

AGENDA

EARLE SCHOOL DISTRICT

January 28, 2020

The Commissioner of Education assumed authority over the Earle School district on November 6, 2017. The Commissioner of Education acts in lieu of a local school board until such time that a school board is reinstated.

Reports

1. Superintendent's Report
2. Fiscal Report

Action Items

1. Recommendation to approve the amended salary for Michael Small based on earned degree
2. Recommendation to hire Aja Jefferson as VA Facilitator, Secondary English Language Arts (ELA)
3. Recommendation to approve the amended salary for Corey Garrett based on earned degree
4. Recommendation to increase minimum wage for substitute teachers
5. Recommendation to approve the resignation of Odessa Smith, High School Food Service Staff
6. Recommendation to sale three non-working district owned vehicles at a public auction
7. Recommendation to approve the revised Athletic Pay Schedule for working games/events
8. Recommendation to adopt Section 3 Revisions to the Licensed Personnel Policy

REPORTS

REPORT

SUPERINTENDENT

**Superintendent's Report
Earle School District
January 2020**

Academics

Collaborative teams have been meeting at the building and district levels. Building teams have been reviewing data to ensure students get the support they need to be successful in school.

Human Capital

We have the following openings at this time: Self-contained special education teacher, special education paraprofessional, and registered nurse. We have potential candidates to fill the first two positions and will continue to seek out the best possible candidates to be a part of our team.

Student Support

In addition to academics, we know it is just as important for students to be involved in clubs and athletics. The elementary school started this semester establishing a Student Government Association (SGA). Officers were elected. Students are excited about the new club at elementary!

I will be attending high school SGA meetings regularly to address student needs, as well as review the SGA constitution, concession stand protocol, and fundraiser request protocol.

The elementary and high school students will take a PBIS survey this week to determine what type of rewards and celebrations they would like to have moving forward. We are still building capacity in PBIS and will complete our PBIS training this school year. PBIS teams meet regularly, then come together to train and share ideas as a district team.

Stakeholder Communication

This month's Advisory Board meeting was an opportunity to share the role of the advisory board members and address some student, parent, and community concerns regarding PBIS and Virtual Arkansas. The high school principal is going to schedule a meeting for students and parents to reset expectations for students in Virtual Arkansas classes and give parents a better understanding of the courses. We want to keep the community informed and help them understand the need we have for digital courses. The same information that was shared with the Advisory Board was also shared at the Earle City Council meeting the following week.

Fiscal Operations

District office personnel continues to work with the DESE Fiscal Unit to ensure an understanding of end of year processes. W-2s have been processed and sent to employees. Staffing and budgeting discussions for the upcoming year have begun, as well as training in inventory clean-up.

Facilities

The final construction payment was made this month on the new elementary school. The maintenance director is making a list of necessary repairs that will begin this spring.

Other

Advisory Board members attended APSRC 2019 School Board Trainings. Attached is a list of those who attended and the number of hours earned in 2019.

REPORT

FISCAL

Budget Summary

EARLE SCHOOL DISTRICT(1802000)

FY20 as of 2020-01-22

Beginning Balance		Ending Balance	
<u>7/1/2019</u>	<u>1/31/2020</u>		
Revenue	Expenditures		
85,347.19	2,925,250.28		(233,660.61)
FY20 Budget			
Beginning Balance		Projected Balance	
<u>7/1/2019</u>	<u>6/30/2020</u>		
Revenue	Expenditures		
85,347.19	4,650,046.93	162,043.26	76,696.07
FY19			
Beginning Balance		Ending Balance	
<u>7/1/2018</u>	<u>6/30/2019</u>		
Revenue	Expenditures		
223,977.25	5,422,809.55	85,347.19	(138,630.06)
FY18			
Beginning Balance		Ending Balance	
<u>7/1/2017</u>	<u>6/30/2018</u>		
Revenue	Expenditures		
509,663.29	5,437,944.23	223,977.25	(285,686.04)
FY17			
Beginning Balance		Ending Balance	
<u>7/1/2016</u>	<u>6/30/2017</u>		
Revenue	Expenditures		
420,145.54	4,985,524.47	509,663.29	

Revenue
EARLE SCHOOL DISTRICT
Period 13

Unrestricted Funds

Fund/SOF 1000-1200|1204|1206:1211|1213:1222|1224:1274|1277:1280|1282:1292|1294:1319|1321:1322|1324:1390|1392:1400|1405:1999
 Fund/SOF 2000-2200|2204|2206:2211|2213:2222|2224:2274|2277:2280|2282:2292|2294:2319|2321:2322|2324:2390|2392:2400|2405:2999
 Fund/SOF 4000:4999

Object Detail for Account

10000:51999|52300-52399|52500:59999

Account	Account Description	FY17	FY18	FY19	FY20 YTD as of 2020-01-22	FY20 Budget	Variance in FY20 Budget and FY20 YTD
11110	PROPERTY TAXES-CURRENT	802,331.59	805,212.47	895,831.81	1,008,816.17	1,027,400.00	(18,583.83)
11115	PROPERTY TAX RELIEF	0.00	899.16	10,323.69	3,601.51	11,632.00	(8,030.49)
11120	PROPERTY TAX-40% BY 6/30	404,257.66	281,096.37	317,571.88	0.00	305,010.00	(305,010.00)
11125	PROP TAX RELIEF-1-6/30	0.00	112,304.07	119,282.47	0.00	64,053.00	(64,053.00)
11140	PROPERTY TAXES-DELINQUENT	0.00	93,788.44	118,971.16	64,766.57	128,425.00	(63,658.43)
11150	EXCESS COMMISSION	0.00	2,981.93	35,624.77	1,473.93	35,000.00	(33,526.07)
11160	LAND REDEMP-IN STATE SALE	0.00	22,328.25	11,640.32	3,245.36	10,000.00	(6,754.64)
11400	PENALTIES/INTEREST ON TAX	0.00	0.00	0.00	43.84	100.00	(56.16)
11500	INT UNAPPORTIONED PROPERTY	0.00	0.00	388.72	0.00	0.00	0.00
12800	REVENUE IN LIEU OF TAXES	0.00	42,774.34	12,610.83	11,313.55	10,000.00	1,313.55
19110	16TH SECTION LAND RENT	0.00	0.00	0.00	0.00	0.00	0.00
19120	OTHER RENT-LAND OWNED LEA	0.00	0.00	0.00	6,624.00	0.00	6,624.00
19130	LEA BLDGS & FACILITIES	25,550.00	0.00	500.00	200.00	0.00	200.00
19410	INSURANCE LOSS CLAIMS	11,600.57	0.00	0.00	0.00	0.00	0.00
19800	REFUNDS OF PRIOR YR EXPEN	0.00	56,250.15	15,190.24	8,670.74	0.00	8,670.74
19900	MISC REV FR LOCAL SOURCES	19,994.63	14,973.13	682.29	127.55	0.00	127.55
22100	MINORITY INITIATIVE GRANT	0.00	0.00	0.00	0.00	0.00	0.00
31101	FOUNDATION AID FUNDING	3,264,073.00	3,153,773.00	3,020,673.00	1,392,059.00	2,784,114.00	(1,392,055.00)
31103	98% TAX COLLECTION RATE G	0.00	3,086.00	20,218.00	0.00	0.00	0.00
31400	TRANSPORTATION AID	0.00	0.00	0.00	54,471.00	54,471.00	0.00
31460	DECLINING ENROLLMENT FUND	45,758.00	63,673.00	58,520.00	0.00	140,567.00	(140,567.00)
32226	HIGH PRIORITY DIST GRANT	90,986.82	92,538.02	76,396.89	0.00	72,000.00	(72,000.00)
32227	COLLEGE PREP ENRICH PGM	0.00	0.00	0.00	0.00	0.00	0.00
32250	PATHWISE MENTORING GRANT	12,104.18	0.00	0.00	0.00	0.00	0.00
32310	HAND CHILD-SUPV/EXTEND YR	2,585.37	2,349.41	2,376.44	0.00	2,000.00	(2,000.00)
32314	EXTENDED DAY	11,322.00	444.00	0.00	0.00	0.00	0.00

