

AGENDA

EARLE SCHOOL DISTRICT

June 14, 2021

BOARD MEETING

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
 - a. Bank Reconciliation
 - b. Projection Worksheet
 - c. Detailed Statement of Changes in Fund Balances Report
 - d. Summary Revenue Status Report
 - e. Summary Revenue Comparison Report
 - f. Summary Expenditure Status Report
 - g. Summary Expenditure Comparison Report
 - h. Purple Pages

Action Item

1. Recommendation to approve changes to personnel policies
2. Recommendation to approve recommendations for High School MCL positions
3. Recommendation to approve classified leave payout
4. Recommendation to approve certified leave payout
5. Recommendation to approved 3 certified resignations
6. Recommendation to approve termination of classified employee
7. Recommendation to approve classified staff for SY 2021/22
8. Recommendation to enter into a contract with ACME Pest Management Inc.

REPORTS

**Superintendent's Report
Earle School District
June 21, 2021**

Academics

All of our senior class graduated in May. Students in need of additional support for learning loss are attending summer school at Earle High School this month.

Human Capital

Open positions are being posted on Handshake, the AAEA job board, Indeed.com, and our school website. It has been difficult to staff and with our salaries at the minimum level, the struggle continues with the minimum starting salaries. A [recruiting flyer](#) is also posted on Facebook. Our teams have been interviewing for the following open positions:

- Upper level math
- Upper level science
- 5th & 6th grade math
- Elementary PE
- Elementary music
- K-12 Library Media Specialist
- Family & Consumer Science
- ISS

Student Support

Students are working in summer school in small groups to obtain skills they may have lost throughout the pandemic. Meals are provided as part of the seamless summer program.

Stakeholder Communication

Parents and community members had the opportunity to share their ideas on how best to use ESSER funds. District leadership team members met with SGA representatives to hear their ideas for ESSER funds, as well as answer questions the students had.

The Advisory Board and superintendent had a 3-hour finance training presented by Stephens, Inc. this month. The session was very helpful for everyone.

Fiscal Operations

Staffing meetings between the fiscal unit and the superintendent were held this month to determine which positions need to be filled and ensure contracts and the staffing sheet are accurate.

Facilities

The ESSER II and III plan is being completed and will be ready to submit for approval this month. The plan includes HVAC and air quality upgrades which is very important.

REPORT

FISCAL

ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK
 DATE: 06/02/2021
 TIME: 11:58:51

EARLE SCHOOL DISTRICT 2
 BANK RECONCILIATION REPORT
 FOR PERIOD 11 OF 2021

PAGE NUMBER: 8
 MODULE NUM: BNKRE1EAR
 SORT BY CHECK NO
 ALL CHECKS

PAYEE NAME	CHECK DATE	CLEARED DATE	CHECK NUMBER	OUTSTANDING	CANCELLED
TOTAL OUTSTANDING CHECKS FOR PERIOD =				101,746.05	
TOTAL OF CANCELLED CHECKS FOR PERIOD =					400,920.25
TOTAL CHECKS WRITTEN FOR PERIOD =				438,031.12	

1. BALANCE SHOWN ON BANK STATEMENT AT PERIOD END: 951,804.85
2. ADD: CASH IN TRANSIT AT END OF PERIOD: .00
3. SUB-TOTAL: 951,804.85
4. DEDUCT OUTSTANDING CHECKS FOR PERIOD: 101,746.05
5. ADJUSTED BANK BALANCE AT END OF PERIOD: 850,058.80
6. CASH BALANCE AT END OF PERIOD: 850,058.80
7. VARIANCE: .00

District :

Unrestricted Funds:

Earle

1000|1001|1218|1240|1244|1365|2000|2001|2003|2218|2240|2244|2271|2282|2365|2222|2372|2373|2380|2392|2941|4000|

2020-2021	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	TOTAL	
BEGINNING BALANCE	July	August	September	October	November	December	January	February	March	April	May	June	Period 13	Period 13	Period 13	Period 13	Period 13	Period 13	Period 13	TOTAL	
REVENUE																					
Local Tax (received July - Decemb 11110:11115	29,248.69	28,655.08	49,203.27	144,438.75	652,237.68	65,000.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	965,480.16
Local Tax (received January - Jun 11120:11125	(7,046.68)	0.00	0.00	0.00	0.00	0.00	76,277.42	0.00	25,287.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	362,717.61
Other Local Revenue	15,547.76	6,359.74	8,698.42	5,995.15	27,682.26	36,272.32	44,684.03	0.00	90,048.70	1,005.00	55,017.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	290,691.38
Foundation Funding	212,501.00	212,501.00	212,502.00	212,502.00	212,502.00	212,502.00	212,502.00	214,684.00	214,684.00	214,684.00	214,684.00	214,684.00	214,684.00	214,684.00	214,684.00	214,684.00	214,684.00	214,684.00	214,684.00	214,684.00	2,346,248.00
Other State Aide	35,140.00	0.00	0.00	0.00	0.00	0.00	129,742.00	0.00	92,377.05	0.00	10,653.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	287,912.06
Other Revenue	168,000.00	0.00	2,443.00	0.00	0.00	0.00	35,140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143,884.48
Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168,000.00
Trans from Operating Fund	52200	0.00	0.00	0.00	0.00	0.00	135,307.71	157,236.00	118,288.69	151,064.39	181,122.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers (From Building Fund	52300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Compen-Loss Fixed Assets	53400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	453,391.77	353,817.30	272,846.69	362,926.90	891,821.94	1,759,971.43	633,633.16	371,920.00	640,686.47	366,753.39	730,371.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	546,352.09
EXPENDITURES																					
Salaries & Benefits	132,341.60	255,045.25	258,454.68	275,291.13	261,233.46	385,834.76	257,054.77	260,908.62	206,421.99	264,002.81	290,208.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,846,797.72
Other Expenditures	17,171.46	31,893.47	45,881.73	239,652.32	90,651.92	568,800.01	46,627.51	48,658.50	50,826.45	78,486.77	62,389.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,301,039.20
Debt Services Payments	168,121.88	0.00	0.00	0.00	0.00	0.00	393,121.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	661,243.76
All Other Debt Payments (all typ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Salary Fund	69310	0.00	0.00	0.00	0.00	879,489.71	136,307.71	157,236.00	118,288.69	151,064.39	181,122.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers to Blig fund	69330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers to Food Service Fun	69380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other: Non-Expenditure	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	100,000.00
Total Expenditures	317,634.94	296,938.72	314,336.41	624,943.46	361,886.38	1,864,124.46	842,111.87	476,803.12	386,537.13	603,653.97	643,720.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,431,689.53
ENDING BALANCE	232,699.60	289,678.18	248,086.46	86,071.91	616,008.47	491,865.42	283,376.71	178,493.69	333,641.93	196,841.35	383,492.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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SELECTION CRITERIA: orgn.fund in ('1000', '1001', '1218', '1240', '1244', '1365', '2000', '2001', '2003', '2218', '2240', '2244', '2271', '2282',

FUND/SF	FUND TITLE	BEG BALANCE	REVENUE	NON-REVENUE	NON-EXPEND	EXPENDITURES	END BALANCE
1000	TEACHER SALARY FUND	.00	.00	181,122.75	.00	181,122.75	.00
1001	OPERATING SALARY	.00	.00	.00	.00	.00	.00
1218	DECLINING ENROLLMENT	.00	.00	.00	.00	.00	.00
1240	SP ED SUPV	.00	.00	.00	.00	.00	.00
1244	EXTENDED DAY	.00	.00	.00	.00	.00	.00
1365	ABC TEACHER SALARY	.00	.00	.00	.00	.00	.00
TOTAL	TEACHER SALARY FUND	.00	.00	181,122.75	.00	181,122.75	.00
2000	FOUNDATION FUND	-2,673,199.72	.00	.00	181,122.75	126,670.77	-2,980,993.24
2001	OPERATING FUND	2,685,252.97	502,117.11	.00	10,000.00	44,804.19	3,132,565.89
2003	LIFE STRATEGIES/MENT	.00	.00	.00	.00	.00	.00
2218	DECLINING ENROLLMENT	70,778.40	10,653.00	.00	.00	.00	81,431.40
2222	ENHANCED TRANSPORTAT	52,187.37	.00	.00	.00	.00	52,187.37
2240	SP. ED. SUPERVISOR-S	2,259.90	.00	.00	.00	.00	2,259.90
2244	EXTENDED DAY	45,228.16	.00	.00	.00	.00	45,228.16
2271	GIFTED & TALENTED	195.00	.00	.00	.00	.00	195.00
2282	NSL MATCH GRANT	35,479.72	.00	.00	.00	.00	35,479.72
2365	ARKANSAS BETTER CHAN	5,578.56	.00	.00	.00	.00	5,578.56
2372	HIPPY SUPPL	.00	.00	.00	.00	.00	.00
2373	HIPPY	.00	.00	.00	.00	.00	.00
2380	INFANT/TODDLER PROG.	350.00	.00	.00	.00	.00	350.00
2392	GEN FACILITIES FUNDS	.00	.00	.00	.00	.00	.00
2941	GOVS' COMPUTER SCI G	421.42	.00	.00	.00	.00	421.42
TOTAL	FOUNDATION FUND	224,531.78	512,770.11	.00	191,122.75	171,474.96	374,704.18
4000	DEBT SERVICE FUND	-27,690.43	36,479.00	.00	.00	.00	8,788.57
TOTAL	DEBT SERVICE FUND	-27,690.43	36,479.00	.00	.00	.00	8,788.57
TOTAL		196,841.35	549,249.11	181,122.75	191,122.75	352,597.71	383,492.75

EARLE SCHOOL DISTRICT 2
 SUMMARY REVENUE STATUS REPORT (BOARD FORMAT)

SELECTION CRITERIA: orgn.fund in ('1000', '1001', '1218', '1240', '1244', '1365', '2000', '2001', '2003', '2218', '2240', '2244', '2271', '2282',
 ACCOUNTING PERIOD: 11/21

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
52202	ADDITIONAL TRANSFER	217,152.32	.00	.00	.00	217,152.32	.00
52203	TSFR TO 1000 COMP SCI BON	.00	.00	.00	51,830.48	-51,830.48	.00
52205	TRANS FROM BUILDING FUND	.00	.00	.00	.00	.00	.00
52300	TRANS FROM DEBT SERV FUND	.00	.00	.00	.00	.00	.00
52400	TRANS FROM FEDERAL GRANTS	.00	.00	.00	.00	.00	.00
52600	INDIRECT	.00	.00	.00	.00	.00	.00
52900	SALE OF EQUIPMENT	57,994.19	.00	.00	.00	57,994.19	.00
53100	COMPEN-LOSS FIXED ASSETS	.00	.00	.00	548,362.09	-548,362.09	.00
53400	COMP LOSS NONFIXED ASSET	.00	.00	.00	.00	.00	.00
53500							
TOTAL REPORT		10,680,416.55	730,371.86	.00	6,769,970.39	3,910,446.16	63.39

ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK
 DATE: 06/02/2021
 TIME: 13:27:48

EARLE SCHOOL DISTRICT 2
 SUMMARY REVENUE COMPARISON REPORT

PAGE NUMBER: 1
 REVCOM31

SELECTION CRITERIA: orgn.fund like '2001%'
 ACCOUNTING PERIOD: 11/21

FUND - 2001 - OPERATING FUND

TITLE	BUDGET	CURRENT YEAR REVENUE	BALANCE	%	BUDGET	PRIOR YEAR REVENUE	BALANCE	%
TOTAL OPERATING FUND	4,352,770.67	4,328,944.33	23,826.34	99.45	4,334,353.28	4,108,929.32	225,423.96	94.80
TOTAL REPORT	4,352,770.67	4,328,944.33	23,826.34	99.45	4,334,353.28	4,108,929.32	225,423.96	94.80

SELECTION CRITERIA: orgn.fund in ('1000', '1001', '1218', '1240', '1244', '1365', '2000', '2001', '2003', '2218', '2240', '2244', '2271', '2282',
 ACCOUNTING PERIOD: 11/21

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
61110	CERT SALARY	1,985,370.93	100,091.16	.00	1,564,417.10	420,953.83	78.80
61120	CLS SALARY	713,786.63	48,083.29	.00	565,643.59	148,143.04	79.25
61210	TEMP-CERTIFIED	.00	.00	.00	.00	.00	.00
61220	TEMP-CLASSIFIED	.00	.00	.00	.00	.00	.00
61310	OVERTIME	.00	.00	.00	198.00	-198.00	.00
61320	CLASSIFIED OVERTIME	.00	.00	.00	.00	.00	.00
61510	CERTIFIED BONUS	.00	300.00	.00	1,759.85	-1,759.85	.00
61610	CERTIFIED WORKSHOPS	.00	79,655.27	.00	80,000.27	-80,000.27	.00
61710	CERT SUBSTITUTES	.00	.00	.00	.00	.00	.00
61720	CLS SUBSTITUTES	37,867.11	3,135.98	.00	30,027.02	7,840.09	79.30
61810	CERT UNUSED SICK	.00	.00	.00	1,704.45	-1,704.45	.00
61820	CLS UNUSED SICK	.00	.00	.00	.00	.00	.00
61840	CLS UNUSED VACATION	.00	.00	.00	.00	.00	.00
62110	CERT GROUP INS	.00	.00	.00	16,275.00	-16,275.00	.00
62120	CLS GROUP INS	10,807.20	972.25	.00	185.42	-185.42	.00
62210	CERT SOC SEC	5,463.83	395.87	.00	9,558.43	1,248.77	88.45
62220	CLS SOC SEC	124,002.36	10,611.80	.00	4,348.01	1,115.82	79.58
62260	CERT MEDICARE	43,374.36	3,216.03	.00	100,724.96	23,277.40	81.23
62270	CLS MEDICARE	29,000.90	2,481.95	.00	34,808.70	8,565.66	80.25
62310	CLS TCH RET-CONT	10,144.00	752.17	.00	23,557.22	5,443.68	81.23
62311	SURCHARGE INSTRUCTIONAL	278,311.77	25,248.61	.00	8,140.87	2,003.13	80.25
62320	CLS TCH RET - CONT	103,980.35	366.84	.00	233,692.25	44,619.52	83.97
62510	CERT UNEMPLOY COMP	.00	8,284.87	.00	1,869.55	-1,869.55	.00
62610	CERT WKR'S COMP	.00	.00	.00	94,245.27	9,735.08	90.64
62620	CLS WKR'S COMP	13,419.33	.00	.00	9,764.07	-9,764.07	.00
62710	CERT HEALTH BENEFITS	12,936.21	.00	.00	12,936.21	13,419.33	.00
62711	CRT PREMIUM ASSISTANCE EBD	43,220.47	4,408.35	.00	42,798.98	420.49	99.03
62720	CLS HEALTH BENEFITS	2,912.35	1,405.35	.00	3,588.88	-676.53	123.23
62721	CLS PREM ASSISTANCE EBD	15,273.60	1,687.76	.00	18,286.30	-3,012.70	119.72
63120	MANAGEMENT SERVICES	997.45	111.10	.00	1,202.53	-205.08	120.56
63210	INSTRUCTIONAL SERVICES	.00	.00	.00	3,700.00	-3,700.00	.00
63220	SUBSTITUTE TEACH PURC.SVC	69,000.00	11,881.73	.00	117,436.74	-48,436.74	170.20
63221	CLASSIFIED SUB	80,000.00	5,624.69	.00	40,058.47	39,941.53	50.07
63240	STUDENT ASSESSMENT	.00	8,041.16	.00	21,251.49	-21,251.49	.00
63310	PD- CERTIFIED	1,000.00	.00	.00	5,623.78	-4,623.78	562.38
63320	PD- CLASSIFIED	.00	30.00	.00	710.00	-710.00	.00
63420	ENGINEERING & FACLTES COOR	600.00	.00	.00	445.00	155.00	74.17
63430	ACCOUNTING	.00	.00	.00	.00	.00	.00
63440	LEGAL	.00	.00	.00	.00	.00	.00
63450	MEDICAL	3,000.00	.00	.00	125.00	-125.00	.00
63530	SOFTWARE MAINTNCE & SUPPR	950.00	.00	.00	4,659.90	-1,659.90	155.33
63900	OTHER PURC PROF/TECH SVS	.00	.00	.00	215.00	735.00	22.63
64110	WATER/SEWER	7,400.00	.00	.00	1,188.76	-1,188.76	.00
64210	DISPOSAL/SANATATION	13,600.00	894.64	.00	4,378.49	3,021.51	59.17
64230	CUSTODIAL	18,550.00	1,365.19	.00	9,552.82	4,047.18	70.24
64240	LAWN CARE	.00	.00	.00	15,017.09	3,532.91	80.95
64310	NON TECH REPAIRS & MAINTN	2,000.00	.00	.00	.00	.00	.00
64320	TECH REPAIRS & MAINTNCE	23,100.00	3,669.28	.00	1,575.00	425.00	78.75
64420	EQUIP & VEHICLES	.00	.00	.00	558,091.29	-534,991.29	2415.98
65210	PROPERTY INSURANCE	1,500.00	1,735.50	.00	79,022.96	-77,522.96	.00
65220	LIABILITY INSURANCE	108,000.00	.00	.00	107,912.81	87.19	99.92
65240	FLEET INSURANCE	8,000.00	.00	.00	9,008.00	-1,008.00	112.60
65250	ACCIDENT INS FOR STUDENTS	9,000.00	.00	.00	8,218.00	1,782.00	91.31
65310	TELEPHONE	15,000.00	.00	.00	.00	15,000.00	.00
65310	TELEPHONE	20,000.00	1,085.56	.00	19,493.89	15,506.11	97.47

SELECTION CRITERIA: orgn.fund in ('1000', '1001', '1218', '1240', '1244', '1365', '2000', '2001', '2003', '2218', '2240', '2244', '2271', '2282',
 ACCOUNTING PERIOD: 11/21

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
65320	POSTAGE	1,500.00	7.00	.00	181.95	1,318.05	12.13
65330	NETWORK/INTERNET SERVICES	.00	1,177.00	.00	11,770.00	-11,770.00	.00
65331	BROADBAND	1,500.00	95.00	.00	950.00	550.00	63.33
65400	ADVERTISING	650.00	.00	.00	460.00	190.00	70.77
65500	PRINTING & BINDING	300.00	.00	.00	273.49	26.51	91.16
65650	INTERM AGENCY-OUT OF STATE	300.00	.00	.00	.00	.00	.00
65820	TRVL-CLS IN DISTRICT	300.00	72.24	.00	414.12	-114.12	138.04
65830	TRVL CERT-OUT DISTRICT	.00	.00	.00	.00	.00	.00
65840	TRVL CLS OUT DISTRICT	.00	.00	.00	.00	.00	.00
65880	MEALS	1,000.00	.00	.00	.00	1,000.00	.00
65890	LODGING	1,000.00	.00	.00	.00	1,000.00	.00
65910	SVS PURCHASED LOCALLY	4,500.00	.00	.00	3,139.02	1,360.98	69.76
66100	GEN SUPPLIES	5,000.00	.00	.00	7,196.65	-2,196.65	143.93
66210	NATURAL GAS	252,180.00	9,872.56	.00	70,842.66	181,337.34	28.09
66220	ELECTRICITY	41,300.00	1,960.18	.00	39,879.54	1,420.46	96.56
66260	GASOLINE/DIESEL	55,800.00	7,476.78	.00	97,669.73	-41,869.73	175.04
66410	TEXTBOOKS	1,700.00	6,976.37	.00	27,129.11	-25,429.11	1595.83
66500	TECHN SUPPLIES	27,500.00	25.56	.00	3,783.55	-3,783.55	.00
66512	TABLET COMPUTERS	.00	.00	.00	.00	27,500.00	.00
66527	T-II TECHNOLOGY	200.00	.00	.00	.00	200.00	.00
67320	VEHICLES	.00	.00	.00	.00	.00	.00
67330	FURNITURE & FIXTURES	.00	.00	.00	.00	.00	.00
67340	TECH RELATED HARDWARE	6,500.00	.00	.00	4,236.96	2,263.04	65.18
67350	EQUIPMENT-CURR	.00	.00	.00	.00	.00	.00
67360	OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00
67390	DUES AND FEES	1,500.00	.00	.00	.00	1,500.00	.00
68100	INTEREST	7,200.00	398.62	.00	16,122.13	-8,922.13	223.92
68300	INT. & PENALTIES-(EX. IRS)	332,868.76	.00	.00	336,243.76	-3,375.00	101.01
68600	IRS PENALTIES	.00	.00	.00	.00	.00	.00
68810	PROPERTY TAX	1,200.00	.00	.00	.00	.00	.00
68910	BOOKKEEPING ERRORS	.00	.00	.00	1,328.44	-128.44	110.70
69100	REDEMPTION OF PRINCIPAL	225,000.00	.00	.00	7,977.36	-7,977.36	.00
69310	TO SALARY FUND	2,023,238.04	181,122.75	.00	225,000.00	.00	100.00
69313	TSFR TO 1000 ADE CMP SCI	.00	.00	.00	1,622,509.25	400,728.79	80.19
69320	TO OPERATING FUND	.00	.00	.00	51,830.48	-51,830.48	.00
69321	FOUNDATION TRANSFER	.00	.00	.00	.00	.00	.00
69322	ADDITIONAL OP TRANSFER	3,328,777.76	.00	.00	.00	3,328,777.76	.00
69330	TO BUILDING FUND	217,152.32	.00	.00	.00	217,152.32	.00
69340	TO DEBT SERVICE FUND	323,368.76	.00	.00	.00	323,368.76	.00
69400	PROGRAM FUNDING RETURN	.00	10,000.00	.00	100,000.00	-100,000.00	.00

