

Personnel Policy Committees

Arkansas Codes (Laws) Dealing with Personnel Policies

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Harrisburg School District Board Policies Dealing with Personnel Policies

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Personal Policy Committee Requirements

- Five classroom teachers (Certified)/Five non-management classified staff, one from each department (Operations, Transportation, Food Services, Secretarial, and Paraprofessionals) and at least one non-management classified staff to represent the group of all other job classifications.
 - Must be selected via secret ballot by October 15 of each year; can serve 2 year terms. Highest number of votes wins. If nobody is elected by October 15, the School Board can assign members. The PPC must organize itself and must elect a chair and a secretary before the end of the first quarter.
- Up to 3 administrators (Certified)/management (Classified)
 - Appointed by Superintendent and may be the Superintendent.
- Meetings
 - PPC develops the calendar of regularly scheduled meetings.
 - Meetings will review district personnel policies to determine:
 - Whether additional policies or amendments are needed.
 - Review any policies or changes to policies proposed by the Board.
 - Propose additional policies or amendments to the Board.
 - Review any proposed distribution of a salary underpayment from previous years.
 - Special Meetings can be held throughout the year as necessary for review of personnel policy proposals.
 - Majority of members constitute a quorum and is required for passage of votes.
 - Must be recorded and minutes (not recordings) must be posted on the District Website.
 - Recordings need to be available for a minimum of one year.
- Members shall not receive additional pay for service or attendance.
- The Following MUST BE POSTED on the District Website Regularly:
 - Positions that are up for election to the PPC.
 - Names of candidates running for each position.
 - Information regarding the condition of the election.
 - Results of the election.
 - Minutes of each PPC meeting.

2023-2024 Certified PPC Elections

1. There were four of the five positions up for election this year, including two from HHS (Levi Jones and Ian Kerley), one from HES (Andrew Rodriguez), and one from WES (Stephanie Gray).
2. Elections were held before October 15 via secret ballot on Google Forms, omitting the collection of email addresses on the forms.
3. Candidates running for each position were:
 - a. Levi Jones (HHS) - Year 2 (Not Running for Re-Election)
 - i. Chad Lacy (19 Votes), Joy Morgan (10 Votes), Robert Killebrew (9 Votes)
 - b. Ian Kerley (HHS) - Year 1 (Left District)
 - i. Joy Williams (16 Votes - Finishing 2nd Year of Kerley's Term), Chad Lacy (15 Votes), Robert Killebrew (9 Votes)
 - c. Andrew Rodriguez (HES)
 - i. Kathy Murphy (Number of Votes)
 - d. Stephanie Gray (WES)
 - i. Wendy Sitzer (Number of Votes)
4. Election of officers was held on November 2, 2023 at it's first regular meeting.

Certified PPC Members (Who Was Elected Chair & Secretary?)

1. Chad Lacy (HHS) - Year 1 of 2
2. Joy Williams (HHS) - Year 1 of 1
3. Chair, Cori Hammond (HES) - Year 2 of 2
4. Kathy Murphy (HES) - Year 1 of 1
5. Secretary, Wendy Sitzer (WES) - Year 1 of 2

Certified PPC Meetings:

1. November 2, 2023 @ 3:45, HHS 212
2. December 18, 2023 @ 9:00, HHS 212 (Work Session - No Votes)
3. January 11, 2024 @ 3:45, HHS 212
4. March 28, 2024 @ 3:45, HHS 212

Certified PPC Meeting Dates (Minutes Linked):

1. [November 2, 2023](#)
2. [December 18, 2023 \(Work Session - No Votes\)](#)
3. January 11, 2024
4. March 28, 2024

[Sample Meeting Agenda/Minutes](#)

1. Note: This is just a SAMPLE. This is what the Classified PPC's meeting looked like yesterday.

2023-2024 Classified PPC Elections

1. There was no election held this year for Classified PPC. All members are currently in their second term and an election must take place next school year for all positions.
2. Election of officers took place on November 1, 2023 where the committee voted 4-0, with two members absent, to keep Betty Caughron as its Chair and Tammy Long as its Secretary.

Classified PPC Members

1. Trey Camp (Operations) - Year 2
2. Chair, Betty Caughron (Paraprofessionals) - Year 2
3. Susan Smith (Food Services) - Year 2
4. Secretary, Tammy Long (Secretarial) - Year 2
5. Tina Long (All Others Not listed - Nurses) - Year 2
6. Jessica Rust (Transportation) - Year 1
7. Mary Anschulz (WES) - Year 1

Classified PPC Meetings:

1. November 1, 2023 @ 1:30, HES Lounge
2. January 5, 2024 @ 1:30, HES Lounge

Classified PPC Meeting Dates (Minutes Linked):

1. [November 1, 2023](#)
2. January 5, 2024

[Sample Meeting Agenda/Minutes](#)