Revenue
EARLE SCHOOL DISTRICT
Period 13

Unrestricted Funds

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Fund/SOF 4000:4999

Object Detail for Account

10000:51999|52300-52399|52500:59999

Account	Account Description	FY17	FY18	FY19	FY20 YTD as of 2020-01-22	FY20 Budget	Variance in FY20 Budget and FY20 YTD
32361	PRE-AP FUNDINGS	100.00	0.00	0.00	0.00	0.00	0.00
32382	NSL MATCH GRANT	0.00	25,633.50	35.96	9,810.26	0.00	9,810.26
32710	AR BETTER CHANCE(ABC)GRNT	156,480.00	162,537.92	170,460.99	0.00	0.00	0.00
32726	DHS/DCECE EVEN START SUP	0.00	0.00	5,578.56	0.00	0.00	0.00
32727	HIPPY/ABC CHILD CARE	104,875.00	112,783.60	91,000.00	0.00	0.00	0.00
32740	INFANT/TODDLER PROGRAM	5,755.40	9,828.00	0.00	0.00	0.00	0.00
32915	D/S FUNDING	117,268.00	105,676.00	96,549.00	40,986.00	81,971.00	(40,985.00)
32916	DHS -HUMAN SERVICE WORKER	0.00	0.00	0.00	0.00	0.00	0.00
32940	BLOOMBOARD TRAININGS	0.00	4,211.34	0.00	0.00	0.00	0.00
51999	PRIOR YR AUDIT ADJUSTMNT	0.00	(17,008.91)	0.00	0.00	0.00	0.00
52300	TRANS FROM BUILDING FUND	0.00	0.00	183,000.00	0.00	0.00	0.00
52600	TRANS FROM FEDERAL GRANTS	0.00	125.00	0.00	0.00	0.00	0.00
52900	INDIRECT	0.00	0.00	17,250.00	0.00	0.00	0.00
53100	SALE OF EQUIPMENT	0.00	0.00	516.00	0.00	0.00	0.00
53400	COMPEN-LOSS FIXED ASSETS	0.00	0.00	2,986.47	0.00	0.00	0.00
53500	COMP LOSS NONFIXED ASSET	0.00	0.00	0.00	33.00	0.00	33.00
Total Revenue		5,075,042.22	5,152,258.19	5,284,179.49	2,606,242.48	4,726,743.00	(2,120,500.52)

Jan 22, 2020

EXPENDITURES

EARLE SCHOOL DISTRICT

Period 13

Unrestricted Funds

Fund/SOF 1000-1200|1206:1211|1213:1222|1224:1274|1277:1280|1282:1292|1294:1319|1321:1322|1324:1390|1392:1400|1405:1999

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Fund/SOF 4000:4999

Object Detail for Account

61000:69289|69330:69339|69350:69999

Account	Account Description	FY17	FY18	FY19	FY20 YTD as of 2020-01-22	FY20 Budget	Variance in FY20 Budget and FY20 YTD
61110	CERT SALARY	1,595,422.46	2,224,420.93	2,103,636.87	955,716.17	2,384,822.91	(1,429,106.74)
61120	CLS SALARY	477,319.88	698,752.43	799,545.82	401,648.12	800,913.49	(399,265.37)
61210	TEMP-CERTIFIED	0.00	890.50	1,177.50	0.00	0.00	0.00
61220	TEMP-CLASSIFIED	23,404.00	19,214.25	6,912.97	3,072.50	0.00	3,072.50
61510	CERTIFIED BONUS	0.00	750.00	76,396.89	0.00	0.00	0.00
61520	CLASSIFIED WORKSHOPS	0.00	4,250.00	0.00	0.00	0.00	0.00
61610	CERTIFIED WORKSHOPS	0.00	675.00	14,910.32	0.00	0.00	0.00
61620	CLASSIFIED WORKSHOP	0.00	0.00	0.00	0.00	0.00	0.00
61710	CERT SUBSTITUTES	208,229.50	9,630.36	0.00	0.00	0.00	0.00
61720	CLS SUBSTITUTES	8,640.00	4,921.88	11,092.83	2,005.00	10,334.67	(8,329.67)
61810	CERT UNUSED SICK	20,298.80	0.00	10,826.20	0.00	0.00	0.00
61819	CRT UNUSED SICK LEAVE	0.00	7,345.00	0.00	0.00	0.00	0.00
61820	CLS UNUSED SICK	0.00	0.00	2,072.00	0.00	0.00	0.00
61829	UNUSED SICK LEAVE	12,155.00	14,996.00	0.00	0.00	0.00	0.00
61830	UNUSED VACATION LEAVE	650.00	0.00	0.00	0.00	0.00	0.00
61840	CLS UNUSED VACATION	0.00	0.00	419.75	0.00	0.00	0.00
61849	UNUSED VACATION	1,300.00	0.00	0.00	0.00	0.00	0.00
61859	UNUSED PERSONAL LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
61950	ANNUITY CERTIFIED	0.00	0.00	0.00	0.00	0.00	0.00
62110	CERT GROUP INS	0.00	8,140.98	12,110.72	4,339.20	0.00	4,339.20
62120	CLS GROUP INS	0.00	2,628.33	5,979.11	3,102.59	0.00	3,102.59
62210	CERT SOC SEC	103,818.25	131,062.30	125,482.70	58,299.21	48,060.92	10,238.29
62220	CLS SOC SEC	71,066.49	48,486.38	51,375.49	23,188.32	15,338.23	7,850.09
62260	CERT MEDICARE	24,645.77	30,935.24	29,342.67	13,634.52	11,257.41	2,377.11
62270	CLS MEDICARE	7,685.11	10,404.10	12,019.18	5,423.27	3,587.17	1,836.10
62310	CERT TCH RET-CONT	258,942.01	314,460.59	290,827.50	124,543.30	104,657.37	19,885.93

EXPENDITURES

EARLE SCHOOL DISTRICT

Period 13

Unrestricted Funds

Fund/SOF 1000-1200|1204|1206|1211|1213|1222|1224|1274|1277|1280|1282|1292|1294|1319|1321|1322|1324|1390|1392|1400|1405:1999

Fund/SOF 2000-2200|2204|2206:2211|2213:2222|2224-2274|2277:2280|2282:2292|2294-2319|2321:2322|2324:2390|2392:2400|2405:2999

Fund/SOF 4000:4999

Object Detail for Account

61000:69299|69330:69339|69350:69999

Account	Account Description	FY17	FY18	FY19	FY20 YTD as of 2020-01-22	FY20 Budget	Variance in FY20 Budget and FY20 YTD
62311	SURCHARGE INSTRUCTIONAL	0.00	328.18	693.99	880.42	0.00	880.42
62320	CLS TCH RET - CONT	69,679.80	101,182.06	109,147.43	60,689.72	36,198.25	24,491.47
62321	SURCHARGE NON-INSTRUCTION	0.00	541.70	0.00	0.00	0.00	0.00
62510	CERT UNEMPLOY COMP	0.00	2,190.09	1,675.00	502.00	0.00	502.00
62520	CLS UNEMPLOY COMP	0.00	0.00	0.00	0.00	0.00	0.00
62610	CERT WKR'S COMP	0.00	4,839.72	10,426.29	6,582.05	3,322.49	3,259.56
62620	CLS WKR'S COMP	0.00	2,966.28	4,775.71	8,151.89	2,921.73	5,230.16
62700	HLT BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
62710	CERT HEALTH BENEFITS	51,528.88	65,663.69	62,311.32	28,018.05	22,910.40	5,107.65
62711	CRT PREMIUM ASSISTNCE EBD	4,325.86	4,553.81	4,535.26	1,815.17	0.00	1,815.17
62720	CLS HEALTH BENEFITS	16,048.57	23,783.08	17,816.96	9,386.90	3,818.40	5,568.50
62721	CLS PREM ASSISTANCE EBD	1,753.04	2,288.81	2,478.79	983.17	0.00	983.17
62810	CERT PUB RET CONT.	0.00	0.00	0.00	0.00	0.00	0.00
62820	CLS PUB RET CONT	0.00	0.00	0.00	0.00	0.00	0.00
62910	OTHER BENEFITS-CERTIFIED	0.00	0.00	0.00	0.00	0.00	0.00
62920	OTHER BENEFITS-CLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00
Salaries & Benefits Totals		2,956,913.42	3,740,301.69	3,767,989.27	1,711,981.57	3,448,143.44	(1,736,161.87)
63000	PURC SVS-PROF & TECHNICAL	0.00	0.00	0.00	0.00	0.00	0.00
63120	MANAGEMENT SERVICES	0.00	1,800.00	1,800.00	3,600.00	1,950.00	1,650.00
63210	INSTRUCTIONAL SERVICES	3,550.00	37,113.98	89,382.91	81,417.45	49,437.83	31,979.62
63220	SUBSTITUTE TEACH PURC.SVC	83,406.72	91,128.79	93,066.44	64,235.70	80,000.00	(15,764.30)
63240	STUDENT ASSESSMENT	0.00	6,062.03	5,796.85	0.00	5,850.00	(5,850.00)
63310	PD- CERTIFIED	0.00	47,699.33	13,095.92	21,324.58	26,000.00	(4,675.42)
63320	PD- CLASSIFIED	0.00	660.00	3,600.00	184.95	8,300.00	(8,115.05)
63420	ENGINEERING & FACILTES COOF	0.00	0.00	1,800.00	0.00	0.00	0.00
63430	ACCOUNTING	0.00	5,218.00	2,215.00	0.00	1,900.00	(1,900.00)
Other Expenditure Totals							