TOTAL REPORT	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL REPORT	10,672,804.49	543,720.46	.00	6,483,420.41	4,189,384.08	60.75

ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK
DATE: 06/02/2021
TIME: 13:26:08

EARLE SCHOOL DISTRICT 2
SUMMARY EXPENDITURE COMPARISON REPORT

PAGE NUMBER: 2
EXPCOM31

SELECTION CRITERIA: orgn.fund in ('1000', '2000', '2001')
ACCOUNTING PERIOD: 11/21

TOTAL OFFICE PRINCIPAL SER	170,000.00	156,923.04	13,076.96	92.31	165,900.00	153,138.48	12,761.52	92.31
TOTAL TEACHER SALARY FUND	2,023,238.04	1,672,684.73	350,553.31	82.67	2,384,822.91	1,676,368.99	708,453.92	70.29

EARLE SCHOOL DISTRICT 2
 SUMMARY EXPENDITURE COMPARISON REPORT

SELECTION CRITERIA: orgn.fund in ('1000', '2000', '2001')
 ACCOUNTING PERIOD: 11/21

TOTAL BOARD SECRETARY/CLER	.00	.00	.00	.00	.00	3,451.47	-3,451.47	.00
TOTAL ELECTION	.00	341.64	-341.64	.00	.00	.00	.00	.00
TOTAL OFFICE-SUPERINT/COOP	24,910.08	22,912.89	1,997.19	91.98	23,809.20	27,988.72	-4,179.52	117.55
TOTAL OTHR EXECUTIVE ADMIN	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL OFFICE PRINCIPAL SER	41,481.48	38,553.23	2,928.25	92.94	.00	36,977.78	-36,977.78	.00
TOTAL ELEM/MS SEC'Y	31,545.30	29,791.78	1,753.52	94.44	28,157.89	34,902.16	-6,744.27	123.95
TOTAL HS SEC'Y	35,984.25	31,331.24	4,653.01	87.07	64,590.17	37,989.09	26,601.08	58.82
TOTAL FISCAL SERVICES	.00	5,713.46	-5,713.46	.00	.00	.00	.00	.00
TOTAL FINANCIAL ACCOUNTING	132,857.09	90,858.30	41,998.79	68.39	37,400.00	45,262.10	-7,862.10	121.02
TOTAL OTHER FISCAL SERVICE	.00	3,595.78	-3,595.78	.00	51,111.33	43,846.94	7,264.39	85.79
TOTAL SUPV PURCHASING SERV	48,168.74	44,829.61	3,339.13	93.07	37,400.00	44,341.51	-6,941.51	118.56
TOTAL TECHNOLOGY	129,147.02	117,792.91	11,354.11	91.21	103,400.00	117,515.37	-14,115.37	113.65
TOTAL OTHER BUSINESS SERVI	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL SUPV OF OP & MAINT	53,360.16	22,875.39	30,484.77	42.87	22,925.60	23,411.04	-485.44	102.12
TOTAL SUPV OPERATION/MAINT	115,100.00	141,780.72	-26,680.72	123.18	158,900.00	166,175.38	-7,275.38	104.58
TOTAL ELEM - CUSTODIAN	237,045.64	210,319.94	26,725.70	88.73	227,719.05	233,038.11	-5,319.06	102.34
TOTAL OPERATING BUILDING S	.00	930.40	-930.40	.00	.00	.00	.00	.00
TOTAL CROSSING GUARD	2,999.52	2,767.93	231.59	92.28	.00	.00	.00	.00
TOTAL SUPV STUDENT TRANSPO	43,305.80	56,030.05	-12,724.25	129.38	44,500.00	54,364.00	-9,864.00	122.17
TOTAL VEHICLE OPERATION-ST	24,200.30	29,519.48	-5,319.18	121.98	100,865.54	62,488.86	38,376.68	61.95
TOTAL FUND TRANSFERS	2,023,238.04	1,620,854.25	402,383.79	80.11	2,333,632.91	539,998.94	1,793,633.97	23.14
TOTAL FOUNDATION FUND	3,550,781.51	2,988,844.67	561,936.84	84.17	3,555,853.44	1,973,088.73	1,582,764.71	55.49

SELECTION CRITERIA: orgn.fund in ('1000', '2000', '2001')
 ACCOUNTING PERIOD: 11/21

FUND - 2001 - OPERATING FUND

TITLE	BUDGET	CURRENT YEAR EXPENDITURES	BALANCE	%	BUDGET	PRIOR YEAR EXPENDITURES	BALANCE	%
TOTAL	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL ELEMENTARY	58,000.00	20,016.97	37,983.03	34.51	50,250.00	62,339.67	-12,089.67	124.06
TOTAL HIGH SCHOOL	107,300.00	59,679.91	47,620.09	55.62	66,450.00	142,578.19	-76,128.19	214.56
TOTAL ATHLETICS	23,800.00	11,499.75	12,300.25	48.32	23,000.00	4,152.87	18,847.13	18.06
TOTAL STUDENT ACTIVITIES	1,300.00	200.00	1,100.00	15.38	2,600.00	819.65	1,780.35	31.53
TOTAL RESOURCE ROOM	.00	1,188.76	-1,188.76	.00	.00	.00	.00	.00
TOTAL BUSINESS/OFFICE OCCU	.00	3,589.99	-3,589.99	.00	.00	.00	.00	.00
TOTAL TRADE AND INDUSTRIAL	600.00	216.26	383.74	36.04	400.00	295.99	104.01	74.00
TOTAL SPECIAL NEEDS	.00	65.00	-65.00	.00	.00	.00	.00	.00
TOTAL GIFTED AND TALENTED	2,500.00	557.49	1,942.51	22.30	.00	.00	.00	.00
TOTAL ART EDUCATION	.00	584.67	-584.67	.00	.00	.00	.00	.00
TOTAL BAND	1,250.00	79.37	1,170.63	6.35	1,200.00	.00	1,200.00	.00
TOTAL GUIDANCE SERVICES	500.00	.00	500.00	.00	600.00	.00	600.00	.00
TOTAL COUNSELING	500.00	.00	500.00	.00	500.00	.00	500.00	.00
TOTAL MEDICAL	250.00	.00	250.00	.00	50.00	.00	50.00	.00
TOTAL NURSING	.00	.00	.00	.00	.00	915.06	-915.06	.00
TOTAL OTHER HEALTH SERVICE	80.00	.00	80.00	.00	.00	65.00	-65.00	.00
TOTAL PSYCHOLOGICAL TESTIN	1,000.00	5,623.78	-4,623.78	562.38	5,850.00	5,550.30	299.70	94.88
TOTAL SPEECH PATHOLOGY	1,000.00	52,424.74	-51,424.74	5242.47	24,153.59	36,750.34	-12,596.75	152.15
TOTAL PHYSICAL/OCCUPATIONA	3,000.00	26,322.00	-23,322.00	877.40	18,334.24	19,340.94	-1,006.70	105.49
TOTAL OTHR SUPPORT SERVICE	.00	.00	.00	.00	15,000.00	.00	15,000.00	.00
TOTAL INSTR STAFF TRAINING	4,600.00	378.10	4,221.90	8.22	5,050.00	5,304.08	-254.08	105.03
TOTAL ATHLETIC DIRECTOR	.00	.00	.00	.00	200.00	.00	200.00	.00
TOTAL SUPV. ED MEDIA SERVI	.00	.00	.00	.00	1,800.00	1,785.00	15.00	99.17
TOTAL INSTR RELATED TECHNO	33,000.00	17,433.42	15,566.58	52.83	2,100.00	35,548.66	-33,448.66	1692.79
TOTAL SPECIAL EDUC SUPERVI	.00	414.12	-414.12	.00	200.00	287.28	-87.28	143.64

ACTION ITEM 3

Recommendation to approve classified leave payout

SELECTION CRITERIA: orgn.fund in ('1000', '2000', '2001')
 ACCOUNTING PERIOD: 11/21

TOTAL FUND TRANSFERS	3,869,298.84	51,830.48	3,817,468.36	1.34	3,863,659.43	81,971.00	3,781,688.43	2.12
TOTAL REPAY PRIOR YR FEDER	.00	100,000.00	-100,000.00	.00	.00	75,848.00	-75,848.00	.00
TOTAL OPERATING FUND	4,351,916.18	1,196,378.44	3,155,537.74	27.49	4,289,568.16	824,259.19	3,465,308.97	19.22
TOTAL REPORT	9,925,935.73	5,857,907.84	4,068,027.89	59.02	10,230,244.51	4,473,716.91	5,756,527.60	43.73

Budget Summary

EARLE SCHOOL DISTRICT(1802000)

<u>FY21 as of 2021-06-02</u>		<u>Ending Balance</u> 5/31/2021
Beginning Balance 7/1/2020		
<u>Revenue</u>	4,837,134.93	
96,942.77		400,257.14
FY21 Budget		
Beginning Balance 7/1/2020		Projected Balance 6/30/2021
<u>Revenue</u>	4,840,086.95	
96,942.77		106,019.17
FY20		
Beginning Balance 7/1/2019		Ending Balance 6/30/2020
<u>Revenue</u>	4,887,356.64	
85,347.19		96,942.77
FY19		
Beginning Balance 7/1/2018		Ending Balance 6/30/2019
<u>Revenue</u>	5,422,809.55	
223,977.25		85,347.19
FY18		
Beginning Balance 7/1/2017		Ending Balance 6/30/2018
<u>Revenue</u>	5,437,944.23	
509,663.29		223,977.25

(Does not include Building, Categorical, Federal, Activity and Food Service Funds)

Jun 2, 2021

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|
Fund/SOF 2000-2200|2204|2206:2211|2213:2222|2224:2274|2277:2280|2282:2292|2294:2319|
Fund/SOF 4000:4999

