

BYLAWS of LITTLE ROCK SCHOOL DISTRICT PERSONNEL POLICIES COMMITTEE

ARTICLE I: NAME AND PURPOSE

Section I: Name

The name of the organization shall be Little Rock School District Certified Personnel Policies Committee.

Section II: Purpose

The Little Rock School District Personnel Policies Committee addresses district policies for all certified employees.

The purpose of this committee is to:

- represent and support certified staff
- review current policy and make changes as needed
- propose additional policies to the school board

(Reference Arkansas Personnel policy Law ACA 6-17-201)

ARTICLE II: MEMBERSHIP

Section I: Eligibility of membership

To be eligible for membership to the Little Rock School District Certified Personnel Policy Committee, an employee must have worked in the Little Rock School District for three consecutive years and must be one of the following:

- a certified teacher holding a teaching license from the Department of Education who is engaged in the instruction and support of students, including, but not limited to, classroom teachers, guidance counselors, media specialists, instructional facilitators, coaches, etc.
- an employee holding a professional license in his or her field recognized by the appropriate licensing organization who is engaged in the support of students, including, but not limited to school psychology specialists, speech language pathologists etc.

Any certified staff members interested in serving on the certified PPC must submit a self-nomination to the current PPC chair by the last Monday of August for the current election year. The nomination should include the certified staff member's building(s), years in the district, and leadership roles. Candidate information submitted will be used on the ballot.

Section II: Election of members

In accordance with Arkansas Personnel Policy Law 6-17-203, the certified staff members of each school district's committee on personnel policies shall be elected by a majority of the certified staff members voting by secret ballot. The election shall be solely and exclusively conducted by the certified staff members, including the distribution of ballots to all certified staff

members. If there is only one person nominated for a specific school site they will be elected by acclamation.

The certified PPC ballot will be distributed no later than the 1st Tuesday of September in the election year and results will be tallied and announced no later than one week after the election.

The outgoing certified PPC will conduct their final meeting in September in order to tally and finalize the vote for the current year's PPC election.

The person with the next largest amount of votes will become the new alternate building representative. Upon the need for a new building representative, the alternate will become the new building representative. If there were no other candidates, the departing PPC committee member will submit three names to the chair of the PPC for consideration and the chair will select a new representative to serve the remainder of their term.

Section III: Term

Group A will be replaced on even numbered years and Group B be replaced odd numbered years. The next election will be in September 2021. New/Returning members of the PPC will begin their service at the first meeting in October.

Group A (even years)	Group B (odd years)
• ACC	• Bale
• Baseline	• Booker
• Brady	• Carver
• Central	• Chicot ECC
• Cloverdale	• Dunbar
• Fair Park ECC	• Forest Heights STEM
• Forrest Park	• Fulbright
• Geyer Springs ECC	• Gibbs
• Hall STEAM	• Henderson
• JDC/PCDE	• Jefferson
• King	• Mabelvale Elementary
• Mabelvale MS	• Horace Mann
• McDermott	• Meadowcliff

• Metropolitan CTE	• Otter Creek
• Parkview	• Pinnacle View
• Pulaski Heights Elementary	• Pulaski Heights MS
• Roberts	• Rockefeller ECC
• Romine ECC	• LR Southwest HS
• Stephens	• Terry
• Wakefield	• Washington
• Watson	• West HS of Innovation
• Western Hills	• Williams
Administration will be appointed	• JA Fair Preparatory

Elected certified staff members will serve a two-year staggered term. Each PPC year runs from October to September. It is the expectation that PPC members fulfill their entire term. Any member may resign by submitting a written resignation to the secretary. Replacement will be decided following guidelines in section II.

Section IV: Elected members

The number of certified staff members serving on the PPC will consist of one building representative for each physical site.

Section V: Appointed members

By law, the PPC will consist of no more than 3 appointed administrators.