EXPENDITURES

EARLE SCHOOL DISTRICT

Period 13

Unrestricted Funds

Fund/SOF 1000-1200|1204|1206:1211|1213:1222|1224:1274|1277:1280|1282:1294:1319|1321:1322|1324:1390|1392:1400|1405:1999

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Object Detail for Account

61000:69299|69330:69339|69350:69999

Account	Account Description	FY17	FY18	FY19	FY20 YTD as of 2020-01-22	FY20 Budget	Variance in FY20 Budget and FY20 YTD
63431	FINANCIAL AUDITS	14,860.00	31,220.00	0.00	0.00	0.00	0.00
63440	LEGAL	24,548.30	12,840.40	4,174.38	735.30	4,200.00	(3,464.70)
63450	MEDICAL	0.00	1,582.00	334.00	600.00	5,400.00	(4,800.00)
63490	OTHER PROF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
63530	SOFTWARE MAINTNCE & SUPPL	9,612.13	1,785.00	1,785.00	0.00	1,800.00	(1,800.00)
63900	OTHER PURC PROF/TECH SVS	0.00	3,107.07	6,130.59	3,539.96	3,300.00	239.96
64100	UTILITY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
64110	WATER/SEWER	16,328.56	18,114.80	12,034.44	6,859.14	29,600.00	(22,740.86)
64210	DISPOSAL/SANATATION	22,474.96	20,728.79	20,768.88	12,211.57	39,900.00	(27,688.43)
64230	CUSTODIAL	83,460.12	27,613.05	0.00	0.00	5,450.00	(5,450.00)
64240	LAWN CARE	0.00	2,250.00	125.00	0.00	1,000.00	(1,000.00)
64310	NON TECH REPAIRS & MAINTN	97,823.80	116,540.08	54,564.13	12,461.41	70,450.00	(57,988.59)
64320	TECH REPAIRS & MAINTNCE	31,563.12	95,015.22	159.98	0.00	5,000.00	(5,000.00)
64420	EQUIP & VEHICLES	0.00	10,066.27	82,448.45	68,350.20	63,201.00	5,149.20
65210	PROPERTY INSURANCE	89,298.50	85,374.15	88,007.90	107,949.93	24,500.00	83,449.93
65220	LIABILITY INSURANCE	6,334.00	6,334.00	7,768.00	0.00	7,800.00	(7,800.00)
65240	FLEET INSURANCE	10,325.00	8,829.00	10,324.88	8,843.29	47,000.00	(38,156.71)
65250	ACCIDENT INS FOR STUDENTS	0.00	14,982.62	14,982.62	0.00	15,000.00	(15,000.00)
65310	TELEPHONE	110,695.00	86,513.98	35,372.27	16,199.61	200.00	15,999.61
65320	POSTAGE	3,110.28	3,457.18	1,948.84	295.22	1,900.00	(1,604.78)
65330	NETWORK/INTERNET SERVICES	0.00	0.00	0.00	3,531.00	1,400.00	2,131.00
65331	BROADBAND	0.00	0.00	0.00	285.00	0.00	285.00
65400	ADVERTISING	201.00	1,032.99	66.99	356.60	100.69	255.91
65500	PRINTING & BINDING	0.00	1,317.45	76.11	283.23	200.00	83.23
65650	INTERM AGENCY-OUT OF STATE	0.00	0.00	3,703.33	0.00	0.00	0.00
65810	TRVL-CERT-IN DISTRICT	117.18	268.80	0.00	0.00	0.00	0.00

EXPENDITURES

EARLE SCHOOL DISTRICT

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Unrestricted Funds

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Object Detail for Account

61000:69299|69330:69339|69350:69999

Account	Account Description	FY17	FY18	FY19	FY20 YTD as of 2020-01-22	FY20 Budget	Variance in FY20 Budget and FY20 YTD
65820	TRVL-CLS IN DISTRICT	0.00	0.00	198.04	80.64	550.00	(469.36)
65830	TRVL CERT-OUT DISTRICT	11,085.96	6,370.87	733.12	0.00	0.00	0.00
65840	TRVL CLS OUT DISTRICT	12,019.31	10,838.07	6,225.30	761.37	3,000.00	(2,238.63)
65850	TRVL CERT OUT STATE	0.00	600.18	0.00	0.00	0.00	0.00
65870	NON-EMPLOYEE TRAVEL	3,712.88	296.52	0.00	0.00	0.00	0.00
65880	MEALS	10,489.55	6,767.75	3,458.27	408.81	6,150.00	(5,741.19)
65890	LODGING	24,413.92	4,176.26	3,982.70	3,539.68	1,750.00	1,789.68
65900	MISC PURC SVS	9,534.07	4,568.44	0.00	0.00	0.00	0.00
65910	SVS PURCHASED LOCALLY	0.00	0.00	24,427.88	4,541.68	12,600.00	(8,058.32)
65920	PURC-OTHER LEA IN STATE	0.00	60,588.02	0.00	0.00	0.00	0.00
66100	GEN SUPPLIES	197,629.09	179,073.66	126,385.99	41,717.14	81,100.21	(39,383.07)
66210	NATURAL GAS	44,002.54	66,075.28	55,704.06	11,397.69	450.00	10,947.69
66220	ELECTRICITY	129,977.13	124,257.20	110,197.79	58,943.79	4,300.00	54,643.79
66260	GASOLINE/DIESEL	63,588.18	34,316.55	46,926.61	27,055.24	1,700.00	25,355.24
66410	TEXTBOOKS	0.00	4,280.90	0.00	0.00	0.00	0.00
66500	TECHN SUPPLIES	0.00	3,262.29	1,095.84	23,006.51	7,350.00	15,656.51
66512	TABLET COMPUTERS	0.00	0.00	2,520.20	0.00	200.00	(200.00)
66520	OTHER	0.00	0.00	0.00	0.00	0.00	0.00
66527	T-II TECHNOLOGY	0.00	15,603.01	500.61	0.00	120.00	(120.00)
67300	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
67320	VEHICLES	1,500.00	887.84	0.00	0.00	0.00	0.00
67330	FURNITURE & FIXTURES	0.00	0.00	1,555.30	0.00	400.00	(400.00)
67340	TECH RELATED HARDWARE	0.00	23,337.70	0.00	7,341.38	150.00	7,191.38
67350	EQUIPMENT-CURR	0.00	9,416.00	0.00	0.00	100.00	(100.00)
67390	OTHER EQUIPMENT	0.00	0.00	2,002.49	0.00	1,600.00	(1,600.00)
68100	DUES AND FEES	274,455.40	139,805.80	14,931.08	2,972.94	19,600.00	(16,627.06)