Object Detail for Account
10000:51999|52300-52399|52500:59999

Account	Account Description	FY18	FY19	FY20	FY21 YTD as of 2021-06-02	FY21 Budget	Variance in FY21 Budget and FY21 YTD
11110	PROPERTY TAXES-CURRENT	805,212.47	895,831.81	1,008,816.17	959,603.75	980,000.00	(20,396.25)
11115	PROPERTY TAX RELIEF	899.16	10,323.69	3,601.51	9,876.40	5,500.00	4,376.40
11120	PROPERTY TAX-40% BY 6/30	281,096.37	317,571.88	337,541.43	240,643.87	316,850.00	(76,206.13)
11125	PROP TAX RELIEF-1-6/30	112,304.07	119,282.47	116,766.51	122,073.64	100,000.00	22,073.64
11140	PROPERTY TAXES-DELINQUENT	93,788.44	118,971.16	139,259.01	181,467.01	138,425.00	43,042.01
11150	EXCESS COMMISSION	2,981.93	35,624.77	40,824.63	39,204.41	35,000.00	4,204.41
11160	LAND REDEMP-IN STATE SALE	22,328.25	11,640.32	21,603.05	15,797.98	15,000.00	797.98
11400	PENALTIES/INTEREST ON TAX	0.00	0.00	639.82	324.75	450.00	(125.25)
11500	INT UNAPPORTIONED PROPERTY	0.00	388.72	0.00	164.33	0.00	164.33
12800	REVENUE IN LIEU OF TAXES	42,774.34	12,610.83	11,313.55	12,023.46	9,500.00	2,523.46
15100	INTEREST ON INVESTMENTS	0.00	0.00	1.43	0.00	0.00	0.00
17900	OTHER STNDT ACTIVITY REV	0.00	0.00	0.00	55.00	0.00	55.00
19120	OTHER RENT-LAND OWNED LEA	0.00	0.00	0.00	6,624.00	6,624.00	0.00
19130	LEA BLDGGS & FACILITIES	0.00	500.00	200.00	1,750.00	0.00	1,750.00
19200	PRIVATE CONTRIBUTIONS	0.00	0.00	0.00	16,000.00	0.00	16,000.00
19550	TRANSITS-FLOW THRU MONEY	0.00	0.00	0.00	1,188.76	0.00	1,188.76
19800	REFUNDS OF PRIOR YR EXPEN	56,250.15	15,190.24	21,197.23	30,908.68	8,800.00	22,108.68
19900	MISC REV FR LOCAL SOURCES	14,973.13	682.29	198.55	173.00	2,000.00	(1,827.00)
31101	FOUNDATION AID FUNDING	3,153,773.00	3,020,673.00	2,792,714.00	2,346,248.00	2,550,017.00	(203,769.00)
31103	98% TAX COLLECTION RATE G	3,086.00	20,218.00	12,479.00	0.00	0.00	0.00
31400	TRANSPORTATION AID	0.00	0.00	54,471.00	54,471.00	54,471.00	0.00
31460	DECLINING ENROLLMENT FUND	63,673.00	58,520.00	140,567.00	140,395.00	140,395.00	0.00
32219	EISENHOWER MATH/SCIENCE	0.00	0.00	0.00	51,830.48	51,830.48	0.00
32221	WRITING ASSESSMENT-ACT846	0.00	0.00	0.00	0.00	0.00	0.00
32226	HIGH PRIORITY DIST GRANT	92,538.02	76,396.89	79,571.48	92,377.05	72,000.00	20,377.05
32310	HAND CHILD-SUPV/EXTEND YR	2,349.41	2,376.44	2,259.90	0.00	2,300.00	(2,300.00)
32314	EXTENDED DAY	444.00	0.00	0.00	0.00	0.00	0.00
32350	EARLY CHLD/MEDICAID MATCH	0.00	0.00	0.00	20,783.85	23,086.34	(2,302.49)
32352	NSL MATCH GRANT	0.00	0.00	0.00	7,379.79	8,197.34	(817.55)
32382	AR BETTER CHANCE(ABC)GRNT	25,633.50	35.96	9,810.26	0.00	0.00	0.00
32710	DHS/DCCECE EVEN START SUP	162,537.92	170,460.99	0.00	0.00	0.00	0.00
32726	HIPPY/ABC CHILD CARE	0.00	5,578.56	0.00	0.00	0.00	0.00
32727	INFANT/TODDLER PROGRAM	112,783.60	91,000.00	0.00	0.00	0.00	0.00
32740		9,828.00	0.00	0.00	0.00	0.00	0.00

32750	MATH CURR. GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	(30,000.00)
32915	D/S FUNDING	105,676.00	96,549.00	81,971.00	70,280.00	70,280.00	70,280.00	70,280.00	70,280.00	70,280.00	0.00
32940	BLOOMBOARD TRAININGS	4,211.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32941	GOVS' COMP SCIENCE GRANT	0.00	0.00	0.00	2,443.00	2,443.00	2,443.00	2,443.00	2,443.00	2,443.00	0.00
32990		0.00	0.00	6.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51600	TEMPORARY STATE LOAN	0.00	0.00	0.00	168,000.00	168,000.00	168,000.00	168,000.00	168,000.00	168,000.00	0.00
51999	PRIOR YR AUDIT ADJUSTMNT	(17,008.91)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52300	TRANS FROM BUILDING FUND	0.00	183,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52600	TRANS FROM FEDERAL GRANTS	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52900	INDIRECT	0.00	17,250.00	15,558.58	0.00	0.00	0.00	0.00	0.00	57,994.19	(57,994.19)
53100	SALE OF EQUIPMENT	0.00	516.00	785.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53400	COMPEN-LOSS FIXED ASSETS	0.00	2,986.47	0.00	548,362.09	548,362.09	548,362.09	548,362.09	548,362.09	548,362.09	0.00
53500	COMP LOSS NONFIXED ASSET	0.00	0.00	172.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		5,152,258.19	5,284,179.49	4,898,952.22	5,140,449.30	4,849,163.35	5,140,449.30	4,849,163.35	291,285.95	291,285.95	0.00

(Excluding transfers from 52000-52299 and 52400-52499)

Jun 2, 2021

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	FY18	FY19	FY20	FY21 YTD as of 2021-06-02	FY21 Budget	Variance in FY21 Budget and FY21 YTD
Salaries & Benefit:61110	CERT SALARY	2,224,420.93	2,103,636.87	1,911,124.58	1,564,417.10	1,985,370.93	(420,953.83)
61120	CLS SALARY	698,752.43	799,545.82	732,853.04	565,643.59	713,786.63	(148,143.04)
61210	TEMP-CERTIFIED	890.50	1,177.50	0.00	0.00	0.00	0.00
61220	TEMP-CLASSIFIED	19,214.25	6,912.97	3,162.50	198.00	0.00	198.00
61310	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
61320	CLASSIFIED OVERTIME	0.00	0.00	0.00	1,759.85	0.00	1,759.85
61510	CERTIFIED BONUS	750.00	0.00	0.00	81,655.27	0.00	81,655.27
61520	CLASSIFIED WORKSHO	4,250.00	0.00	0.00	0.00	0.00	0.00
61610	CERTIFIED WORKSHO	675.00	14,910.32	0.00	0.00	0.00	0.00
61710	CERT SUBSTITUTES	9,630.36	0.00	0.00	30,027.02	37,867.11	(7,840.09)
61720	CLS SUBSTITUTES	4,921.88	11,092.83	2,660.00	1,704.45	0.00	1,704.45
61810	CERT UNUSED SICK LEA	0.00	10,826.20	0.00	0.00	0.00	0.00
61819	CERT UNUSED SICK LEA	7,345.00	0.00	0.00	0.00	0.00	0.00
61820	CLS UNUSED SICK LEA	0.00	2,072.00	0.00	16,275.00	0.00	16,275.00
61829	UNUSED SICKLEAVE	14,996.00	0.00	0.00	0.00	0.00	0.00
61840	CLS UNUSED VACATIO	0.00	419.75	0.00	185.42	0.00	185.42
62110	CERT GROUP INS	8,140.98	12,110.72	9,313.59	9,558.43	10,807.20	(1,248.77)
62120	CLS GROUP INS	2,628.33	5,979.11	6,281.14	4,348.01	5,463.83	(1,115.82)
62210	CERT SOC SEC	131,062.30	125,482.70	114,835.60	100,724.96	124,102.36	(23,377.40)
62220	CLS SOC SEC	48,486.38	51,375.49	43,338.65	34,808.70	43,374.36	(8,565.66)
62260	CERT MEDICARE	30,935.24	29,342.67	26,856.91	23,557.22	29,022.90	(5,465.68)
62270	CLS MEDICARE	10,404.10	12,019.18	10,136.06	8,140.87	10,144.00	(2,003.13)
62310	CERT TCH RET-CONT	314,460.59	290,827.50	251,387.75	233,692.25	278,531.77	(44,839.52)
62311	SURCHARGE INSTRUC	328.18	693.99	1,285.62	1,869.55	0.00	1,869.55
62320	CLS TCH RET - CONT	101,182.06	109,147.43	117,294.42	94,245.27	103,980.35	(9,735.08)
62321	SURCHARGE NON-INS	541.70	0.00	0.00	0.00	0.00	0.00
62510	CERT UNEMPLOY COM	2,190.09	1,675.00	0.00	9,764.07	0.00	9,764.07
62610	CERT WKR'S COMP	4,839.72	10,426.29	16,752.91	0.00	13,577.33	(13,577.33)
62620	CLS WKR'S COMP	2,966.28	4,775.71	20,691.87	0.00	12,936.21	(12,936.21)
62710	CERT HEALTH BENEFIT	65,663.69	62,311.32	56,164.78	42,799.98	43,220.47	(420.49)
62711	CRT PREMIUM ASSIST	4,553.81	4,535.26	3,670.57	3,588.88	2,912.35	676.53
62720	CLS HEALTH BENEFITS	23,783.08	17,816.96	21,319.40	18,286.30	15,273.60	3,012.70
62721	CLS PREM ASSISTANC	2,288.81	2,478.79	1,766.30	1,202.53	997.45	205.08

