

Colleagues:

As you know, the district has been working over the past several months to increase teacher involvement in the personnel policy development process through the implementation of a Personnel and Policy Committee (PPC). We are now prepared to schedule our PPC election. Please review the information carefully in order to make sure that you can participate fully in this important process.

## Background

On December 13, 2018, the State Board of Education approved the district's plans to coordinate an election of Personnel and Policy Committee (PPC) teacher representatives during the spring semester. 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.

Teachers may now nominate and elect fellow teachers from their own campuses to serve on the PPC. Consistent with the law and the goal of promoting greater representation, the definition of "teacher" will include all FSPS staff members who have teacher contracts at the time of the election. Teachers 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 next step is to organize the election. Fort Smith Public Schools has hired the American Arbitration Association (AAA) to conduct it. This is a non-profit and neutral group that oversees approximately 250 elections per year for a wide range of public and private organizations.

Teachers at each campus will elect representatives from their individual schools to represent them on the PPC. The table below indicates how many representatives will be elected from each type of school:

School Type	Number of Schools	Number of Representatives to be Elected by Each School	Total Number of Representatives
Elementary Schools	19	1	19
Junior High Schools	4	2	8
High Schools	2	3	6
Belle Point and Adult Education Center	2	1	2
			35

This representation model corresponds with the number of teachers on each campus. Consistent with the law, there will also be no more than three (3) appointed administration representatives to the PPC. Teachers who are assigned to more than one school will vote in the election at their home campuses as recorded in the HR Department.

PPC teacher elections will be conducted by secret ballot and determined by a plurality of the vote at each campus. The nomination and election processes will be conducted electronically by AAA, the election services provider. When the nominations are finalized, you will receive a ballot that is unique to your campus. The schedule of key events is listed below followed by a description of each stage in the nomination and voting processes.

### Schedule

Step	Dates	Status
Test Message Sent from aaelections@adr.org	January 15	Complete
Meetings at Campuses to Review PPC Election Process	January 16 and 17	Complete
AAA Web Site Login Information (Organization ID and PIN) Sent to Voters from aaelections@adr.org; Site Opens for Nomination Round	January 20 (evening)	Complete
Nomination Round Continues	January 21- 25	In progress
Optional Candidate Statements Due Use one of two methods to complete statement: Method 1 – Complete <a href="#">Google Form</a> Method 2 – Download <a href="#">.pdf copy of form</a> , complete, and send as attachment to humanresources@fortsmithschools.org Statements completed by February 1 will be posted to a web site that will be emailed to voters prior to the election.	February 1	
Ballot Review	February 4 - 7	
Final Ballot Approval	February 8	
AAA Web Site Login Information (Organization ID and PIN) Re-Sent to Voters from aaelections@adr.org; Site Opens for Voting Round	February 10 (evening)	
Voting Round Continues	February 11 - 15	

First PPC Meeting	February 28 at 4:30 PM FSPS Service Center	
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### **Nomination Round (January 20-25)**

During the evening of January 20, teachers received our organization ID and a PIN for the electronic nomination system from [aaaelections@adr.org](mailto:aaaelections@adr.org). They also received instructions that detailed the steps involved in submitting a nomination. Each voter also needs his/her FSPS employee number to complete the nomination process. **Employee numbers are listed on pay stubs and Direct Deposit E-Vouchers. The numbers that will be provided are for control purposes only. This will be a confidential vote and votes will be tabulated anonymously.**

The nomination site opened on January 20.

Nominations will continue through 11:59 PM on January 25.

During the nomination process, teachers may log into the AAA Election Services Web Site and nominate other teachers who also work at their individual schools to serve on the PPC. A teacher may nominate him/herself to represent his/her own school. Based on the recommendation of our election services provider, this document is being updated to indicate that one candidate for each representative position can be nominated.

A toll-free number will be included in the instructions in case technical assistance is needed.

### **Optional Candidate Questionnaires Due (February 1)**

*This document is being updated to indicate the two ways that the optional candidate questionnaire can be submitted.*

Candidates who are nominated have the opportunity to submit responses to the following questions: This optional questionnaire may be completed by candidates who have been nominated to serve as a PPC representative for their campuses.

#### ***Optional Candidate Questionnaire: Method 1***

In order to make the questionnaire easier to complete, a [Google Form](#) has been created. If you submit your completed questionnaire using the [Google Form](#), a copy of your responses will be sent automatically to your email address.

#### ***Optional Candidate Questionnaire: Method 2***

You may also download an electronic copy of the questionnaire, which is in .pdf format, at <https://goo.gl/UiP4sj>. If you use this option, remember to email your completed questionnaire as an attachment to [humanresources@fortsmithschools.org](mailto:humanresources@fortsmithschools.org).

Completed questionnaires submitted on or before February 1 using either method will be posted by the election services provider on a website. The link to this website will be sent to voters prior to the voting round.

Please contact [humanresources@fortsmithschools.org](mailto:humanresources@fortsmithschools.org) with any questions.

### **Finalization of Ballot (February 4-8)**

During this time, the district will verify that each candidate nominated for a PPC representative position is willing to serve in that role, verify that questionnaire responses submitted by the deadline are posted to the designated website, and finalize the ballot.

### **Voting Round (February 10-15)**

During the evening of February 10, voters will be re-sent our organization ID, a PIN, and instructions about how to complete the voting process from [aaaelections@adr.org](mailto:aaaelections@adr.org). The AAA Election Services Web Site will open on February 10 once this email is sent. Each voter will also need his/her FSPS employee number to complete the voting process. **Employee numbers are listed on pay stubs and Direct Deposit E-Vouchers. The numbers that will be provided are for control purposes only. This will be a confidential vote and votes will be tabulated anonymously.**

Voting will continue through 11:59 PM on February 15.

A toll-free number will be included in the instructions in case technical assistance is needed.

Election results will be posted as soon as they are received from the election services provider.

- The one candidate who receives the greatest number of votes at each elementary school, Belle Point, and the Adult Education Center will be named the winner of the election at each of those schools.
- The two candidates who receive the greatest number of votes at each junior high school will be named the winners of the elections at each junior high school.
- The three candidates who receive the greatest number of votes at each high school will be named the winners of the elections at each high school.

Run-off elections will be used to break any ties that must be resolved in order to determine the representative(s) for a school.

## **After the Election**

The initial meeting of the PPC will be on February 28 at 4:30 at the FSPS Service Center. The responsibilities of the PPC will include electing a chair and secretary, scheduling future meetings, making decisions about the future composition of the PPC, establishing operating procedures, contributing to the development of personnel policies, and providing input about other topics such as compensation, benefits, and calendar.

## **Questions?**

This is a new process for FSPS, and there are likely to be some questions. The email that you receive from AAA will include a toll-free number for technical questions. Also, please reach out to our Human Resources Department using the email address below if we can provide additional support:

[humanresources@fortsmithschools.org](mailto:humanresources@fortsmithschools.org)

Thank you in advance for your participation in this important effort to increase teacher representation in the decision-making process.

Best regards,

Doug Brubaker, Ph.D.  
Superintendent  
Fort Smith Public Schools