EXPENDITURES

EARLE SCHOOL DISTRICT

Period 13

Unrestricted Funds

Fund/SOF 1000-1200|1204|1206:1211|1213:1222|1224:1274|1277:1280|1282:1292|1294:1319|1321:1322|1324:1390|1392:1400|1405:1999

Fund/SOF 2000-2200|2204|2206:2211|2213:2222|2224:2274|2277:2280|2282:2292|2294:2319|2321:2322|2324:2390|2392:2400|2405:2999

Fund/SOF 4000:4999

Object Detail for Account

61000:69299|69330:69339|69350:69999

Account	Account Description	FY17	FY18	FY19	FY20 YTD as of 2020-01-22	FY20 Budget	Variance in FY20 Budget and FY20 YTD
68300	INTEREST	160,371.46	74,443.19	380,002.35	342,693.76	342,693.76	0.00
68600	INT. & PENALTIES-(EX:IRS)	0.00	281.58	65.67	0.00	0.00	0.00
68610	IRS PENALTIES	0.00	18,188.28	0.00	543.94	0.00	543.94
68830	PROPERTY TAX	0.00	2,375.59	1,208.05	0.00	2,250.00	(2,250.00)
68900	MISC EXPENDITURES	0.00	3,342.85	0.02	0.00	0.00	0.00
69100	REDEMPTION OF PRINCIPAL	459,436.81	50,102.38	180,000.00	215,000.00	215,000.00	0.00
69330	TO BUILDING FUND	0.00	0.00	12,166.00	0.00	0.00	0.00
69370	TO STUDENT ACTIVITY FUND	0.00	62,832.20	0.00	0.00	0.00	0.00
69380	TO FOOD SERVICE FUND	0.00	0.00	0.00	0.00	0.00	0.00
69400	PROGRAM FUNDING RETURN	0.00	52,899.15	125,000.00	60,000.00	0.00	60,000.00
69620	STUDENT MEALS PROVISION 2	18,686.08	0.00	0.00	0.00	0.00	0.00
Other Expenditure Totals		2,028,611.05	1,697,642.54	1,654,820.28	1,213,268.71	1,201,903.49	11,365.22
Overall Expenditure Totals		4,985,524.47	5,437,944.23	5,422,809.35	2,925,250.28	4,650,046.93	(1,724,796.65)

Jan 22, 2020

ACTION ITEMS

ACTION ITEM 1

Recommendation to approve the amended salary for
Michael Small based on earned degree

Action Item #1

Recommendation to approve the amended salary for Michael Small based on earned degree

Background Information:

Mr. Small received his MSE +15 degree while working for the Earle School District. Based on the 2019-2020 Certified Salary Schedule, Mr. Small's salary will increase from \$39,200 to \$39,512

Attachment(s) Yes No

Certified Salary Schedule
Debt Request

Fiscal Impact/Debt Request

As presented in projected budget.

Superintendent's Recommendation:

It is recommended that the Commissioner approve the amended salary for Michael Small based on earned degree.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

2/11/2020

EARLE SCHOOL DISTRICT/18-02-000
CERTIFIED TEACHER SALARY SCHEDULE
2019-2020

EXPERIENCE	BSE	BSE+15	MSE	MSE+15
0	33000	33308	37550	37859
1	33461	33769	38100	38410
2	33922	34230	38650	38961
3	34372	34690	39200	39512
4	34843	35151	39750	40063
5	35304	35612	40300	40719
6	35765	36073	40850	41390
7	36226	36534	41400	41775
8	36957	37265	42450	42990
9	37417	37725	43000	43650
10	37878	38186	43550	44300
11	38339	38647	44328	45353
12	38880	39108	45542	46568
13	39261	39836	46911	47936
14	39721	40296	47462	48487
15	40304	40879	48012	49038
16	40765	41340	48563	49588
17	41226	41801	49114	50139
18	41687	42262	49665	50690
19	42148	42823	X	X
20	42608	43283	X	X

ACTION ITEM 2

Recommendation to hire Aja Jefferson as VA Facilitator,
Secondary English Language Arts (ELA)

Action Item #2

Recommendation to hire Aja Jefferson as VA Facilitator, Secondary English Language Arts (ELA)

Background Information:

Although students have a teacher via Virtual Arkansas, there is still a need for a full time VA Facilitator in the classroom.

Attachment(s) Yes No

Memo from Reginnia Williams, High School Principal

Salary Schedule

Debt Request

Fiscal Impact/Debt Request

As presented in projected budget.

Superintendent's Recommendation:

It is recommended that the Commissioner approve the recommendation to hire Aja Jefferson as VA Facilitator, Secondary English Language Arts (ELA)

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

2/11/2020

ACTION ITEM 3

Recommendation to approve the amended salary for
Corey Garrett based on earned degree

Action Item #3

Recommendation to approve the amended salary for Corey Garrett based on earned degree

Background Information:

Mr. Garrett received his MSE degree while working for the Earle School District. According to the 2019-2020 Certified Salary Schedule, Mr. Garrett's salary will increase from \$36,957 to \$42,450

Attachment(s) Yes No

Certified Salary Schedule
Debt Request

Fiscal Impact/Debt Request

As presented in projected budget.

Superintendent's Recommendation:

It is recommended that the Commissioner approve the amended salary for Corey Garrett based on earned degree.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature John Key Date 2/11/2020

EARLE SCHOOL DISTRICT/18-02-000
CERTIFIED TEACHER SALARY SCHEDULE
2019-2020

EXPERIENCE	BSE	BSE+15	MSE	MSE+15
0	33000	33308	37550	37859
1	33461	33769	38100	38410
2	33922	34230	38650	38961
3	34372	34690	39200	39512
4	34843	35151	39750	40063
5	35304	35612	40300	40719
6	35765	36073	40850	41390
7	36226	36534	41400	41775
8	36957	37265	42450	42990
9	37417	37725	43000	43650
10	37878	38186	43550	44300
11	38339	38647	44328	45353
12	38880	39108	45542	46568
13	39261	39836	46911	47936
14	39721	40296	47462	48487
15	40304	40879	48012	49038
16	40765	41340	48563	49588
17	41226	41801	49114	50139
18	41687	42262	49665	50690
19	42148	42823	X	X
20	42608	43283	X	X

ACTION ITEM 4

Recommendation to increase minimum wage for
substitute teachers

Action Item #4

Recommendation to increase minimum wage for substitute teachers

Background Information:

Due to the minimum wage for the State of Arkansas increase effective 1/1/2020, Earle School District Substitute Teachers will be paid \$75 per day in order to meet the new standard.

Attachment(s) Yes No

Correspondence from ESS

Fiscal Impact/Debt Request

Increase from \$74 per day to \$75 per day

Superintendent's Recommendation:

It is recommended that the Commissioner approve the request to increase the minimum wage for substitute teachers.

Commissioner's Decision:

Approve Recommendation
Return item for more information

Deny Recommendation

Signature



Date

2/11/2020

ACTION ITEM 5

Recommendation to approve the resignation of Odessa
Smith, High School Food Service Staff

Action Item #5

Recommendation to accept the resignation of Odessa Smith, High School Food Service Staff

Background Information:

Ms. Smith has turned in a letter of resignation

Attachment(s) Yes No

Correspondence from Alisha Lester, Child Nutrition Director

Copy of letter of resignation from Ms. Smith

Fiscal Impact/Debt Request

N/A

Superintendent's Recommendation:

It is recommended that the Commissioner approve the resignation of Ms. Smith

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

2/11/2020

ACTION ITEM 6

Recommendation to sale three non-working district owned vehicles at a public auction

Action Item #6

Recommendation to sale three non-working district owned vehicles at a public auction

Background Information:

Earle School District owns three non-working vehicles that are properly defined as surplus commodities according to district policy 7.13.