Salaries & Benefits Totals		3,740,301.69	3,767,989.27	3,430,467.17	2,848,452.72	3,431,368.85	(582,916.13)
Other Expenditure	63000 PURC SVS-PROF & TE	0.00	0.00	0.00	0.00	0.00	0.00
	63120 MANAGEMENT SERVIC	1,800.00	1,800.00	3,600.00	3,700.00	0.00	3,700.00
	63210 INSTRUCTIONAL SERV	37,113.98	89,382.91	78,001.47	117,436.74	69,000.00	48,436.74
	63220 SUBSTITUTE TEACH P	91,128.79	93,066.44	92,076.76	40,058.47	80,000.00	(39,941.53)
	63221 CLASSIFIED SUB	0.00	0.00	0.00	21,251.49	0.00	21,251.49
	63240 STUDENT ASSESMEN	6,062.03	5,796.85	2,068.62	5,623.78	1,000.00	4,623.78
	63310 PD- CERTIFIED	47,699.33	13,095.92	1,508.76	1,510.00	8,000.00	(6,490.00)
	63320 PD- CLASSIFIED	660.00	3,600.00	239.95	445.00	600.00	(155.00)
	63420 ENGINEERNG & FACLT	0.00	1,800.00	0.00	0.00	0.00	0.00
	63430 ACCOUNTING	5,218.00	2,215.00	0.00	125.00	0.00	125.00
	63431 FINANCIAL AUDITS	31,220.00	0.00	0.00	0.00	0.00	0.00
	63440 LEGAL	12,840.40	4,174.38	2,291.80	4,659.90	3,000.00	1,659.90
	63450 MEDICAL	1,582.00	334.00	639.00	215.00	950.00	(735.00)
	63490 OTHER PROF SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
	63530 SOFTWARE MAINTNCE	1,785.00	1,785.00	1,785.00	1,188.76	0.00	1,188.76
	63550 SOFTWARE LICENSE F	0.00	0.00	0.00	0.00	0.00	0.00
	63900 OTHER PURC PROF/TE	3,107.07	6,130.59	5,759.40	4,378.49	7,400.00	(3,021.51)
	64100 UTILITY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	64110 WATER/SEWER	18,114.80	12,034.44	11,054.57	9,552.82	13,600.00	(4,047.18)
	64210 DISPOSAL/SANATATION	20,728.79	20,768.88	19,416.84	15,017.09	18,550.00	(3,532.91)
	64230 CUSTODIAL	27,613.05	0.00	0.00	0.00	0.00	0.00
	64240 LAWN CARE	2,250.00	125.00	0.00	1,575.00	2,000.00	(425.00)
	64310 NON TECH REPAIRS &	116,540.08	54,564.13	36,617.35	558,547.42	23,100.00	535,447.42
	64320 TECH REPAIRS & MAIN	95,015.22	159.98	0.00	0.00	0.00	0.00
	64420 EQUIP & VEHICLES	10,066.27	82,448.45	81,194.00	79,022.96	1,500.00	77,522.96
	65210 PROPERTY INSURANCE	85,374.15	88,007.90	107,949.93	107,912.81	108,000.00	(87.19)
	65220 LIABILITY INSURANCE	6,334.00	7,768.00	8,096.40	9,008.00	8,000.00	1,008.00
	65240 FLEET INSURANCE	8,829.00	10,324.88	8,843.29	8,218.00	9,000.00	(782.00)
	65250 ACCIDENT INS FOR ST	14,982.62	14,982.62	0.00	0.00	15,000.00	(15,000.00)
	65310 TELEPHONE	86,513.98	35,372.27	27,880.58	19,493.89	20,000.00	(506.11)
	65320 POSTAGE	3,457.18	1,948.84	979.83	181.95	1,500.00	(1,318.05)
	65330 NETWORK/INTERNET S	0.00	0.00	16,478.00	13,423.63	0.00	13,423.63
	65331 BROADBAND	0.00	0.00	1,330.00	950.00	1,500.00	(550.00)
	65400 ADVERTISING	1,032.99	66.99	606.60	460.00	650.00	(190.00)
	65500 PRINTING & BINDING	1,317.45	76.11	283.23	273.49	300.00	(26.51)
	65650 INTERM AGENCY-OUT O	0.00	3,703.33	0.00	0.00	0.00	0.00
	65810 TRVL-CERT-IN DISTRIC	268.80	0.00	0.00	0.00	0.00	0.00
	65820 TRVL-CLS IN DISTRIC	0.00	198.04	287.28	414.12	300.00	114.12
	65830 TRVL CERT-OUT DISTR	6,370.87	733.12	0.00	0.00	0.00	0.00
	65840 TRVL CLS OUT DISTRIC	10,838.07	6,225.30	968.01	0.00	1,000.00	(1,000.00)
	65850 TRVL CERT OUT STATE	600.18	0.00	0.00	0.00	0.00	0.00
	65870 NON-EMPLOYEE TRAV	296.52	0.00	0.00	0.00	0.00	0.00
	65880 MEALS	6,767.75	3,458.27	408.81	0.00	0.00	(1,000.00)
	65890 LODGING	4,176.26	3,982.70	4,177.72	3,139.02	4,500.00	(1,360.98)
	65900 MISC PURC SVS	4,568.44	0.00	0.00	0.00	0.00	0.00
	65910 SVS PURCHASED LOC	0.00	24,427.88	14,883.33	30,686.14	36,319.34	(5,633.20)
	65920 PURC-OTHER LEA IN S	60,588.02	0.00	0.00	0.00	0.00	0.00

66100	GEN SUPPLIES	179,073.66	126,385.99	53,474.83	70,842.66	262,180.00	(191,337.34)
66210	NATURAL GAS	66,075.28	55,704.06	44,940.99	39,879.54	41,300.00	(1,420.46)
66220	ELECTRICITY	124,257.20	110,197.79	105,097.77	97,669.73	55,800.00	41,869.73
66260	GASOLINE/DIESEL	34,316.55	46,926.61	39,962.77	27,129.11	1,700.00	25,429.11
66410	TEXTBOOKS	4,280.90	0.00	0.00	3,783.55	0.00	3,783.55
66500	TECHN SUPPLIES	3,262.29	1,095.84	25,028.46	0.00	27,500.00	(27,500.00)
66512	TABLET COMPUTERS	0.00	2,520.20	0.00	0.00	0.00	0.00
66520	OTHER	0.00	0.00	0.00	0.00	0.00	0.00
66527	T-II TECHNOLOGY	15,603.01	500.61	0.00	0.00	200.00	(200.00)
67320	VEHICLES	887.84	0.00	0.00	0.00	0.00	0.00
67330	FURNITURE & FIXTURE	0.00	1,555.30	0.00	0.00	0.00	0.00
67340	TECH RELATED HARDW	23,337.70	0.00	14,219.49	4,236.96	6,500.00	(2,263.04)
67350	EQUIPMENT-CURR	9,416.00	0.00	0.00	0.00	10,000.00	(10,000.00)
67360	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
67390	DUES AND FEES	0.00	2,002.49	0.00	0.00	1,500.00	(1,500.00)
68100	INTEREST	139,805.80	14,931.08	9,442.94	16,122.13	7,200.00	8,922.13
68300	INT.& PENALTIES-(EX.I	74,443.19	380,002.35	342,693.76	336,243.76	332,868.76	3,375.00
68600	IRS PENALTIES	281.58	65.67	0.00	0.00	0.00	0.00
68610	PROPERTY TAX	18,188.28	0.00	545.88	0.00	0.00	0.00
68830	MISC EXPENDITURES	2,375.59	1,208.05	1,208.05	1,328.44	1,200.00	128.44
68900	BOOKKEEPING ERROR	3,342.85	0.02	0.00	0.00	0.00	0.00
68910	REDEMPTION OF PRIN	0.00	0.00	0.00	7,977.36	0.00	7,977.36
69100	TO BUILDING FUND	50,102.38	180,000.00	215,000.00	225,000.00	225,000.00	0.00
69330	TO STUDENT ACTIVITY	0.00	12,166.00	0.00	0.00	0.00	0.00
69370	PROGRAM FUNDING R	62,832.20	0.00	0.00	0.00	0.00	0.00
69400	Other Expenditure Totals	52,899.15	125,000.00	75,848.00	100,000.00	0.00	100,000.00
	Overall Expenditure Totals	1,697,642.54	1,654,820.28	1,456,889.47	1,988,682.21	1,408,718.10	(2,952.02)
		5,437,944.23	5,422,809.55	4,887,356.64	4,837,134.93	4,840,086.95	

(Excluding transfers to funds 1, 2 and 4 which is 69310-69329 abd 69340-69349)

ACTION ITEMS

ACTION ITEM 1

Recommendation to approve changes to personnel policies

Action Item #1

Recommendation to approve changes to personnel policies

Background Information:

Changes to policies, to include 3.4, 3.6, 3.44, and 3.45 have been reviewed and are recommended to the Superintendent by the PPC.

Attachment(s) Yes No

Recommendation letter by PPC

Recommended Policies 3.4, 3.6, 3.44, and 3.45

Fiscal Impact/Debt Request

N/A

Superintendent's Recommendation:

It is recommended that the Commissioner approve the changes to policies 3.4, 3.6, 3.44, and 3.45

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature




Date

6/30/2021

Date: June 3, 2021

To: Superintendent Tish Knowles

From: Tiffany Williams - PPC Certified Chair 

Barbara Richmond - PPC Classified chair

Subject: Personnel Policies

We, the Certified Personnel Policy Committee, recommend that the superintendent accept the changes made to policies 3.4, 3.6, 3.44, and 3.45.

Thank you,


Tiffany Williams

PPC Chair

3.4—LICENSED PERSONNEL REDUCTION IN FORCE

SECTION ONE

The School Board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the district as determined by the Superintendent or designee.

In effecting a reduction in force, the primary goals of the school district shall be: what is in the best interests of the students; to maintain accreditation in compliance with the Standards for Accreditation of Arkansas Public Schools and/or the North Central Association; and the needs of the district. A reduction in force will be implemented when the Superintendent or designee determines it is advisable to do so and shall be effected through nonrenewal, termination, or both. Any reduction in force will be conducted by evaluating the needs and long and short-term goals of the school district, and by examining the staffing of the district in each licensure area and/or, if applicable, specific grade levels.

If a reduction in force becomes necessary in a licensure area and/or specific grade level(s), the teacher's length of service in the district shall be the initial determining factor. The teacher with the most years of employment as a licensed teacher in the district **as compared to other teachers in the same licensure area and/or specific grade level(s)** shall prevail. Length of service in a classified position shall not count for the purpose of length of service for a licensed position. Total years of service to the district shall include non-continuous years of service. Being employed fewer than one hundred sixty (160) days in a school year shall not constitute a year.

In the event that (2) two employees subject to a RIF have the same length of service, the employee with the higher number of points as determined by the schedule contained in this policy shall be retained. The teacher with the fewer points will be non-renewed or terminated first. In the event (2) two or more employees have the same number of points, the teacher(s) shall be retained whose name(s) appear first in the board's minutes of the date of hire. There is no right or implied right for any teacher to 'bump' or displace any other teacher except when permitted by policy 8.30.

