve building level issues.

Proposed Policy Language: Collaborative Culture Committee

A. Advisory Committee
An advisory committee of staff members exclusive of administrators and supervisors shall be created in each school building from the faculty of that building. There will be one classified employee member included on the Collaborative Culture Committee (CCC).

B. Selection of Committee Members:

1. Serving on the CCC is entirely voluntary. Membership on the CCC does not count toward the maximum faculty committees to which a staff member may be assigned as outlined in the Personnel Policy Manual Section III, subsection T.

2. In schools having a faculty of fewer than twenty-five (25) staff members, the committee shall consist of three (3) staff members. Members of the committee shall be elected by the staff in the building. One position shall be filled by a classified member.

3. In schools having a faculty of at least twenty-five (25) staff members but fewer than fifty (50) staff members, the committee shall consist of three (3) to five (5) staff members. Members of the committee shall be elected by the staff in building. One position shall be filled by a classified member.

4. In schools having a faculty of fifty (50) or more staff members, the committee shall consist of seven (7) staff members. Members of the committee shall be elected by the staff in the building. One position shall be filled by a classified member.

5. Each building will elect two (2) alternates to the CCC to serve in case a vacancy occurs on the Committee.

C. Elections
All elections of the members of the committee selected by the non-administrative staff in the building shall be conducted by the Certified Personnel Policy Committee (PPC) representative of the school before August 31 of each school year. Such elections shall be conducted by secret ballot. All non-administrative staff shall be eligible to vote for and hold elected positions on the committee. The chairperson of the CCC shall be elected by the committee by secret ballot. Under no circumstance shall the administration interfere with the election of CCC members or with the submissions of recommendations or concerns of the certified staff.
D. CCC Procedures

1. The CCC Chairperson will submit a list of the committee members to the building administrator.

2. Concerns can be submitted anonymously in a locked container located in the lounge to which only the Chair may have the key or combination.

3. The Chair of the CCC sets the agenda for each meeting by removing the concerns from the locked box in the presence of the other CCC members and compiles a list of concerns to be addressed with the building administrator at a separate meeting.

4. It is up to the discretion of the CCC members if a concern meets the criteria for a CCC concern. Not every concern placed in the locked box should be brought before the building administrator. Individual concerns or personnel matters are not appropriate. Concerns of a personal nature should be immediately discarded and not addressed by the committee.

5. At the meeting with the building administrator, the CCC will present the concerns and discuss potential solutions with the building administrator. The CCC will present concerns to administration at least 24 hours prior to any scheduled meeting.

6. Issues and resolutions should be typed and distributed to the staff either electronically or in print within seven (7) working days by the CCC.

7. In case of a systemic issue that has not been addressed by previous CCC action, a school’s CCC may request a review of the discipline enforcement at the school by notifying the Superintendent’s designee in writing. The notification must include the name of the school, the specific instances which give rise to the requested review, and a brief summary of the facts as they relate to those incidents. The CCC should also include the building administrator’s action or response to the CCC concern if it is not satisfied with the resolution at the building level. The Student Handbook Committee will ask the CCC chairperson, the building administrator, and the teachers(s) for any information it needs to review before drawing its conclusions.

8. A building administrator may choose not to implement, for good cause, procedures and/or recommendations of the CCC. In such cases, the building administrator shall respond in writing within seven (7) working days to the CCC and list the basis for non-implementation of the procedures.

9. After reviewing the building administrator’s response, the CCC may appeal the decision by providing written notice to the Executive Director of Elementary or Secondary Schools or the Deputy Superintendent.

10. If after seven (7) working days following initial appeal, the problem has not been solved or resolved to the satisfaction of the CCC, the matter may be appealed in writing to the Superintendent.
11. If after fifteen (15) working days following the filing of the appeal with the Superintendent, the problem has not been solved or resolved to the satisfaction of the CCC the matter may be presented to the Board by the Certified PPC Chairperson at its next regular meeting.

12. Decision of the Board rendered in such cases shall apply only to that school and shall not constitute District-wide policy.

F. Committee Function

Following the committee selection process outlined in Sections B and C of this policy, the CCC Chairperson will submit a list of the committee members to the building administrator who will, thereafter, schedule monthly meetings as needed with the CCC for the purpose of:

1. Communicating, collaborating, and resolving conditions in the school and any problems which may exist. Disputes between or among staff shall not be an appropriate subject for the CCC. Such matters shall be handled and dealt with in a confidential manner by the building administrator.