Attachment(s) Yes No

Memo from Vaughn Sanders, ESD
Transportation Director

Copy of Earle School District Policy 7.13

Fiscal Impact/Debt Request

Savings of \$1,310 per year

Superintendent's Recommendation:

It is recommended that the Commissioner approve the sale of three non-working district owned vehicles at a public auction

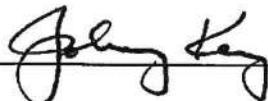
Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

2/11/2020

7.13—MANAGEMENT AND DISPOSAL OF DISTRICT PROPERTY

Definitions

For the purposes of this policy, the following definitions apply:

Commodities are all supplies, goods, material, computers, software, machinery and other equipment purchased on behalf of the district having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.

Fair market value means the amount a reasonable buyer would be willing to pay for a particular piece of property based on an objective set of criteria, which may include, but are not limited to: any improvements or damage to the property; the demand for similar property; the selling price for the property by the producer of the property or re-sale outlets; and the value of the property as determined by an independent appraiser.

Real property is land and whatever is erected or affixed to land, such as structures or buildings.

Surplus commodities are those commodities that are no longer needed, obsolete, irreparable, or worn out.

Surplus real property is real property that is not presently needed or foreseen to be needed by the District, and that has been authorized for sale as surplus real property by vote of the School Board. Surplus real property may include unused or underutilized facilities.

Trash are those items that would otherwise belong to another category of goods or property defined in this policy, but which, due to the property's age or an act of God, have less value than it would cost to repair the item. Examples could include, but are not limited to, fire damage, vehicle accidents, extreme age, and/or decline in value of the item.

Unused or underutilized facility means a school facility or other real property that:

- As a whole or in a significant portion, is not being used for a public educational, academic, extracurricular, or administrative purpose and the nonuse or underutilization threatens the integrity or purpose of the school facility or other real property as a public education facility; and
- Is not subject to either a lease to a third party for fair market value or an executed offer to purchase by a third party for fair market value as of July 30, 2017.

General Policy

The District's purchases of commodities shall be in accordance with Policy 7.5—PURCHASES AND PROCUREMENT and, to the extent applicable, the procurement requirements of any granting source of funding used to purchase the commodity. The Superintendent shall develop procedures governing the use, management, and dispersal of commodities. At a minimum, the procedures will cover the following topics:

- labeling all commodities;
- establishing adequate controls to account for their location, custody, and security;
- annually auditing the inventory of commodities and updating a listing of such commodities to reconcile the audit with the district's inventory records. The audit will be documented and account for any transfer and/or disposal of a commodity.

- Disposing of surplus commodities and surplus real property, whether purchased in whole or in part with federal grant funds or with local funds. The disposal of school property must be for the benefit of the school district and consistent with good business principles.

Disposal of Surplus Commodities

The Board of Directors recognizes that commodities sometime become of no use to the District and thus meet this policy's definition of surplus commodities.

The Superintendent or designee(s) will determine the objective fair market value (FMV) of surplus commodities. The District will strive to dispose of surplus commodities at or near their FMV.

The Superintendent may declare surplus any commodity with a fair market value of less than \$1000. **Surplus commodities with a fair market value of less than \$1000 will be periodically sold by the most efficient, cost effective means that is likely to result in sales at or near fair market value.**

The Superintendent may submit a list of surplus commodities deemed to have a fair market value of \$1,000 or greater to the Board of Directors for authorization to sell such surplus commodities. Once the Board of Directors has authorized the sale of such surplus commodities, the Superintendent or designee(s) may sell that surplus commodity as the need arises. Items with a fair market value of \$1,000 or greater will be sold by the most efficient, cost effective means that is likely to result in sales at or near fair market value. If the Superintendent chooses to dispose of the surplus items by bid, the Superintendent or designee may set a minimum or reserve price on any item, and may reject all bids. The Superintendent or designee is authorized to accept the high bid provided the high bid is at or near the fair market value without further Board action unless the high bid comes under the jurisdiction of Arkansas ethics legislation in which case the provisions of A.C.A. §§ 6-24-101–107 would apply.

If attempts at public sales failed to produce any interested buyers or bidders, such remaining unsold commodities may then, at the discretion of the Superintendent, be disposed of as scrap or junk or be donated to appropriate charitable or education related entities. Computer or technology equipment will be cleansed of data prior to disposal.

Disposal of Surplus Real Property

The Board of Directors recognizes that real property it owns sometimes becomes no longer of use to the District and thus meets this policy's definition of surplus real property.

By February 1 of each year, the District shall submit a report to the Division of Public School Academic Facilities and Transportation (Division) that identifies all unused or underutilized school facilities in the District and the unused or underutilized school facilities, if any, that are designated in the District's facilities master plan to be reused, renovated, or demolished as part of a specific committed project or planned new construction project.

If the Division classifies a District facility or District real property as being unused or underutilized, the District may appeal the Divisions determination to the Commission for Public School Academic Facilities and Transportation (Commission).

The District shall make unused or underutilized public school facilities available for lease for no more than FMV to any open-enrollment public charter school (charter) located within the District's geographic

boundaries that makes a request under the charter's statutory right of access unless the District makes an affirmative showing by a preponderance of the evidence to the Commission that:

1. The school facility, or the property to which the school facility is attached, will be needed by the District to accommodate future growth of the District; or
2. Use of the school facility or other real property by a charter would have a materially negative impact on the overall educational environment of an educational campus located within five hundred feet (500') of the school facility or other real property sought to be leased by the charter.

The terms of a lease executed between the District and a charter shall provide that the lease shall be cancelled and be of no effect if the charter:

- A. Fails to use the facility or other real property for direct student instruction or administrative purposes within two (2) years of the effective date of the lease;
- B. Closes, has its charter revoked, or has its charter application denied by the charter authorizer; or
- C. Initially uses the facility or other real property, but then leaves the facility or other real property unused for more than one hundred eighty (180) days.

If requested or agreed to by the charter, The District may sell the unused or underutilized facility or other real property to the charter for FMV

If the District decides to sell, lease, or otherwise transfer ownership of a District facility, a charter⁶ located within the District's geographic boundaries shall have a right of first refusal to purchase or lease the facility for FMV. The charter's right of first refusal shall continue for two (2) years after the date the District last used the school facility or other real property as an academic facility.

If the District decides to sell or lease a District facility or other real property that has been identified by the Division as an unused or underutilized school facility to a third party that is not a charter, then the District may not sell or lease the facility until the later of:

The District may petition the division for a waiver of the time restrictions for the sale or lease of a District's unused or underutilized facility. The petition shall include a statement that the District believes that no charter would be interested in leasing or purchasing the unused or underutilized school facility. If the District receives a waiver, the District may immediately sell, lease, or otherwise dispose of the unused or underutilized facility. The District may appeal the denial by the Division of a waiver to the Commission.

The Superintendent may submit a request to the Board of Directors for authorization to sell surplus real property. Once the Board of Directors has authorized the sale of such surplus real property, the Superintendent or designated individual(s) may sell that surplus real property as the need arises and this policy allows. The Superintendent or designee(s) shall be responsible for getting a determination of the objective FMV of surplus real property . The district will strive to dispose of surplus items at or near their FMV. The real property may be listed for sale with a real estate broker, and the Superintendent or designated individual may contract on behalf of the district to pay the usual and customary sales commission for such transactions, upon sale of the property.

If the Superintendent chooses to dispose of the surplus items by bid, the Superintendent or designee(s) may set a minimum or reserve price on any item, and may reject all bids. The Superintendent or designee is authorized to accept the high bid provided the high bid is at or near FMV without further Board action unless the high bid comes under the jurisdiction of Arkansas ethics legislation, in which case the provisions of A.C.A. §§ 6-24-101–107 would apply.

If attempts at public sales fail to produce any interested buyers or bidders, such remaining unsold real property may then, if agreed to by the Superintendent and Board of Directors, be donated to appropriate education related entities, not-for-profit organizations, the county, city, or incorporated town in accordance with the provisions of state law.

Items obtained with federal funds shall be handled in accordance with applicable federal regulations, if any.

The District may not make a part of the disposal of District real property a covenant that prohibits the sale or lease of former District facilities or other real property to a charter that is located within the District's geographic boundaries.

