

SUPPORT PERSONNEL POLICY DEVELOPMENT AGREEMENT

The education, safety, and welfare of the students of the Lawton Public Schools are the primary concerns of the Board of Education and its employees. These interests are best served through the participation of appropriate employees in decisions affecting the operation of the school district. Such consultation among employees, administration, and Board of Education in the review and development of board policies and administrative procedures is intended to be advisory and cooperative in nature. Therefore, in order to recognize the role of support personnel in the development of such policies and procedures, the Board of Education, the Superintendent, and the Support Personnel jointly establish this Agreement.

1. DEFINITION OF TERMS

- A. Support Personnel: All classified employees of the Lawton Public Schools who are eligible for regular district benefits with the exception of student employees and substitute employees.
- B. Superintendent: A member of the professional staff serving as executive officer of the Board of Education and administrative head of the school system.
- C. Board Of Education: Elected governing and policy-making body of the school district.
- D. Policy Development: A process, which involves the sharing of viewpoints and research, accomplished through discussion and cooperation among the Board of Education, the Superintendent, and Support Personnel for the purpose of developing meaningful district policy and administrative procedures.
- E. Support Personnel Policy Development Council (hereinafter called the Council): Duly elected or appointed representatives whose function is to receive, study, and make recommendations on proposals concerning conditions of employment, welfare, and morale of Support Personnel.
- F. Support Personnel Classification: For the purposes of administering this agreement, procedures, and determining the representation, the following employment classifications will be used. Questions or disputes concerning placement in a classification shall be resolved by the Superintendent or designee.
 - 1. Support Staff positions within the schools are classified as follow:
 - a. Secretaries, to include clerks and administrative assistants
 - b. Custodians
 - c. Child Nutrition staff, to include cooks, cashiers and all other kitchen staff
 - d. Special Services support staff, to include Personal Care Assistants (PCA), deaf interpreters, and teacher assistants
 - e. Other Non-Special Services support staff, to include teacher assistants, library assistants, and nurses
 - 2. Position classifications are further separated by employment at:
 - a. Elementary schools, including pre-kindergarten locations
 - b. Middle schools
 - c. High schools, including alternative education sites
 - d. Administration, including Shoemaker, Media/Technology, Douglass, and Maintenance/Warehouse
 - e. Transportation

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2. RECOGNITION

A. The Support Personnel recognize that:

1. The Superintendent has the responsibility for proposing and presenting district policy to the Board of Education except as provided for in Section 6 of this Agreement. As chief administrative officer, the Superintendent approves and implements administrative procedures for the school district
2. The Board of Education has the legal authority for approving policies for the district.
3. The Superintendent, Certified Staff, and Support Personnel have the joint responsibility for carrying out board policy and administrative procedures of the school district.

B. The Board of Education, the Superintendent, and the Council or their designated representatives agree that they or their designated representatives will meet and work cooperatively on matters concerning the welfare of students and employees of the district.

C. The Board of Education recognizes the Support Personnel Policy Development Council as the designated representative of the following groups:

1. All eligible support personnel of the Lawton Public Schools
2. All other support personnel associations

D. The Board of Education and the Support Personnel recognize the Council chairperson as the representative for the Council at meetings of the Board of Education.

3. MEMBERSHIP AND SELECTION OF THE SUPPORT PERSONNEL POLICY DEVELOPMENT COUNCIL AND STAFF

A. The Council shall consist of the following members:

1. One support person per building
2. Two elementary support staff from each of the following position groups: secretaries, custodians, child Nutrition staff, Special Services support staff. And other non-Special Services support staff.
3. Two middle school support staff from each of the following position groups: secretaries, custodians, Child nutrition staff, Special Services support staff, and othe non-Special Services support staff.
4. Two high school support staff from each o the following position groups: secretaries, custodians, child nutrition staff, Special Services support staff, and other non-Special Services support staff.
5. One administration building support staff from each of the following position groups: secretaries, Custodians, child nutrition staff, Special Services support staff, and other non-Special Services support staff.
6. One bus monitor representative
7. One bus driver representative
8. A support representative from the Professional Educators' Association of Lawton (PEAL)
9. The Superintendent of schools or the Superintendent's designee.
10. Chairman of the Council

B. Any representative changing employment classification as defined in Section 1, F shall forfeit the held position on the Council at the end of the current school year.