ARTICLE III: MEETINGS OF MEMBERS

Section I : Regular meetings

Regular meetings of the members shall be held on the Monday before the regularly scheduled Board agenda meeting at a time and place designated by the chair.

Section II: Special meetings

Special meetings may be called by the committee if 50% plus one (1) of members are present.

Section III: Notice of meetings

Electronic notice of each meeting shall be given to certified staff, via selected representative and district email one week prior to a scheduled meeting. Meeting information will also be posted on the district website.

Section IV: Voting

All issues to be voted on shall be decided by a quorum vote. Names and voting decision shall be posted in the minutes. In the event of a tie, the policy will be tabled until the next meeting for further discussion and/or revision.

Section V: Quorum

50% plus one (1) of members of the certified PPC must be present in order to meet and/or vote on issues. If less than 50% plus one (1) of members are present, the meeting will be disbanded and will meet again at a later time decided by the chair of the PPC.

ARTICLE IV: COMMITTEE MEMBERS

Section I: Officers and duties

There shall be two officers for the PPC, a chair and a secretary.

Every October, the newly seated PPC shall immediately, as the first order of business, elect a chairperson and a secretary from the PPC membership. Candidates may be nominated by other PPC members or by self-nomination. Once nominated, each candidate will have four minutes in which to introduce him/herself to the PPC after which secret ballots will be cast and counted.

The nominee receiving the highest number of votes for his/her prospective officer position shall serve until the following September. There are no term limits on these positions. In the event of a tie, there will be a run-off election to determine officers.

Their duties are as follows:

- The chair, or designee, shall be responsible for presiding over the meetings, setting and distributing the agenda, distributing the approved minutes, communicating to all certified staff, and provide training to the PPC.
- The secretary, or designee, shall be responsible for taking the minutes at all meetings and submitting them to the committee for approval and preparing a report to general certified personnel populus to be distributed one week following PPC meetings. Additionally, the secretary, or designee, shall be responsible for gathering the Certified Staff Input Forms (located on the LRSD Certified PPC web page), presenting to the committee, and responding to the non-member participants.
- Certified PPC members are responsible for presenting concerns of the certified staff members at the building they represent and sharing PPC meeting updates in a timely manner. Members may also be called upon to serve on sub-committees as needed.

Section II: Absences

Committee members are to notify the secretary, or designee, of the PPC in advance of an absence. After three consecutive meetings missed for non-school related business a member may receive notification of replacement proceedings following guidelines set forth in Article II, Section II.

Section III: Failure to Fulfill Duties

If an officer or member of the certified PPC fails to fulfill the duties of the office as prescribed in Section I, a recall election shall be held by secret ballot of the members of the certified PPC. Replacement proceedings will follow the guidelines set forth in Article II, Section II.

ARTICLE V: SUB-COMMITTEES

Section I: Committee Formation

The PPC may create temporary committees as needed for any matter of policy that does not fit within a standing committee's responsibility. Committee meetings will be held separately from the monthly PPC meetings with each subcommittee having a committee chair appointed by the PPC chair.

Section II: Calendar committee

The calendar committee will consist of the chair of the PPC and 3 members of the certified PPC, one from elementary, middle and high school levels. The committee will work with the administration to create up to 3 possible calendars for presentation to the certified PPC for approval.

Section III: Benefits and Compensation

The benefits and compensation committee will consist of the chair, 3 members of the certified PPC, the district CFO, and Director of HR. The certified PPC members will be chosen based on experience with budgets and salary negotiations. The committee will research benefits and compensation options, prepare a plan to present to the school board concerning benefits and compensation, report the plan to the certified PPC for vote, and after approval present the plan to the school board annually.

Section IV: Bylaw Committee

The Bylaw Committee will consist of the chair of the PPC and 3 members of the certified PPC, one from elementary, middle and high school levels. The committee will be responsible for ensuring that the PPC is operating within the parameters of the A.C.A 6-17-201-211 (2017) and any other applicable Arkansas state law. They will present recommendations and changes to the certified PPC for approval on an annual basis.