Disposal of Surplus Real Property After Consolidation

Except as otherwise prohibited by this policy, real property of a consolidated school district that is no longer being used for educational purposes and has not been sold, preserved, leased, or donated two (2) years after the effective date of consolidation shall be made available for use by a publicly supported institution of higher education, a technical institute, a community college, a not-for-profit organization, a county, a city, or incorporated town by the Board of Directors for the following purposes:

- Having the real property preserved, improved, upgraded, rehabilitated, or enlarged by the donee;
- Holding of classes by statutorily authorized education related entities; or
- Providing community programs and beneficial educational services, social enrichment programs, or after-school programs.

Trash

Trash, as defined in this policy, may be disposed of in the most cost efficient or effective method available to the district.

Legal References: A.C.A. § 6-13-111
 A.C.A. § 6-13-620
 A.C.A. § 6-21-108
 A.C.A. § 6-21-110
 A.C.A. § 6-21-803
 A.C.A. § 6-21-806
 A.C.A. § 6-21-815
 A.C.A. § 6-21-816
 A.C.A. § 6-24-101–107
 2 C.F.R. § 200.311
 2 C.F.R. § 200.313

Date Adopted: 6/27/18
Last Revised:

ACTION ITEM 7

Recommendation to approve the revised Earle School District Athletic Pay Schedule for working games/events

Action Item #7

Recommendation to approve the revised Earle School District Athletic Pay Schedule for working games/events

Background Information:

The Athletic Pay Schedule for working games/events has been revised to provide clarity based on per night/per game rates retroactive back to July, 2019.

Attachment(s) Yes No

Current Earle School District Athletic Pay Schedule

Revised Earle School District Athletic Pay Schedule

Fiscal Impact/Debt Request

N/A

Superintendent's Recommendation:

It is recommended that the Commissioner approve the revised Earle School District Athletic Pay Schedule for working games/events as presented.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature John Key Date 2/11/2020

Earle School District
Athletic Pay Schedule

FOOTBALL		
Sr. High Referee	\$85	per night
Jr. High Referee	\$90	per night
Chain Gang	\$40	per night
Camera/Film	\$75	per night
Announcer	\$40	per night
Clock Keeper	\$20	per night
Gate Attendant	\$40	per night
Security	\$40	per night

BASKETBALL		
Sr. High Referee	\$45	per game
Jr. High Referee	\$35	per game
Score Keeper	\$20	per game
Clock Keeper	\$20	per night
Gate Attendant	\$40	per night
Security	\$40	per night

ACTION ITEM 8

Recommendation to adopt Section 3 Revisions to the
Licensed Personnel Policy for Earle School District

Action Item #8

Recommendation to adopt Section 3
Revisions to the Licensed Personnel Policy
for Earle School District

Background Information:

Revisions to the following sections of the
Licensed Personnel Policy have been
reviewed and recommended to the
Superintendent by the PPC:

3.25, 3.28F, 3.29, 3.34, 3.38, 3.40, 3.45

Attachment(s) Yes No

Recommended Revisions to Section 3

Fiscal Impact/Debt Request

N/A

Superintendent's Recommendation:

It is recommended that the Commissioner
adopt Section 3 Revisions to the Licensed
Personnel Policy for Earle School District as
presented.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

2/11/2020

Policy Guidelines

Everything that is new in the policies is underlined in red.

The portions that are to be removed from the policies are ~~struck through~~ and are in blue.

Policies submitted: 3.25, 3.28F, 3.29, 3.34, 3.38, 3.40, 3.45

3.25 LICENSED PERSONNEL GRIEVANCES

The purpose of this policy is to provide an orderly process for employees to resolve, at the lowest possible level, their concerns related to the personnel policies or salary payments of this district.

Definitions

Grievance: a claim or concern raised by an individual employee of this school district related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules; ; federal ~~or state~~ laws and regulations; ; state laws and rules; or terms or conditions of employment, ~~raised by an individual employee of this school district~~. Other matters for which the means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, or writing up an employee under his/her supervision. A group of employees who have the same grievance may file a group grievance.

Group Grievance: A grievance may be filed as a group grievance if it meets the following criteria: (meeting the criteria does not ensure that the subject of the grievance is, in fact, grievable)

1. More than one individual has interest in the matter; and
2. The group has a well-defined common interest in the facts and/or circumstances of the grievance; and
3. The group has designated an employee spokesperson to meet with administration and/or the board; and
4. All individuals within the group are requesting the same relief.

Employee: any person employed under a written contract by this school district.

Immediate Supervisor: the person immediately superior to an employee who directs and supervises the work of that employee.

Working day: Any week day other than a holiday whether or not the employee under the provisions of their contract is scheduled to work or whether they are currently under contract.

Process

Level One: An employee who believes that he/she has a grievance shall inform that employee's immediate supervisor that the employee has a potential grievance and discuss the matter with the supervisor within five working days of the occurrence of the grievance. The supervisor shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. (The five-day requirement does not apply to grievances concerning back pay.) If the grievance is not advanced to Level Two within five working days following the conference, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

If the grievance cannot be resolved by the immediate supervisor, the employee can advance the grievance to Level Two. To do this, the employee must complete the top half of the Level Two Grievance Form within five working days of the discussion with the immediate supervisor, citing the manner in which the specific personnel policy was violated that has given rise to the grievance, and submit the Grievance Form to his/her immediate supervisor. The supervisor will have ten working days to respond to the grievance using the bottom half of the Level Two Grievance Form which he/she will submit to the

building principal or, in the event that the employee's immediate supervisor is the building principal, the Superintendent or designee.

Level Two (when appeal is to the building principal): Upon receipt of a Level Two Grievance Form, the building principal will have ten working days to schedule a conference with the employee filing the grievance. The principal shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the principal will have ten working days in which to deliver a written response to the grievance to the employee. If the grievance is not advanced to Level Three within five working days the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

Level Two (when appeal is to the Superintendent or designee): Upon receipt of a Level Two Grievance Form, the Superintendent or designee will have ten working days to schedule a conference with the employee filing the grievance. The Superintendent or designee shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the Superintendent or designee will have ten working days in which to deliver a written response to the grievance to the employee.

Level Three: If the proper recipient of the Level Two Grievance was the building principal, and the employee remains unsatisfied with the written response to the grievance, the employee may advance the grievance to the Superintendent or designee by submitting a copy of the Level Two Grievance Form and the principal's reply to the Superintendent or designee within five working days of his/her receipt of the principal's reply. The Superintendent or designee will have ten working days to schedule a conference with the employee filing the grievance. The Superintendent or designee shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the Superintendent or designee will have ten working days in which to deliver a written response to the grievance to the employee.

Appeal to the Board of Directors: An employee who remains unsatisfied by the written response of the Superintendent or designee may appeal the Superintendent or designee's decision to the Board of Education within five working days of his/her receipt of the Superintendent or designee's written response by submitting a written request for a board hearing to the Superintendent or designee. If the grievance is not appealed to the Board of Directors within five working days of his/her receipt of the Superintendent or designee's response, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

The school board will address the grievance at the next regular meeting of the school board, unless the employee agrees in writing to an alternate date for the hearing. After reviewing the Level Two Grievance Form and the Superintendent or designee's reply, the board will decide if the grievance, on its face, is grievable under district policy. If the grievance is presented as a group grievance, the Board shall first determine if the composition of the group meets the definition of a group grievance. If the Board determines that it is a group grievance, the Board shall then determine whether the matter raised is grievable. If the Board rules the composition of the group does not meet the definition of a group grievance, or the grievance, whether group or individual, is not grievable, the matter shall be considered closed. (Individuals within the disallowed group may choose to subsequently refile their grievance as an individual grievance beginning with Level One of the process.) If the Board rules the grievance to be grievable, they shall immediately commence a hearing on the grievance. All parties have the right to representation by a person of their own

choosing who is not a member of the employee's immediate family at the appeal hearing before the Board of Directors. The employee shall have no less than 90 minutes to present his/her grievance, unless a shorter period is agreed to by the employee, and both parties shall have the opportunity to present and question witnesses. The hearing shall be open to the public unless the employee requests a private hearing. If the hearing is open, the parent or guardian of any student under the age of eighteen years who gives testimony may elect to have the student's testimony given in closed session. At the conclusion of the hearing, if the hearing was closed, the Board of Directors may excuse all parties except board members and deliberate, by themselves, on the hearing. At the conclusion of an open hearing, board deliberations shall also be in open session unless the board is deliberating the employment, appointment, promotion, demotion, disciplining, or resignation of the employee. A decision on the grievance shall be announced no later than the next regular board meeting.