Points

- Years of service in the district—1 point per year
All licensed position years in the district count including non-continuous years.
Service in any position not requiring teacher licensure does not count toward years of service.
Being employed fewer than one hundred sixty (160) days in a school year shall not constitute a year.
- Graduate degree in any area of licensure in which the teacher will be ranked (only the highest level of points apply)
 - 1 point—Master's degree
 - 2 points—Master's degree plus thirty additional hours
 - 3 points—Educational specialist degree
 - 4 points—Doctoral degree
- National Board of Professional Teaching Standards certification—3 points
- Additional academic content areas of endorsement as identified by the State Board—1 point per area
- Licensure for teaching in a State Board identified shortage area—2 points

- Multiple areas and/or grade levels of licensure as identified by the State Board —1 point per additional area or grade level as applicable. For example, a P-4 license or a 5-8 social studies license is each worth one point.

When the District is conducting a RIF, all potentially affected teachers shall receive a listing of licensed personnel with corresponding point totals. Upon receipt of the list, each teacher has ten (10) working days within which to appeal his or her assignment of points to the Superintendent or designee whose decision shall be final. Except for changes made pursuant to the appeals process, no changes will be made to the list that would affect a teacher's point total after the list is released.

A teacher with full licensure in a position shall prevail over a teacher with greater points but who is lacking full licensure in that subject area. Full licensure means an initial, or standard, non-contingent license to teach in a subject area or grade level, in contrast with a license that is provisional, temporary, or conditional on the fulfillment of additional course work or passing exams or any other requirement of the Division of Elementary and Secondary Education, other than the attainment of annual professional development training.

Pursuant to any reduction in force brought about by consolidation or annexation and as a part of it, the salaries of all teachers will be brought into compliance, by a partial RIF if necessary, with the receiving district's salary schedule. Further adjustments will be made if length of contract or job assignments change. A partial RIF may also be conducted in conjunction with any job reassignment whether or not it is conducted in relation to an annexation or consolidation.

Recall

For a period of up to two (2) years from the date of board action on the teacher's nonrenewal or termination recommendation, a teacher who is non-renewed from a 1.0 full time equivalent (FTE) position under this policy shall be offered an opportunity to fill any 1.0 FTE position vacancy for which he or she is required to hold a license as a condition of employment and for which he or she is qualified by virtue of education, license, or experience, as determined by the job requirements developed by the Superintendent or designee.

A teacher shall not have the right to be recalled to a licensed position that is less than a 1.0 FTE, has less authority or responsibility, or that has a lower compensation level, index or stipend. No right of recall shall exist for nonrenewal from a stipend, or nonrenewal or reduction of a stipend, or nonrenewal to reduce contract length. No teacher shall have any right to be recalled to any position that is for a longer contract period, has greater authority or responsibility, is for greater than the former FTE, or that is at a higher compensation level, index or stipend.

A non-renewed or terminated teacher shall be eligible to be recalled for a period of two (2) years in the reverse order (i.e. the teacher with the highest points will be recalled first and the teacher with the lowest points will be recalled last) of the nonrenewal or termination to any position for which he or she is qualified. Notice of vacancies shall be by first class mail to all teachers reasonably believed to be both qualified for and subject to rehire for a particular position and the non-renewed or terminated teachers shall have ten (10) working days from the date the notification is mailed in which to conditionally accept the offer of a position, with the actual offer going to the qualified teacher with the most points who responds

within the ten (10) day time period. A lack of response, as evidenced by a teacher's failure to respond within ten (10) working days, or a teacher's express refusal of a position or an employee's acceptance of a position but failure to sign an employment contract within two (2) business days of the contract being presented to the employee shall constitute a rejection of the offered position and shall end the district's obligation to rehire the non-renewed or terminated teacher. No further rights to be rehired because of the reduction in force shall exist.

SECTION TWO

In the event the district is involved in an annexation or consolidation, teachers from all the districts involved will be ranked according to years of service, licensure, degrees, and training. A year of teaching at an annexed or consolidated district will be counted the same as a year at the receiving or resulting district. No credit for years of service will be given at other public or private schools, or for higher education or Educational Service Cooperative employment.

Legal Reference: A.C.A. § 6-17-2407

Date Adopted: 04/30/18

Last Revised: 04/23/2021

3.6 - LICENSED PERSONNEL EMPLOYEE TRAINING

For the purposes of this policy, professional development (PD) means a set of coordinated, planned learning activities for District employees who are required to hold a current license issued by the State Board of Education as a condition of employment or are an unlicensed employee teaching under a waiver of licensure that:

- a. Is required by statute or the Division of Elementary and Secondary Education (DESE); or
- b. Meets the following criteria:
 - Improves the knowledge, skills, and effectiveness of teachers;
 - Improves the knowledge and skills of administrators and paraprofessionals concerning effective instructional strategies and methods;
 - Leads to improved student academic achievement; and
 - Is researched-based and standards-based.

All employees shall attend all local PD training sessions as directed by his/her supervisor.

The District shall develop and implement a professional development plan (PDP) for its licensed employees. The District's PDP shall, in part, align District resources to address the PD activities identified in the school's Arkansas Comprehensive School Improvement Plan (ACSIP) and incorporate the licensed employee's professional growth plan (PGP). The PDP shall describe how the District's categorical funds will be used to address deficiencies in student performance and any identified academic achievement gaps between groups of students. At the end of each school year, the District shall evaluate the PD activities' effectiveness at improving student performance and closing achievement gaps.

Each licensed employee shall receive a minimum of thirty-six (36) hours of PD annually to be fulfilled between July 1 and June 30. A licensed employee may be required to receive more PD than the minimum when necessary to complete the licensed employee's PGP. All licensed employees are required to obtain thirty-six (36) hours of approved PD each year over a five-year period as part of their licensure renewal requirements. PD hours earned in excess of each licensed employee's required number of hours in the designated year cannot be carried over to the next year.

Licensed employees who are prevented from obtaining the required PD hours due to their illness or the illness of an immediate family member as defined in A.C.A. § 6-17-1202 have until the end of the following school year to make up the deficient hours. Missed hours of PD shall be made up with PD that is substantially similar to that which was missed and can be obtained by any method, online or otherwise, approved by ADE. This time extension does not absolve the employee from also obtaining the following year's required hours of PD. Failure to obtain required PD or to make up missed PD could lead to disciplinary consequences, up to termination or nonrenewal of the contract of employment.

The goal of all PD activities shall be improved teaching and learning knowledge and skills that result in individual, team, school-wide, and Districtwide improvement designed to ensure that all

students demonstrate proficiency on the state's academic standards. The PDP shall be research-based and standards-based and in alignment with applicable DESE Rules and/or Arkansas code.

Teachers, administrators, and paraprofessionals shall be involved in the design, implementation, and evaluation of the plan for their own PD offerings. The results of the evaluation made by the participants in each program shall be used to continuously improve PD offerings and to revise the school improvement plan.

Flexible PD hours (flex hours) are those hours that an employee is allowed to substitute PD activities, different than those offered by the District, but are still aligned to the employee's PGP or the school's ACSIP. The District shall determine on an annual basis how many, if any, flex hours of PD it will allow to be substituted for District scheduled PD offerings. The determination may be made at an individual building, a grade, or by subject basis. The District administration and the building principal have the authority to require attendance at specific PD activities. Employees must receive advance approval from the building principal for activities they wish to have qualify for flex PD hours. To the fullest extent possible, PD activities are to be scheduled and attended such that teachers do not miss their regular teaching assignments. Six (6) approved flex hours credited toward fulfilling the licensed employee's required hours shall equal one (1) contract day. Hours of PD earned by an employee that are in excess of the employee's required hours, but are either not at the request of the District or not preapproved by the building principal, shall not be credited toward fulfilling the required number of contract days for that employee. Hours earned that count toward the licensed employee's required hours also count toward the required number of contract days for that employee. Employees shall be paid their daily rate of pay for PD hours earned at the request of the District that necessitate the employee work more than the number of days required by their contract.

Teachers and administrators who, for any reason, miss part or all of any scheduled PD activity they were required to attend, must make up the required hours in comparable activities, which are to be preapproved by the employee's appropriate supervisor.

To receive credit for his/her PD activity, each employee is responsible for obtaining and submitting documents of attendance, or completion for each PD activity he/she attends. Documentation is to be submitted to the building principal or designee. The District shall maintain all documents submitted by its employees that reflect completion of PD programs, whether such programs were provided by the District or an outside organization.

To the extent required by DESE Rules, employees will receive up to six (6) hours of educational technology PD that is integrated within other PD offerings, including taking or teaching an online or blended course.

The following PD shall count toward a licensed employee's required PD hours to the extent the District's or school's PDP includes such training, is approved for flex hours, or is part of the employee's PGP and it provides him/her with knowledge and skills for teaching:

- Students with intellectual disabilities, including Autism Spectrum Disorder;
- Students with specific learning disorders, including dyslexia;

- Culturally and linguistically diverse students;
- Gifted students.

Beginning in the 2013-14 school year and every fourth year thereafter, all mandated reporters and licensed personnel shall receive two (2) hours of PD related to child maltreatment required under A.C.A. § 6-61-133. For the purposes of this training, "mandated reporters" includes school social workers, psychologists, and nurses.

Beginning in school year 2014-15 and every fourth year thereafter, teachers shall receive two (2) hours of PD designed to enhance their understanding of effective parental involvement strategies.

Beginning in school year 2014-15 and every fourth year thereafter, administrators shall receive two (2) hours of PD designed to enhance their understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Beginning in the 2015-16 school year and every fourth year thereafter, all licensed personnel shall receive two (2) hours of PD in teen suicide awareness and prevention, which may be obtained by self-review of suitable suicide prevention materials approved by ADE.

Beginning in the 2016-17 school year and every fourth year thereafter, teachers who provide instruction in Arkansas history shall receive at least two (2) hours of PD in Arkansas history as part of the teacher's annual PD requirement.

Beginning with the 2018-19 school year, the District shall provide professional development to teachers licensed:

- At the elementary level for kindergarten through grade six (K-6), in special education for kindergarten through grade twelve (K-12), or reading specialists for kindergarten through grade twelve (K-12) for one (1) of the prescribed pathways to obtaining a proficiency credential in knowledge and practices in scientific reading instruction; and
- In an area other than elementary level for kindergarten through grade six (K-6), in special education for kindergarten through grade twelve (K-12), or reading specialists for kindergarten through grade twelve (K-12) for one (1) of the prescribed pathways to obtaining an awareness credential in knowledge and practices in scientific reading instruction.

The professional development will be designed so that, by the beginning of the 2021-2022 school year, all teachers employed in a teaching position that requires an elementary education license (K-6), special education license, or reading specialists in kindergarten through grade twelve (K-12) shall demonstrate proficiency in knowledge and practices of scientific reading instruction and all other teachers shall demonstrate awareness in knowledge and practices of the scientific reading instruction.

