



LITTLE ROCK SCHOOL DISTRICT

Introducing

CLASSIFIED PERSONNEL POLICY COMMITTEE

Amplifying the Voice of Employees

ELECTION FRAMEWORK

October 16, 2019

LRSD Employees

As you may be aware, the Little Rock School District will soon amplify the voice of teachers in the personnel policy development process through the implementation of a Personnel and Policy Committee (PPC). We are now prepared to schedule the PPC Election: Certified PPC and Classified PPC respectively. Please review the information carefully in order to make sure that you can participate fully in this important process. The PPC will help shape employment policies and personnel practices. The goal of the employment policies and practices of the Little Rock School District is to promote the employment and retention of highly qualified personnel to effectively serve the education needs of all students.

The following procedures will guide the PPC implementation. The Little Rock School District (LRSD) Administration will not interfere with the implementation/election process.

Background

On October 11, 2019, the State Board of Education directed the LRSD to coordinate an election of Personnel and Policy Committee (PPC) classified employee representatives. Once established, the PPC will meet to discuss personnel policies and may discuss other important topics such as compensation, benefits, and calendar. In the future, the PPC itself will assume the role of conducting the election.

Classified employees may now nominate and elect fellow classified employees from their own campuses to serve on the PPC. Consistent with the law and the goal of promoting greater representation, the definition of “classified employee” will include all LRSD staff members who have classified employee contracts and is not required to have a teaching license issued by the Arkansas Department of Education at the time of the election. Classified employees will now be able to nominate or be nominated as PPC candidates as well as directly vote for the PPC candidates of their choice at their campuses without having to pay membership fees to any group.

The Election Process

The first step to organize the PPC is to conduct the election. Little Rock School District will engage the American Arbitration Association (AAA) to manage the process and conduct the election. This is a non-profit and neutral group that oversees approximately 250 elections per year for a wide range of public and private organizations.

Classified employees will elect representatives to represent them on the PPC. The Classified Personnel Policy Committee will be represented as follows:

The Classified Personnel Policy Committee will have eight (8) classified members, one each from: Maintenance, Custodians, Transportation, Safety and Security, Secretaries, Nurse/OT/PT, Paraprofessionals, and Child Nutrition. There will be three (3) administrator members appointed by the Superintendent, one of whom may be the Superintendent.

The Little Rock School District has asked the AAA to develop an aggressive election process timeline. Depending on final approval of the agreement with AAA, adjustments may need to be developed. The proposed contract and tentative timeline is attached for Board's review and authorization of contract execution.

Board Approval Signature

Date

EXHIBIT I

CONTRACT AGREEMENT AND TENTATIVE TIMELINE



AMERICAN ARBITRATION ASSOCIATION®

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October 14, 2019
REVISED AGREEMENT

Robert Robinson
Executive Director of Human Resources
Little Rock School District
810 West Markham St.
Little Rock, AR 72201

RE: Nomination Round and Election of Officers via online voting

Dear Mr. Robinson:

This letter shall constitute an agreement between the American Arbitration Association, hereinafter referred to as the "A.A.A.," and the Little Rock School District, hereinafter referred to as "LRSD," for the purpose of administering a Nomination Round and Election of Officers via online voting. The A.A.A. is hereby authorized to administer said election for LRSD in accordance with A.A.A. Election Rules.

The emailing of voting instructions and Personal Identification Numbers ("PINs") for the Nomination Round shall take place on **Monday, October 28, 2019**. The polling has been scheduled for **6:00 AM CT on Monday, October 28, 2019 – Monday, November 11, 2019 at 12:00 PM CT**. The results will be emailed to LRSD after the conclusion of the polls.

To execute this schedule, A.A.A. needs the following items from LRSD:

- Finalized Nomination language, including the list of offices up for election, on or before **Monday, October 21, 2019**;
- List of voters, in Excel Format, broken down by ballot type and including their email, on or before **Monday, October 21, 2019**;
- Final ballot approval on or before **Friday, October 25, 2019, at 2:00 PM CT**.

The emailing of voting instructions and PINs for the Election Round shall take place on **Tuesday, November 19, 2019**. The polling has been scheduled for **6:00 AM CT on Tuesday, November 19, 2019 – Monday, December 9, 2019 at 12:00 PM CT**. The results will be emailed to LRSD after the conclusion of the polls.

To execute this schedule, A.A.A. needs the following items from LRSD:

- A list of candidates, in the order that they are to appear on the ballot, on or before **Tuesday, November 12, 2019**;
- List of voters, in Excel Format, broken down by ballot type and including their email, on or before **Tuesday, November 12, 2019**; (*If different than what is provided for the Nomination Round*)
- Final ballot approval on or before **Thursday, November 14, 2019, at 2:00 PM CT.**

It is understood and agreed that the A.A.A. shall furnish a final accounting of all expenses incurred in the conduct of the election. The estimated cost for this election will be approximately **\$3.25 per eligible voter per round. (2 rounds)** These costs and expenses shall be borne **LRSD** and paid in full after certification of the election results, upon presentation of an invoice.

Voters that do not receive their PINs via email, or need technical assistance, will be directed to call our Duplicate Hotline 1-800-529-5218 Monday through Friday, 9:00 a.m. to 5:00 p.m. This number is to be utilized only for obtaining PINs and technical assistance. Members may also make requests by **e-mailing** requests to Sacha Ulerio at ulerios@adr.org.

Very truly yours,



Scott Boswell
Director of Elections

The undersigned represents that he is an authorized representative of LRSD, D.C. 37 of AFSCME, AFL-CIO and that this agreement has been authorized by (Constitution, By-Laws, Resolution) of the organization.

DATED: _____

SIGNED: _____