Records

Records related to grievances will be filed separately and will not be kept in, or made part of, the personnel file of any employee. The PPC chair and Superintendent or designee's secretary will maintain level two and above grievances.

Reprisals

No reprisals of any kind will be taken or tolerated against any employee because he/she has filed or advanced a grievance under this policy.

Legal References: A.C.A. § 6-17-208,210

Date Adopted: 04/30/2018

Last Revised:

3.28F-LICENSED PERSONNEL EMPLOYEE INTERNET USE AGREEMENT

Name (Please Print)

School_____

Date_____

The Earle School District agrees to allow the employee identified above (“Employee”) to use the district’s technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Employee’s use of the district’s access to the Internet is a privilege conditioned on the Employee’s abiding by this agreement.

2. Acceptable Use: The Employee agrees that in using the District’s Internet access he/she will obey all federal and state laws and regulations and all state laws and rules. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee’s use of the District’s Internet access interfere with, or detract from, the performance of his/her job-related duties.

3. Penalties for Improper Use: If the Employee violates this agreement and misuses the Internet, the Employee shall be subject to disciplinary action up to and including termination.

4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
 - a. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
 - b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - c. posting anonymous messages on the system;
 - d. using encryption software other than when required by the employee’s job duties;
 - e. wasteful use of limited resources provided by the school including paper;
 - f. causing congestion of the network through lengthy downloads of files other than when required by the employee’s job duties;
 - g. vandalizing data of another user;
 - h. obtaining or sending information which that could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - i. gaining or attempting to gain unauthorized access to resources or files;
 - j. identifying oneself with another person’s name or password or using an

- account or password of another user without proper authorization;
- k. using the network for financial or commercial gain without district permission;
- l. theft or vandalism of data, equipment, or intellectual property;
- m. invading the privacy of individuals other than when required by the employee's job duties;
- n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- o. introducing a virus to, or otherwise improperly tampering with, the system;
- p. degrading or disrupting equipment or system performance;
- q. creating a web page or associating a web page with the school or school district without proper authorization;
- r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
- s. providing access to the District's Internet Access to unauthorized individuals; or
- t. taking part in any activity related to Internet use that creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
- u. making unauthorized copies of computer software;
- v. personal use of computers during instructional time; or
- w. Installing software on district computers without prior approval of the District Technology Coordinator or his/her designee except for District technology personnel as part of their job duties.

5. Liability for debts: Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Employee signing below agrees that in using the Internet through the District's access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the District's Internet Access and may also examine all system activities the Employee participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system.

7. Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Employee's Signature: _____ Date _____

Date Adopted: 04/23/2019

Last Revised:

3.29 - LICENSED PERSONNEL SCHOOL CALENDAR

The Superintendent or designee shall present to the personnel policies committee (PPC) a school calendar which the Board has adopted as a proposal. The Superintendent or designee, in developing the calendar, shall accept and consider recommendations from any staff member or group wishing to make calendar proposals. The PPC shall have the time prescribed by law and/or policy in which to make any suggested changes before the Board may vote to adopt the calendar.

The District shall not establish a school calendar that interferes with any scheduled statewide assessment that might jeopardize or limit the valid assessment and comparison of student learning gains.

The Earle School District shall operate by the following calendar posted our district website.

Note: A.C.A. § 6-17-201 ~~which was amended by Act 1120 of 2003~~ requires that personnel policies include the annual calendar, holidays and non-instructional days, and designation of workdays. While we feel that this phrasing is redundant, to be in compliance with the ~~Act~~ statute be sure that the calendar spells out which days are holidays, non-instructional days, and work days.

Legal References: A.C.A. § 6-15-2907(f)
 A.C.A. § 6-17-201
 ADESE Rules Governing the Arkansas Educational Support and
 Accountability Act

Date
Adopted:
04/30/18 Last
Revised:

3.34 - LICENSED PERSONNEL CELLPHONE USE

Use of cell phones or other electronic communication devices by employees during instructional time for other than instructional purposes is strictly forbidden unless specifically approved in advance by the Superintendent, building principal, or their designees.

District staff shall not be given cell phones or computers for any purpose other than their specific use associated with school business. School employees who use school issued cell phones and/or computers for non-school purposes, except as permitted by District policy, shall be subject to discipline, up to and including termination. School employees who are issued District cell phones due to the requirements of their position may use the phone for personal use on an as needed basis provided it is not during instructional time.

Except when authorized in Policy 3.51 – SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES, all All employees are forbidden from using school issued (or funded) cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including termination.

Except when authorized in Policy 3.51 – SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES, no No employee shall use any device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including termination.

Cross References: 3.51 – SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES
4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES
7.14—USE OF DISTRICT CELL PHONES AND COMPUTERS

Legal References: IRS Publication 15B
A.C.A. § 27-51-1602
A.C.A. § 27-51-1609

Date Adopted: 04/30/18

Last Revised:

3.38—LICENSED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING

Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of bullying as defined in this policy, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. The principal or his/her designee shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

District staff are required to help enforce implementation of the district's anti-bullying policy. The district's definition of bullying is included below. Students who bully another person are to be held accountable for their actions whether they occur on school equipment or property; off school property at a school-sponsored or school-approved function, activity, or event; or going to or from school or a school activity. Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

District employees are held to a high standard of professionalism, especially when it comes to employee student interactions. Actions by a District employee towards a student that would constitute bullying if the act had been performed by a student shall result in disciplinary action, up to and including termination. This policy governs bullying directed towards students and is not applicable to adult on adult interactions. Therefore, this policy does not apply to interactions between employees. Employees may report workplace conflicts to their supervisor. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Definitions

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school

employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Cyberbullying;

2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 3.26, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- o Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- o Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

“Substantial disruption” means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of bullying as defined in this policy, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

District staff are required to help enforce implementation of the district’s anti-bullying policy. Students who bully another person are to be held accountable for their actions whether they occur on school equipment or property; off school property at a school-sponsored or school-approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops. Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously.

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
 - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.

4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists;
 - b. Whether the investigation found the credible report or complaint of bullying to be true;
 - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
 - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

District employees are held to a high standard of professionalism, especially when it comes to employee-student interactions. Actions by a District employee towards a student that would constitute bullying if the act had been performed by a student shall result in disciplinary action, up to and including termination. This policy governs bullying directed towards students and is not applicable to adult on adult interactions. Therefore, this policy does not apply to interactions between employees. Employees may report workplace conflicts to their supervisor.¹ In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notes: This policy is similar to Policy 8.26. If you change this policy, review 8.26 at the same time to ensure applicable consistency between the two.

A school employee who has reported violations under the school district's policy shall be immune from any tort liability which may arise from the failure to remedy the reported incident.

¹ This paragraph is optional. We have included it because we have received multiple phone calls where district employees were attempting to use the policy against fellow employees.

Legal Reference: A.C.A. § 6-18-514

Date Adopted:

Last Revised:

3.40-LICENSED PERSONNEL DUTY TO REPORT CHILD ABUSE, MALTREATMENT OR NEGLECT DUTIES AS MANDATED REPORTERS

It is the statutory duty of licensed school district employees ~~to: who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.~~

- If the licensed employee has reasonable cause to suspect child abuse or maltreatment, then the licensed employee shall directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment, or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.
- If the licensed employee has a good faith belief that there is a serious and imminent threat to the public based on a threat made by an individual regarding violence in or targeted at a school that has been communicated to the licensed employee in the ordinary course of his/her professional duties, then the licensed employee shall make every attempt to immediately notify law enforcement of the serious and imminent threat to the public and have notified law enforcement within twenty-four (24) hours of learning of the serious and imminent threat to the public.