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- C. Eligibility Criteria for Election to a Position on the Council.
1. Any candidate filing for election must have been employed by the Lawton Public Schools for a minimum of twelve (12) months prior to the date of the election;
 2. Candidate must be employed in the proper category of the vacant position for which they are applying.
- D. Procedure for Election to a Council Position.
1. Election for vacant council positions shall be conducted by the Election Committee provided for in this Agreement at the beginning of each new school year.
 2. Representatives shall be elected by members of their respective categories.
 3. All elections must be by secret ballot. Proxy voting is not permitted. All electors must be verified by an official election roster provided by the Election Committee.
 4. Persons desiring a position on the Council must file an official nomination form with the Council chairperson within the time limits specified by the Election Committee or provided for by Standing Rules of the Council.
 5. The candidate(s) receiving the largest number of votes shall be declared elected. In case of a tie, the winning candidate shall be determined by the toss of a coin as suggested by "Robert's Rules of Order, Revised".
 6. Vacancies occurring after election shall be filled first by next highest voted from original ballot.
 7. When a representative has been absent three out of five consecutive meetings, the chair, with approval of the Council, may declare the position vacant.
 8. In the event of questions concerning elections, the Election Committee shall make any necessary interpretations of policy or shall make rulings on matters not specifically provided for in this Agreement. The decisions of the election committee shall be final.
- E. Terms of office shall begin upon certification of the election results by the Election Committee, but not later Than the last day of September of each school year. Each elected building-based representative shall serve a One-year term. Each elected position –based representative shall serve a two-year term with one-half of the Representatives elected each year. Reprerenatives may be reelected.
- F. Staff assistance for the Policy Development Council shall consist of one recording secretary, not a member of the Council, to be provide for by the Superintendent or deignee. Overtime salary, when approved, shall be paid by the Lawton Board of Education.
1. Take minutes at regular and called meetings of the Council .
 2. Prepare all written materials necessary for Council meetings.
 3. Conduct the election of the chairperson of the Council.
 4. Prepare, under the direction of the Council chairperson, an Annual Report of Council action. This report shall include attendance records and the status of every proposal reaching the Council or acted upon by the Council during that school year.
 5. Maintain complete Council records at Shoemaker Center. This shall include minutes of meetings, copies of proposals, study-committee reports, and annual Reports.
 6. Perform such other duties as assigned by the Council chairperson and approved by the recording seretary's supervisor.

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4. SELECTION OF THE COUNCIL CHAIRPERSON

- A. The chairperson of the Council will be elected from and by the membership of the Council no later than the last day of September following the expiration of the chairperson's term. The election will be conducted by the recording secretary.
- B. The chairperson, upon election, shall relinquish his/her representative position, which shall then be declared vacant.
- C. The chairperson will hold office for a period of two years. The chairperson may be reelected.
- D. The chairperson may be removed from office by a two-thirds majority vote of the total membership of the Council.

2. DUTIES OF THE COUNCIL CHAIRPERSON

The duties of the chairperson of the Council shall be to:

- A. Preside at all meetings of the Council.
- B. Prepare an agenda with all necessary attachments.
- C. Appoint, with approval of the Council, members of all standing and special committees.
- D. Vote in the event of a tie.
- E. Distribute minutes to the Council as soon as possible.
- F. Notify members of Council meetings and committee meetings
- G. Appoint, with approval of the Council, a vice-chairperson and a parliamentarian. Such officers shall be selected from among elected Council representatives and shall be appointed annually. The vice-chairperson shall perform the duties of the chairperson in his/her absence. The vice-chairperson shall also serve as the chairperson of the Research Committee.
- H. Direct the secretary to distribute the agenda and maintain Council files and correspondence in accordance with the procedures defined in this agreement.
- I. Call special meetings when deemed necessary or upon written request by a minimum of five (5) Council
- J. Represent the Council at meetings of the Board of Education and to present Council proposals which are directed to the Board as provided for in Section 7 of this Agreement.
- K. To serve as an ex officio, full standing member of all committees.

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6. MEETINGS OF THE SUPPORT PERSONNEL POLICY DEVELOPMENT COUNCIL

- A. The Council shall meet monthly at such time as the Council determines. The chairperson of the Council shall be authorized to call special meetings of the Council at any time or to cancel regular meetings when deemed appropriate. All meetings shall be held prior to or after working hours except meetings approved by the Superintendent or designee.
- B. A quorum is required in order to transact the business of the Council. A quorum is defined as one-third of the Council membership.
- C. Procedural matters not specifically addressed within this Agreement shall be governed by "Robert's Rules of Order, Revised."

7. PROCEDURE FOR ADVANCING PROPOSALS

Step 1: Submitting Proposals

The Superintendent or designee, or any support employee defined in Section 1, A, or any organization or group of such employees may submit any proposal or suggestion regarding a change in board policy or administrative procedure, or the creation of new board policy or administrative procedure relating to the employment conditions of support personnel of the district. Such proposals shall be submitted on Council Form #1, "Proposal Form," and may be submitted to any member of the Council, the Superintendent of Schools or designee. All such written proposals shall be forwarded to the chairperson of the Council, and will be assigned a proposal number for placement on the next Council agenda. Any proposal submitted prior to the convening of a meeting must be considered at that meeting.