Beginning in the 2019-2020 school year, the District shall provide annual training instruction based on the science of reading as set forth in the literacy plan contained within the District's SLIPs.

Beginning in the 2023-24 school year and every fourth year thereafter, All licensed personnel shall receive two (2) hours of training related to bullying prevention and recognition of the relationship between incidents of bullying and the risk of suicide.

Anticipated rescuers shall receive training in cardiopulmonary resuscitation and the use of automated external defibrillators as required by DESE Rule. Such training shall count toward the required annual hours of PD.

At least once every three (3) years, persons employed as athletic coaches shall receive training related to the recognition and management of concussions, dehydration, or other health emergencies; students' health and safety issues related to environmental issues; communicable diseases, and sudden cardiac arrest. The training may include a component on best practices for a coach to educate parents of students involved in athletics on sports safety.

All licensed personnel shall receive training related to compliance with the District's anti-bullying policies and the licensed employee's duties under the District's anti-bullying policies.

For each administrator, the thirty-six (36) hour PD requirement shall include training in data disaggregation, instructional leadership, and fiscal management. This training may include the Initial, Tier 1, and Tier 2 training required for Superintendents and other designees by DESE's Rules Governing the Arkansas Financial Accounting and Reporting System and Annual Training Requirements.

Building level administrators shall complete the credentialing assessment for the teacher evaluation PD program prior to conducting any summative teacher evaluations.

Teachers' PD shall meet the requirements prescribed under the Teacher Evaluation and Support System (TESS).

By the end of the 2014-15 school year, teachers shall have received professional awareness on the characteristics of dyslexia and the evidence-based interventions and accommodations for dyslexia.

Teachers required by the superintendent, building principal, or their designee to take approved training related to teaching an advance placement class for a subject covered by the College Board and Educational Testing Service shall receive up to thirty (30) hours of credit toward the hours of PD required annually.

Licensed personnel may earn up to twelve (12) hours of PD for time they are required to spend in their instructional classroom, office or media center prior to the first day of student/teacher interaction provided the time is spent in accordance with state law and current DESE rules that deal with PD. Licensed personnel who meet the requirements of this paragraph, the associated

statute, and DESE Rules shall be entitled to one (1) hour of PD for each hour of approved preparation.

Licensed personnel shall receive five (5) PD hours for each credit hour of a graduate level college course that meets the criteria identified in law and applicable DESE rules. A maximum of fifteen (15) such hours may be applied toward the thirty-six (36) hours of PD required annually for license renewal.

The District shall make available annually to licensed personnel at least thirty (30) minutes of professional development on recognizing the warning signs that a child is a victim of human trafficking and reporting a suspicion that a child is a victim of human trafficking.

In addition to other required PD, personnel of Alternative Learning Environments shall receive PD on classroom management and on the specific needs and characteristics of students in alternative education environments.

District administrators as well as licensed personnel selected by the superintendent or building principal shall receive training on the appropriate use of restraint and seclusion in accordance with DESE's Advisory Guidelines for the Use of Student Restraints in Public School or Educational Settings.

Employees who do not receive or furnish documentation of the required annual PD jeopardize the accreditation of their school and academic achievement of their students. Failure of an employee to receive his/her required annual hours of PD in any given year, unless due to illness as permitted by law, DESE Rule, and this policy, shall be grounds for disciplinary action up to and including termination.

Approved PD activities may include:

- Conferences/workshops/institutes;
- Mentoring/peer coaching;
- Study groups/learning teams;
- National Board for Professional Teaching Standards Certification;
- Distance and online learning (including ArkansasIDEAS);
- Micro-credentialing approved by DESE;
- Internships;
- State/district/school programs;
- Approved college/university course work;
- Action research; and
- Individually guided (to be noted in the employee's PGP).

Approved PD activities that occur during the instructional day or outside the licensed employee's annual contract days may apply toward the annual minimum PD requirement.

PD activities shall relate to the following areas:

- Content (K-12);

- Instructional strategies;
- Assessment/data-driven decision making;
- Advocacy/leadership/fiscal management;
- Systemic change process;
- Standards, frameworks, and curriculum alignment;
- Supervision;
- Mentoring/peer coaching;
- Next generation learning/integrated technology;
- Principles of learning/developmental stages/diverse learners;
- Cognitive research;
- Parent involvement/academic planning and scholarship;
- Building a collaborative learning community;
- Student health and wellness; and
- The Code of Ethics for Arkansas Educators.

Additional activities eligible for PD credit, as included in the PDP and licensed employee's PGP, include:

- School Fire Marshall program (A.C.A. § 6-10-110);
- Tornado safety drills (A.C.A. § 6-10-121);
- Statewide student assessments (A.C.A. § 6-15-2912);
- Test security and confidentiality (A.C.A. § 6-15-2907);
- Emergency plans and the Panic Button Alert System (A.C.A. § 6-15-1302);
- TESS (A.C.A. § 6-17-2806);
- Student discipline training, behavioral intervention, and classroom management (A.C.A. § 6-18-502);
- Comprehensive School Counseling Program (A.C.A. § 6-18-2004);
- Training required by DESE under The Arkansas Educational Support and Accountability Act and fiscal and facilities distress statutes and rules; and
- Annual active shooter drills (6-15-1303).

Cross References: Policy 3.50—ADMINISTRATOR EVALUATOR CERTIFICATION
 Policy 4.37—EMERGENCY DRILLS
 Policy 5.2 – PLANNING FOR EDUCATIONAL IMPROVEMENT

Legal References: Standards of Accreditation 1-B, 3-A.4, 3-B.1, 4-G.1, 4-G.2,
 DESE Rules Governing Professional Development
 DESE Rules for Governing the Arkansas Educational Support and
 Accountability Act
 DESE Rules Governing the Arkansas Financial Accounting and Reporting
 System and Annual Training Requirements
 DESE Rules Governing the Right to Read Act

DESE Rules Governing Student Special Needs Funding
DESE Advisory Guidelines for the Use of Student Restraints in Public
School or Educational Settings

A.C.A. § 6-10-121
A.C.A. § 6-10-122
A.C.A. § 6-10-123
A.C.A. § 6-15-1004(c)
A.C.A. § 6-15-1302
A.C.A. § 6-15-1303
A.C.A. § 6-15-1703
A.C.A. § 6-15-2907
A.C.A. § 6-15-2911
A.C.A. § 6-15-2912
A.C.A. § 6-15-2913
A.C.A. § 6-15-2914
A.C.A. § 6-15-2916
A.C.A. § 6-16-1203
A.C.A. § 6-17-429
A.C.A. § 6-17-703
A.C.A. § 6-17-704
A.C.A. § 6-17-708
A.C.A. § 6-17-709
A.C.A. § 6-17-710
A.C.A. § 6-17-711
A.C.A. § 6-17-2806
A.C.A. § 6-17-2808
A.C.A. § 6-18-502(f)
A.C.A. § 6-18-514(f)
A.C.A. § 6-18-708
A.C.A. § 6-18-2004
A.C.A. § 6-20-2204
A.C.A. § 6-20-2303 (16)
A.C.A. § 6-41-608
A.C.A. § 6-61-133

Date Adopted: 04/30/18

Last Revised: 04/23/2021

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 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. Except when expressly authorized by the employee's job duties, sStaff shall not access social mediawebsites 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. Except when expressly authorized by the District employee's job duties and when District procedures have been followed, aAll 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. The posting of prohibited material or posting without following proper procedures may result in disciplinary action against the District employee, up to and including termination or non-renewal.

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

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 mediaaccount;

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; state laws and rules; or federal laws 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 USEPOLICY)

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.

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 USEPOLICY

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

Date Adopted: 04/30/18

Last Revised: ~~02/11/2020~~04/23/2021

3.44 - LICENSED PERSONNEL WORKPLACE INJURIES AND WORKERS' COMPENSATION

The district provides Workers' Compensation (WC) Insurance, as required by law. Employees who sustain **any** injury at work must immediately notify their immediate supervisor, or in the absence of their immediate supervisor notify superintendent. An injured employee must fill out a Form ARN (located at Arkansas Workers Compensation Commission) and the employee's supervisor will determine whether to report the claim or to file the paperwork if the injury requires neither medical treatment or lost work time. While many injuries will require no medical treatment or time lost at work, should the need for treatment arise later, it is important that there be a record that the injury occurred. All employees have a duty to provide information and make statements as requested for the purposes of the claim assessment and investigation.

The District may discipline an employee, up to and including termination of the employee's contract if it is discovered that the employee:

1. Deliberately made false statements concerning the origin of an injury or the circumstances surrounding the injury; or
 2. Submitted a WC claim that the employee knew to be based substantially or entirely on false information.
- An employee shall not be disciplined solely because the District's WC carrier denied the employee's WC claim.

For injuries requiring medical attention, the district will exercise its right to designate the initial treating physician and an injured employee will be directed to seek medical attention, if necessary, from a specific physician or clinic. In addition, employees whose injuries require medical attention shall submit to a drug test, which shall be paid at the District's WC carrier's expense. Failure for the employee to submit to the drug test or a confirmed positive drug test indicating the use of illegal substances or the misuse of prescription medications shall be grounds for the denial of WC benefits.

A WC absence may run concurrently with FMLA leave (policy 3.32) when the injury is one that meets the criteria for a serious health condition. To the extent that WC benefits and FMLA leave run concurrently, the employee will be charged for any paid leave accrued by the employee at the rate necessary to bring the total amount of combined income up to 100% of usual contracted daily rate of pay. If the health care provider treating the employee for the WC injury certifies the employee is able to return to a light duty job, but is unable to return to the employee's same or equivalent job, the employee may decline the District's offer of a light duty job. As a result, the employee may lose his/her WC payments, but for the duration of the employee's FMLA leave, the employee will be paid for the leave to the extent that the employee has accrued applicable leave.

Employees who are absent from work in the school district due to a WC claim may not work at a non-district job until they have returned to full duties at their same or equivalent district job; those who violate this prohibition may be subject to discipline up to and including termination. This prohibition does NOT apply to an employee who has been cleared by his/her doctor to return to light duty but the District has no such position available for the employee and the employee's second job qualifies as light duty.

To the extent an employee has accrued sick leave and a WC claim has been filed, an employee:

- Will be charged for a day's sick leave for the all days missed until such time as the WC claim has been approved or denied;
- Whose WC claim is accepted by the WC insurance carrier as compensable and who is absent for eight (8) or more days shall be charged sick leave at the rate necessary, when combined with WC benefits, to bring the total amount of combined income up to 100% of the employee's usual contracted daily rate of pay;

- Whose WC claim is accepted by the WC insurance carrier as compensable and is absent for fourteen (14) or more days will be credited back that portion of sick leave for the first seven (7) days of absence that is not necessary to have brought the total amount of combined income up to 100% of the employee's usual contracted gross pay.