The duty of mandated reporters to report suspected child abuse or maltreatment or serious and imminent threats to the public is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person or that form the basis of the serious and imminent threat to the public; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, that a serious and imminent threat to the public exists; or to rule out such a belief.¹ ~~Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.~~

Employees and volunteers who call the Child Abuse Hotline or who report serious and imminent threats to the public to law enforcement in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer from directly reporting suspected child abuse, ~~or maltreatment,~~ or a serious and imminent threat to the public, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline or law enforcement.

Notes: This policy is similar to Policy 8.34. If you change this policy, review 8.34 at the same time to ensure applicable consistency between the two.

¹ This is a delicate matter and the district would be wise to avail itself of professional development in this area available from DHS and other sources. ~~Act 1236 of 2009, codified at A.C.A. § 6-61-133,~~ requires professional development related to child maltreatment for licensed employees. ~~Language to this effect has been added to policy 3.6—LICENSED PERSONNEL EMPLOYEE TRAINING~~ includes language covering this topic.

Legal References: A.C.A. § 6-18-110
 A.C.A. § 12-18-107
 A.C.A. § 12-18-201 et seq.
 A.C.A. § 12-18-402

Date Adopted: 04/30/18
Last Revised:

3.45—LICENSED PERSONNEL SOCIAL NETWORKING AND ETHICS

Definitions

Social Media Account: a personal, individual, and non-work related account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations, such as Facebook, Twitter, LinkedIn, Snapchat, or Instagram.

Professional/education Social Media Account: an account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations, such as Facebook, Twitter, LinkedIn, Snapchat, or Instagram.

Blogs: are a type of networking and can be either social or professional in their orientation. Professional blogs are encouraged and can provide a place for teachers to post homework, keep parents up to date, and interact with students concerning school related activities. Social blogs are discouraged to the extent they involve teachers and students in a non-education oriented format.

Policy

Technology used appropriately gives faculty new opportunities to engage students. District staff are encouraged to use educational technology, the Internet, and professional/education social networks to raise student achievement and to improve communication with parents and students. Technology and social media accounts also offer staff many ways they can present themselves unprofessionally and/or interact with students inappropriately.

It is the duty of each staff member to appropriately manage all interactions with students, regardless of whether contact or interaction with a student occurs face-to-face or by means of technology, to ensure that the appropriate staff/student relationship is maintained. This includes instances when students initiate contact or behave inappropriately themselves.

Public school employees are, and always have been, held to a high standard of behavior. Staff members are reminded that whether specific sorts of contacts are permitted or not specifically forbidden by policy, they will be held to a high standard of conduct in all their interactions with students. Failure to create, enforce and maintain appropriate professional and interpersonal boundaries with students could adversely affect the District's relationship with the community and jeopardize the employee's employment with the district.

The [Arkansas Department of Division of Elementary and Secondary Education \(DESE\) Rules Governing the Code of Ethics for Arkansas Educators](#) requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The School Board of Directors encourages all staff to read and become familiar with the Rules. Conduct in violation of the [DESE Rules Governing the Code of Ethics for Arkansas Educators](#), including, but not limited to conduct relating to the inappropriate use of technology or online resources, may be reported to the Professional Licensure Standards Board (PLSB) and may form the basis for disciplinary action up to and including termination.

Staff members are discouraged from creating personal social media accounts to which they invite students to be friends or followers.¹ Employees taking such action do so at their own risk and are advised to monitor the site's privacy settings regularly.

District employees may set up blogs and other professional/education social media accounts using District resources and following District guidelines¹ to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Accessing professional/education social media during school hours is permitted.

Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience that digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability. A good rule of thumb for staff to use is, if you wouldn't say it in class, don't say it online.

Whether permitted or not specifically forbidden by policy, or when expressed in an adult-to-adult, face-to-face context, what in other mediums of expression could remain private opinions, including likes or comments that endorse or support the message or speech of another person, when expressed by staff on a social media website, have the potential to be disseminated far beyond the speaker's desire or intention. This could undermine the public's perception of the individual's fitness to educate students, thus undermining the teacher's effectiveness. In this way, the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

Accessing social media websites for personal use during school hours is prohibited, except during breaks or preparation periods. Staff are discouraged from accessing social media websites on personal equipment during their breaks and/or preparation periods because, while this is not prohibited, it may give the public the appearance that such access is occurring during instructional time. Staff shall not access social media websites using district equipment at any time, including during breaks or preparation periods, except in an emergency situation or with the express prior permission of school administration. All school district employees who participate in social media websites shall not post any school district data, documents, photographs taken at school or of students, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

Specifically, the following forms of technology based interactivity or connectivity are expressly permitted or forbidden²:

Privacy of Employee's Social Media Accounts

In compliance with A.C.A. § 11-2-124, the District shall not require, request, suggest, or cause a current or prospective employee to:

1. Disclose the username and/or password to his/her personal social media account;
2. Add an employee, supervisor, or administrator to the list of contacts associated with his/her personal social media account;

3. Change the privacy settings associated with his/her personal social media account; or
4. Retaliate against the employee for refusing to disclose the username and/or password to his/her personal social media account.

The District may require an employee to disclose his or her username and/or password to a personal social media account if the employee's personal social media account activity is reasonably believed to be relevant to the investigation of an allegation of an employee violating district policy; local laws; ~~or~~ state laws and rules; ~~or~~ federal ~~or local~~ laws ~~or~~ and regulations. If such an investigation occurs, and the employee refuses, upon request, to supply the username and/or password required to make an investigation, disciplinary action may be taken against the employee, which could include termination or nonrenewal of the employee's contract of employment with the District.

Notwithstanding any other provision in this policy, the District reserves the right to view any information about a current or prospective employee that is publicly available on the Internet.

In the event that the district inadvertently obtains access to information that would enable the district to have access to an employee's personal social media account, the district will not use this information to gain access to the employee's social media account. However, disciplinary action may be taken against an employee in accord with other District policy for using district equipment or network capability to access such an account. Employees have no expectation of privacy in their use of District issued computers, other electronic device, or use of the District's network. (See policy 3.28—LICENSED PERSONNEL COMPUTER USE POLICY)

Notes: This policy is similar to policy 8.37. If you change this policy, review 8.37 at the same time to ensure applicable consistency between the two.

While only the Privacy of Employee's Social Media Accounts section of this policy is required by statute, ASBA strongly recommends adopting the policy in its entirety after consulting with staff for localizing purposes.

~~This policy is similar to policy 8.37. If you change this policy, review 8.37 at the same time to ensure applicable consistency between the two.~~

¹ The policy's separate definitions for "social media websites" and "professional/education social media accounts" are important. Districts are encouraged to establish "professional/education social media accounts" as an acceptable means of teacher and district communication with students and parents. This can serve to discourage inappropriate staff/student interactions on "social media websites." ASBA strongly suggests using the discussions for modifying/personalizing this policy as a means for generating the acceptable guidelines and procedures for staff creation of private "professional/education social networks". We recommend **NOT** incorporating the guidelines into the policy, but have them available for all staff to review. Incorporating them into the policy will make it much harder to change them if the need arises.

² What is and is not acceptable staff/student interaction on social networking websites is an education community decision, and will vary from district to district. As a general rule, the greater the degree of real-life connections and interactivity between staff and students that normally occur in the community, the greater the tolerance will be for virtual connections and interactivity. Use the following list to help guide discussions with staff to determine which items should be included in the policy and with what modifications/stipulations. It is as important to include in the policy what **is** permitted as what **is not** permitted. Your discussions may elicit additional bullets to include in the policy:

- Sharing personal landline or cell phone numbers with students;
- Text messaging students;
- Emailing students other than through and to school controlled and monitored accounts;

- Soliciting students as friends or contacts on social networking websites;
- Accepting the solicitation of students as friends or contacts on social networking websites;
- Creation of administratively approved and sanctioned “groups” on social networking websites that permit the broadcast of information without granting students access to staff member’s personal information;
- Sharing personal websites or other media access information with students through which the staff member would share personal information and occurrences.

Cross reference: 3.28—LICENSED PERSONNEL COMPUTER USE POLICY

Legal References: A.C.A. § 11-2-124
DESE RULES GOVERNING THE CODE OF ETHICS FOR ARKANSAS
EDUCATORS

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