2. Developing, reviewing, and revising procedures within the building. (Such building procedures shall not be inconsistent with school board policy or personnel policies.)

G. Additional Meetings

Additional meetings may be held at the request of either party.

H. Additional Staff Present

Either party may have additional staff from the building present at any meeting to address a specific agenda item. If further action is required on an issue, it must be channeled through the normal Administration-CCC channels.

I. CCC Training

Training will be provided by the Certified PPC as needed following the committee selection process.

Legal and Policy References:

New Policy
DATE: January 27, 2022 5:30:00 PM
FROM: Mike Poore
       Superintendent of Schools
SUBJECT: PPC Proposal—PEA Responsibilities and Privileges (Second Reading)

PREPARED BY:
Eric Walker, Staff Attorney
EXECUTIVE SUMMARY

Topic: PPC Proposal—PEA Responsibilities and Privileges (Second Reading)

Short Summary:
Second reading of the certified staff PPC Proposal—PEA Responsibilities and Privileges to address questions prior to Board approval.

Background:
Pursuant to authority vested by Arkansas Code Annotated (ACA) 6-17-205, the Personnel Policy Committee (PPC) for certified staff submits this policy to the Board for consideration. The PPC voted and approved this policy.

Membership in professional education associations is vital to the professionalism of the district’s certified employees. The ability to transact official business on campus which is where the majority of the certified employees spend the bulk of their time is critical to sharing information and implementing professional practices.

Evaluation:
This policy is submitted for a second reading so that any questions can be addressed prior to approval by the Board. LRSD Administration does not have any objection to this policy.

If approved, this policy will become part of the Personnel Policy Manual. The PPC will have to conduct an election of the entire certified staff in order for this policy to go into effect right away as noted in ACA 6-17-204. Absent such vote, the policy will not go into effect until July 1, 2022.

Recommendation:
The PPC-Certified that the Board adopt PPC Proposal—PEA Responsibilities and Privileges.

Key Players:
Personnel Policy Committee—Certified
Robert Robinson, Executive Director of Human Resources
Eric Walker, Staff Attorney

Fiscal Impact:
LRSD does not anticipate that funding will be needed to update this policy.

Date submitted: January 18, 2022
Submitted by: Lakeitha Austin, Chair of Certified PPC
Policy Name: Professional Education Association(s) (PEA) Responsibilities and Privileges

Date Proposed: May, 2020

Rationale: Membership in professional education associations is vital to the professionalism of the district’s certified employees. The ability to transact official business on campus which is where the majority of the certified employees spend the bulk of their time is critical to sharing information and implementing professional practices.

Proposed Policy Language: Professional Education Association(s) Responsibilities and Privilege

A. Certified members of a PEA or its duly authorized representatives shall be permitted to transact official business on school property at all reasonable times provided that this shall not interfere with or interrupt normal school operations.

B. Associations and their representatives shall have the right to use school buildings at all reasonable hours for meetings. The building administrator of the building in question shall be notified in advance of the desired time and place of all such meetings so that an effort can be made to resolve any conflict in schedule. When special custodial service is required, the Board may impose a reasonable charge for such services.

C. In the event that an association has regularly scheduled meetings, these shall be placed on the district and school calendars to avoid scheduling conflicts as far as possible.

D. Certified employees shall have the right to use school facilities and equipment for reasonable use at reasonable times when equipment is not otherwise in use for professional association activities excluding district supplies and the use of restricted machines.

E. The PEA will have the right to use the inter-school mail facilities, the electronic communication network (email) and shall have the right to place notices, circulars, and other materials, on faculty bulletin boards, and in teacher mailboxes to communicate with members. Upon request, PEA offices shall be included as a scheduled stop on the school mail route. All PEAs agree not to gather or disseminate political advertising or material inherently disruptive to the classroom learning environment through District facilities.

F. A PEA shall have the right to place a bulletin board in each school building located in the teachers’ lounge or in an appropriate location convenient to certified employees. The cost of the bulletin board shall be borne by the PEA and reserved for the PEA’s exclusive use.

Legal and Policy References:
New Policy
Rogers School District PPM-GBEAA
Fort Smith PPM-GCQH