



**Classified Personnel Policy
Committee**
North Little Rock School District
March 7, 2023
Agenda and Minutes

Time: **Place:** North Little Rock High School Media Center and Zoom

Members Attendance: (X indicates a present member) Called to order at

Chair: Donald Williams williamsdo@nlrsd.org	X	Vice Chair: Jamesetta Ballard General ballardj@nlrsd.org	X	Secretary: Heidi Cherry Paraprofessionals cherryh@nlrsd.org	X
Chuck Brown Transportation brownc@nlrsd.org		Dain Carver Maintenance carverd@nlrsd.org	X		
Haward Finks Administration appointed finksh@nlrsd.org		Jacob Smith Administration appointed smithja@nlrsd.org	X	Dr. Leann Stoll Administration appointed stoll@nlrsd.org	
		Guests:			
		Sonya Strickland		Mary Lee Dennis	

Topic/Item: Quorum Called at	Time allocated (minutes)	Topic Leader
Item #1: Sharon Conner- Credit Recovery No prep period		Jamesetta Ballard
Item #1 Notes: Nothing in policy related to classified personnel being in charge of non-instructional classes. Mr. Smith stated that it was an issue for Ms. Conner to address with Dr. Saint-Louis.		
Item #2: Classified employees not able to take a lunch away from their desk should be paid for time. Determined by Principal		Heidi Cherry
Item #2 Notes: All employees should be given the opportunity to have lunch away from their work. If they are not able to do this, they should speak with their supervisor. However, if an employee makes a conscious decision to stay at their work, there will be no compensation for time.		
Item #3: Classified employees with at least an Associate degree should be allowed to tutor(under teacher guidance) and cover classes when no substitute available and receive payment for services		Heidi Cherry
Item #3 Notes: Issue of ability to participate in school tutoring opportunities was not discussed. Classified employees are not able to cover classes and receive pay for that time outside of their ½ hour		

lunch time. Licensed personnel can do this because they are participating in an activity outside of their state mandated prep period.		
Item #4: Classified staff being made aware of their ability to obtain a free CDL license to cover bus driver needs outside of their regular contracted time period		Jacob Smith
Item #4 Notes: Mr. Smith will bring this item up during admin meeting and look into sending out a message to this effect from the school district.		
Item #5: Provide a plexiglass/bus stop type of shelter for crossing guards that cover the Main Street crosswalk		Heidi Cherry
Item #5 Notes: Mr. Smith said this would be a problem due to so many other staff members that have duty in inclement weather. Also, there are places where the staff is not on school property when crossing. This would be an employee-supervisor conversation at any location.		
Item #6: Classified employees that are fluent in a language other than English should be given the chance to provide translation services (if it doesn't interfere with their job responsibilities at that time). CPPC members on Stipend Committee would push for a stipend to cover the extra job responsibility		Heidi Cherry
Item #6 Notes: Currently, Mrs. Alvarado, the NLRHS PEP, is called to many meetings to translate for attendees that only speak Spanish. This is not in her job description. She is a classified employee. Ms. Cherry asked if positions of translator could be established with a stipend since there are other classified employees that could serve as intermittent translators and not have it affect their job performance. Mr. Smith said that the Principal would have to agree to this added job responsibility and then HR would have to determine the number of positions to advertise. He also added that the District has a contract with a translating service that serves 75 different languages.		
Item #7: Classified staff check-in by signing on a lined pad of paper. Isn't this time-in covered by badge swipe, would badge swipe going out cover the end of day?		Heidi Cherry
Item #7 Notes: Ms. Cherry asked if the Classified Staff could sign-in the same as the Licensed staff. All staff are required to swipe their badge when entering. It makes an uncomfortable distinction when a licensed staff member enters at the same time as a classified staff member. They both swipe badges, but then the classified member has to go to a table and sign-in on a pad of paper as well. There was some confusion within the committee regarding how staff at NLRHS sign-in. No other specific schools were brought into the conversation. Mr. Smith thought that everybody had to sign-in/out using an electronic device with biometric requirements. Mr. Williams said that custodial, campus supervisors, and crossing guards use such a machine. However, the District ran out of licenses, and so no other staff signs in/out in this manner. Mr. Smith stated that other schools have staff sign in on computers set up at the entryways. Ms. Cherry stated that she had been told that swiping badges on the outer doors would serve as a record of the time at which a staff member entered. However, there is no badge swipe device on the inside to record the exiting of a staff member. Mrs. Stickland and Mr. Smith said that the badge swipes were not meant to be used as a time recorder although a report could be run. Discussion with building administrators about sign-in procedures required.		
Item #8: Proposed stipends-suggestions not entered into form		Heidi Cherry
Item #8 Notes: No one had any proposal for new or modified stipends.		
Item #9: Modify CPPC policy manual to include qualification that CPPC can vote on Stipends		Heidi Cherry

