Continuation Sheet No. 1	Policy Code:

Policy Name: Licensed Personnel Policies Committee	Policy Code: 3.19J
	Date Adopted: R/A 4/21/14

The School Board shall provide for a Committee on Personnel Policies as composed by law. The committee shall be developed as follows:

A. The school district shall have a committee on personnel policies which shall consist of five (5) classroom teachers, one representative from each of the school campuses and no more than three (3) administrators appointed by the Superintendent.

The classroom teacher members of the committee on personnel policies shall be elected by a majority of the classroom teachers employed in the District by secret ballot in an election conducted by the teachers.

The length of time for the first election will be determined by drawing for positions, one for a three-year term, two for a two-year term, and two for a one-year term. Thereafter each position will serve for a period of two years.

The personnel policy committee shall organize during the first quarter of the school year; shall elect a chairman and secretary; and shall develop a calendar of meetings throughout the year to review the district's personnel policies to determine if additional policies or amendments to existing policies are needed. Minutes of committee meetings shall be promptly reported and distributed to members of the School Board and shall be posted in the buildings of the district, including administrative offices.

B. Appointment of Administrators-Three (3) district administrators shall be selected by the Superintendent to serve on the personnel policy committee. The Superintendent may serve in an ex-officio capacity or may serve as one of the three administrators on the committee. Administrators may be reappointed for consecutive terms.

The committee or the Board of Directors may propose new personnel policies or amendments to existing policies, provided that such proposals by the Board have been submitted to the committee as least five (5) working days prior to presentation to the Board. After presentation to the Board, final action may be taken at the next regular Board meeting.

The committee will present its proposed policies or amendments to existing policies to the Board of Directors not later than April of any school year. The Board of Directors shall have the authority to adopt, reject, amend, or refer back to the Committee on Personnel Policies for further study and revision, any proposed policies or amendments to existing policies that are submitted to the Board for consideration.

Any amendments to personnel policies adopted during a school term shall become effective the following July 1, except that such amendments may take place immediately with the mutual consent of the Board and a majority of the licensed staff.

Legal References: **A.S.A. 80-1256 to 80-1260; Act 840 of 1979; Act 224 of 1983; Act 687 of 1987**