



# PULASKI COUNTY SPECIAL SCHOOL DISTRICT

925 East Dixon Road, Little Rock, AR 72206 • 501.234.2000 • Website: pcssd.org

## Classified Personal Policy Committee Meeting Minutes

Monday, November 9, 2020

1:00 p.m. – 4:30 p.m.

- I. Call to Order: 1:07 p.m.
- II. Roll Call: Chairperson Emry Chesterfield, Kameela Robinson, Loria Bryant, Michael White, Robin Luckadue, Superintendent Dr. Charles McNulty, Curtis Johnson  
Guests: Jacqueline Rowlett, Monica Bryant, Yolanda Richards
- III. Job Posting: Kameela Robinson asked Curtis Johnson about a job posting for the administrative sergeant position in Security. The job posting has been opened since January 2020. Mr. Johnson responded, stating that the job was being redrafted and he was waiting on a response from Human Resources, when that is done the job will be posted.
- IV. Covid 19/Hazardous Pay: Robin Luckadue asked Superintendent Dr. McNulty about the district paying hazardous pay for working during Covid 19. Dr. McNulty explained that the district could not determine hazardous pay. The determination would have to come from the federal government and they had not issued any funds.
  - *Mr. Chesterfield acknowledged Micheal White and Mrs. Loria Bryant our newly elected seats. Micheal White represents the Para's and Mrs. Loria Bryant represents the Secretaries/Attendance Clerks and Bookkeepers/Registrars.*
- V. Stipend for Bookkeeper, Registrars, and Attendance Clerks: Monica Bryant, Director of Accounting and Auditing, was asked to attend and give the committee an update on the Bookkeepers/ Registrars/Attendance Clerks receiving an increase (stipend). Mrs. Monica stated after several discussions with Human Resources, it was approved for the aforementioned groups to receive a stipend. A decision was also made on how they would pay out the stipend; they decided to pay one lump sum at the end of the school year, May or June.

Mrs. Loria Bryant asked is there a reason why the stipend had to be paid at the end of the year and not during the year. Mrs. Monica responded that the options were to pay half in December and the other half in June or to pay it at the end of the year. Mrs. Loria stated that she agreed with the lump sum but was concerned about why wait until June to pay it out. Mrs. Monica was trying to see if a lump sum could be paid in December because nothing else is paid in that month using that process. Mrs. Monica also stated that if the district paid a lump sum in December and the clerical staff, which received it, leaves the district in February, they would be in a repayment status with the district.
- VI. Bonus for Support Staff: Mr. Chesterfield invited Mrs. Jacqueline Rowlett, District Treasurer, to the meeting to explain why support staff was not getting a bonus in December. Mrs. Rowlett stated that there were a few variables that affected district employees from getting a bonus: The pandemic caused the district extra expenses, our budget is lower this year than the previous year and the student enrollment is down as well as upcoming tax revenue. Mr. Chesterfield asked does the district have some type of emergency fund. Mrs. Rowlett replied not at this time. She stated that we needed one and hopes to get back to that point.



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Dr. McNulty added that he was really looking forward to giving all district employees a raise. He stated that he prefers salary increases because it helps build on your retirement and it is long term.

- *Dr. McNulty stated that he appreciates all district employees and the work that is being done during this pandemic. He stressed that employees should stay safe and wear masks at all times. Dr. McNulty also stated he knows it's not easy but said the district will get through this and if any stimulus funds were received the committee will be one of the first to know.*

VII. Updating Personal Policies Committee Manual: Yolanda Richards, Executive Assistant to the Superintendent's Office, had a few concerns about some of the outdated language and dates in the PPC manual. Mrs. Richards brought six concerns to the committee:

- PPC Organization Procedures (monthly meeting schedule) Page 4  
Mrs. Richards wanted to know why the Classified PPC did not have regular monthly meeting scheduled. Mr. Chesterfield responded that there have never been any scheduled monthly meetings since he has been on the committee. This concern will be taken before the school board during the December board meeting.
- Distribution of checks policy Page 33  
Mrs. Richards stated that the year on page 33 needed to be updated. This concern will be taken before the school board during the December board meeting.
- Support Staff Classification Schedules (dated 2016-2017) Page 36-42  
Mrs. Richards stated that the year was outdated. Mrs. Robinson replied that she spoke to a member of Human Resources and the schedules would be updated to reflect the minimum wage increase.
- Leave Requests Page 47  
Mrs. Richards stated that the language needed to be updated because we no longer do leave forms everything is submitted in time clock plus. This concern will be taken before the school board during the December board meeting.
- Shared Sick Leave (to reflect the same policy as Certified PPC page 124) Page 56  
Mrs. Richards wanted to know why classified employees could not donate sick time to others besides their spouse as can certified employees. This concern will be taken before the school board during the December board meeting.
- Employees Holidays and Vacation Page 64  
Mrs. Richards had a concern about Good Friday. Mrs. Richards feels that the language should reflect the language as the certified regarding Good Friday. The committee tabled this concern until the next PPC committee meeting.
- *Mr. Johnson wanted to thank everyone on the classified side for their continued hard work through this Pandemic.*

VIII. Adjournment: 1:50 p.m. Meeting adjourned by Emry Chesterfield.

Minutes prepared by Kameela Robinson, PPC Secretary