Step 2: Council Action on Submitted Proposals

The Council shall receive and consider every proposal submitted no later than the next regular or special meeting of the Council. The Council, by majority vote, may take any of the following actions with regard to a submitted proposal:

- A. Except as otherwise determined by a two-thirds majority vote of the Council members present, original proposals or original committee recommendations will be introduced at one meeting of the Council and acted upon not sooner than the next meeting of the Council.
- B. Adopt the proposal as submitted.
- C. Reject the proposal as submitted.
- D. Revise and adopt the proposal.
- E. Postpone consideration of the proposal.
- F. Direct that a study be made on the merits of the proposal by a standing or special committee of the Council.
- G. Adopt, reject, or revise and then adopt recommendations presented by standing or special committees of the Council.

Step 3: Action on Proposals Rejected by the Council

Proposals rejected by the Council shall be returned to the author with the action of the Council indicated.

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Step 4: Action on Proposals Adopted by the Council

The recording secretary shall prepare an official report detailing proposals adopted by the Council. Such reports shall be submitted to the Superintendent of schools for consideration of the adopted proposal.

Step 5: Action by the Superintendent of Schools on Council Proposals

- A. If the Council proposal is acceptable in the form submitted, the Superintendent shall present such proposal to the Board of Education where the nature of the proposal is board policy. The Superintendent shall implement the procedure if the nature of the proposal is an administrative procedure.
- B. If the Council proposal is unacceptable in the form submitted, the Superintendent shall either reject the proposal or offer a counterproposal to the Council.

Step 6: Council Action on Proposals Rejected or Counterproposals Offered by the Superintendent

- A. A proposal rejected by the Superintendent will die in the Council unless a two-thirds majority of the total membership of the council votes to submit the proposal directly to the Board of Education.
- B. A counterproposal in writing, from the Superintendent shall be considered by the Council and action taken, if adopted by the Council, the proposal shall be submitted to the Board of Education for approval, or shall be implemented if the nature of the proposal is an administrative procedure. If a counterproposal is rejected by the Council, a revised proposal must be developed and resubmitted to the Superintendent or the issue is dead.

Step 7: Resolution of a Proposal Resubmitted to the Superintendent

A proposal resubmitted by the Council which is rejected by the Superintendent will die in the Council or unless a two-thirds majority of the total membership of the Council votes to submit the proposal directly to the Board of Education.

Step 8: Final Authority

The action of the Board of Education on proposals submitted by the Council shall be final.

8. ASSISTANCE FOR THE SUPPORT PERSONNEL POLICY DEVELOPMENT COUNCIL

- A. The Council may be authorized by the Superintendent or designee to incur reasonable expenses for supplies, materials, photocopying, distribution, postage, and related operating costs, including any campaign expenses for individual candidates seeking election to the office.
- B. The Superintendent may be asked to approve additional funds for consultants or resources necessary in determining the merits of a proposal.
- C. Any requested Council expense, which exceeds \$2500, must be submitted to the Lawton Board of Education for approval.

9. COMMITTEES

- A. The chairperson shall appoint, with the approval of the Council, the following standing committees from the total support staff to serve a one-year term. The chairperson of each standing committee shall be appointed by the Council chairperson and must be a Council member.

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1. Research Committee shall be authorized to initiate, develop, and recommend additional proposals to the Council. The committee shall consist of no fewer than seven (7) members. The chairperson of the finance committee will serve on the research committee.
 2. Election Committee. The Election Committee shall conduct all elections as specified in Section 3, D, unless stated otherwise in the Agreement. The committee shall consist of no fewer than five (5) members.
 3. Finance Committee. The Finance Committee shall meet at the discretion of the committee chairperson and shall consist of no fewer than five (5) members.
- B. The Council chairperson is authorized to appoint, with the approval of the Council, special committees to serve as needed.

10. RATIFICATION AND AMENDMENT

This Agreement was ratified on May 15, 1985, and amended effective July 1, 1987, and further amended effective July 1, 1992, by a majority vote of the Support Personnel of the Lawton Public Schools and by a majority vote of the Lawton Board of Education and shall remain in effect on a year-to-year basis unless terminated at the end of any given school year by a majority vote of either the Support Personnel Staff or the Lawton Board of Education.

A. Amendments to this Agreement may be proposed at any time. Proposed amendments must be submitted to the Council for consideration. A proposed amendment that has been accepted by a two-thirds majority vote of the total membership of the Council shall be presented for a vote by the Support Personnel of the district. Upon approval by the Support Personnel, the proposed amendment shall be presented to the Lawton Board of Education for consideration and adoption.