Cross References: 3.8—LICENSED PERSONNEL SICKLEAVE
 3.18—LICENSED PERSONNEL OUTSIDE EMPLOYMENT
 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE

Legal References: Ark. Workers Compensation Commission RULE 099.33 MANAGEDCARE
 A.C.A. § 11-9-102
 A.C.A. § 11-9-508(d)(5)(A)
 A.C.A. § 11-9-514(a)(3)(A)(i)

Date Adopted: 04/30/18
Last Revised: 04/23/21

ACTION ITEM 2

Recommendation to approve recommendations for High School MCL positions

Action Item #2

Recommendation to approve
recommendations for High School
Multi-Classroom Leader (MCL) positions

Background Information:

The Opportunity Culture team has met,
discussed, and interviewed candidates for
the High School MCL positions. Two
certified employees have been selected and
recommended for the positions.

Attachment(s) Yes No

Recommendation letters from Mr. Dumas

Fiscal Impact/Debt Request

N/A

Superintendent's Recommendation:

It is recommended that the Commissioner
approve the recommendations for the High
School MCL position.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

6/30/2021

Action Item #3

Recommendation to approve classified leave payout

Background Information:

A classified employee has submitted a notice of retirement and is requesting a payout of all unused sick leave days. The number of days has been verified.

Attachment(s) Yes No

Notice of retirement/request for payout
Personnel Policy 8.5
Debt Request

Fiscal Impact/Debt Request

\$1,794.00

Superintendent's Recommendation:

It is recommended that the Commissioner approve the payout for the employee.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature

Johnny Key

Date

6/30/2021

8.5—CLASSIFIED EMPLOYEES SICK LEAVE

Definitions

1. “Employee” is an employee of the District working 20 or more hours per week who is not required to have a teaching license as a condition of his employment.
2. “Sick Leave” is absence from work due to illness, whether by the employee or a member of the employee’s immediate family, or due to a death in the family. The principal shall determine whether sick leave will be approved on the basis of a death outside the immediate family of the employee.
3. “Excessive Sick Leave” is absence from work, whether paid or unpaid, that exceeds twelve (12) days in a contract year for an employee and that is not excused pursuant to: District policy; the Family Medical Leave Act; a reasonable accommodation of disability under the American’s With Disabilities Act; or due to a compensable Workers’ Compensation claim.
4. “Grossly Excessive Sick Leave” is absence from work, whether paid or unpaid, that exceeds 10% of the employee’s contract length and that is not excused pursuant to: District policy; the Family Medical Leave Act; a reasonable accommodation of disability under the American’s With Disabilities Act; or due to a compensable Workers’ Compensation claim.
5. “Current Sick Leave” means those days of sick leave for the current contract year, which leave is granted at the rate of one day of sick leave per month worked, or major part thereof.
6. “Accumulated Sick Leave” is the total of unused sick leave, up to a maximum of ninety (90) days accrued from previous contracts, but not used. Accumulated sick leave also includes the sick leave transferred from an employee’s previous public school employment.
7. “Immediate family” means an employee’s spouse, child, parent, or any other relative provided the other relative lives in the same household as the employee.

Sick Leave

The principal has the discretion to approve sick leave for an employee to attend the funeral of a person who is not related to the employee, under circumstances deemed appropriate by the principal.

Employees who are adopting or seeking to adopt a minor child or minor children may use up to fifteen (15) sick leave days in any school year for absences relating to the adoption, including time needed for travel, time needed for home visits, time needed for document translation, submission or preparation, time spent with legal or adoption agency representatives, time spent in court, and bonding time. See also, 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE, which also applies. Except for bonding time, documentation shall be provided by the employee upon request.

Pay for sick leave shall be at the employee’s daily rate of pay, which is that employee’s hourly rate of pay times the number of hours normally worked per day. Absences for illness in excess of the employee’s accumulated and current sick leave shall result in a deduction from the employee’s pay at the daily rate as defined above.

At the discretion of the principal (or Superintendent), and, if FMLA is applicable, subject to the certification or recertification provisions contained in policy 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE the District may require a written statement from the employee's physician documenting the employee's illness. Failure to provide such documentation of illness may result in sick leave not being paid, or in discipline up to and including termination.

If the employee's absences are excessive or grossly excessive as defined by this policy, disciplinary action may be taken against the employee, which could include termination or nonrenewal of the contract of employment. The superintendent shall have the authority when making his/her determination to consider the totality of circumstances surrounding the absences and their impact on district operations or student services.

Sick Leave and Family Medical Leave Act (FMLA) Leave

When an employee takes sick leave, the District shall determine if the employee is eligible for FMLA leave and if the leave qualifies for FMLA leave. The District may request additional information from the employee to help make the applicability determination. If the employee is eligible for FMLA leave and if the leave qualifies under the FMLA, the District will notify the employee in writing, of the decision within five (5) workdays. If the circumstances for the leave as defined in policy 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE don't change, the District is only required to notify the employee once of the determination regarding the applicability of sick leave and/or FMLA leave within any applicable twelve (12) month period. To the extent the employee has accumulated sick leave, any sick leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave including, once an employee exhausts his/her accumulated sick leave, vacation or personal leave. See 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE.

Sick Leave and Outside Employment

Sick leave related absence from work (e.g. sick leave for personal or family illness or accident, Workers Comp, and FMLA) inherently means the employee is also incapable of working at any source of outside employment. Except as provided in policy 8.36, if an employee who works a non-district job while taking district sick leave for personal or family illness or accident, Workers Comp, or FMLA, shall be subject to discipline up to and including termination.

Cross References: 8.12—CLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT
 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE
 8.36—CLASSIFIED PERSONNEL WORKPLACE INJURIES AND
 WORKERS' COMPENSATION

Legal References: A.C.A. § 6-17-1301 et seq.
 29 USC §§ 2601 et seq.
 29 CFR 825.100 et seq.

Date Adopted: 6/5/18
Last Revised:

ACTION ITEM 4

Recommendation to approve certified payout

Action Item #4

Recommendation to approve certified leave payout

Background Information:

A certified employee has submitted a notice of retirement and is requesting a payout of all unused sick and vacation leave days. The number of days has been verified.

Attachment(s) Yes No

Notice of retirement/request for leave payout

Personnel Policies 3.8 & 3.46

Debt Request

Fiscal Impact/Debt Request

\$6,684.75

Superintendent's Recommendation:

It is recommended that the Commissioner approve the certified payout.

Commissioner's Decision:

Approve Recommendation
Return item for more information

Deny Recommendation

Signature



Date

6/30/2021

3.8—LICENSED PERSONNEL SICK LEAVE

Definitions

1. Employee is a fulltime employee of the District.
2. Sick Leave is absence from work due to illness, whether by the employee or a member of the employee's immediate family, or due to a death in the family. The principal shall determine whether sick leave will be approved on the basis of a death outside the immediate family of the employee.
3. Current Sick Leave means those days of sick leave for the current contract year, which leave is granted at the rate of 12 days of sick leave per contracted year, to be issued in increments of 6 days each semester (three of which may be used for personal leave).
4. Accumulated Sick Leave is the total of unused sick leave, up to a maximum of ninety (90) days accrued from previous contracts, but not used. Accumulated sick leave also includes the sick leave transferred from an employee's previous public school employment.
5. Immediate family means an employee's spouse, child, parent, or any other relative provided the other relative lives in the same household as the employee.

Sick Leave

The principal, in consultation with the superintendent, has the discretion to approve sick leave for an employee to attend the funeral of a person who is not related to the employee, under circumstances deemed appropriate.

Employees who are adopting or seeking to adopt a minor child or minor children may use up to fifteen (15) sick leave days in any school year for absences relating to the adoption, including time needed for travel, time needed for home visits, time needed for document translation, submission or preparation, time spent with legal or adoption agency representatives, time spent in court, and bonding time. See also, 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE, which also applies. Except for bonding time, documentation shall be provided by the employee upon request.

Pay for sick leave shall be at the employee's daily rate of pay, which is that employee's total contracted salary, divided by the number of days employed as reflected in the contract. Absences for illness in excess of the employee's accumulated and current sick leave shall result in a deduction from the employee's pay at the daily rate as defined above.

At the discretion of the principal (or Superintendent), and, if FMLA is applicable, subject to the certification or recertification provisions contained in policy 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE the District may require a written statement from the employee's physician documenting the employee's illness. Failure to provide such documentation of illness may result in sick leave not being paid, or in discipline up to and including termination.

An employee shall be credited with one (1) day of sick leave in the event the employee used one (1) day of sick leave on a mandatory professional development (PD) day so long as the employee makes up the missed mandatory PD day on a noncontract day. Costs and expenses associated with the makeup PD

shall be the responsibility of the employee unless agreed to in writing by the superintendent or the superintendent's designee for the expenses to be covered by the District.

Should a teacher be absent frequently during a school year, and said absences are not subject to FMLA leave, and if such a pattern of absences continues, or is reasonably expected to continue, the Superintendent may relieve the teacher of his/her assignment and assign the teacher substitute duty at the teacher's daily rate of pay. Should the teacher fail, or otherwise be unable, to report for substitute duty when called, the teacher will be charged a day of sick leave, if available or if unavailable, the teacher will lose a day's wages at his/her daily rate of pay.

Temporary reassignment may also be offered or required in certain circumstances as provided in 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE.

If the employee's absences are not subject to the FMLA, or are in excess of what is protected under the FMLA, excessive absenteeism, to the extent that the employee is not carrying out his/her assigned duties to an extent that the education of students is substantially adversely affected (at the determination of the principal or Superintendent), may result in termination.

Sick Leave and Family Medical Leave Act (FMLA) Leave

When an employee takes sick leave, the District shall determine if the employee is eligible for FMLA leave and if the leave qualifies for FMLA leave. The District may request additional information from the employee to help make the applicability determination. If the employee is eligible for FMLA leave and if the leave qualifies under the FMLA, the District will notify the employee in writing, of the decision within five (5) workdays. If the circumstances for the leave as defined in policy 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE don't change, the District is only required to notify the employee once of the determination regarding the applicability of sick leave and/or FMLA leave within any applicable twelve (12) month period. To the extent the employee has accumulated sick leave, any sick leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave including, once an employee exhausts his/her accumulated sick leave, vacation or personal leave. See 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE.

Sick Leave and Outside Employment

Sick leave related absence (not including prearranged doctor appointments) from work (e.g. sick leave for personal or family illness or accident, Workers Comp, and FMLA) inherently means the employee is also incapable of working at any source of outside employment. Except as provided in policy 3.44, if an employee who works a non-district job while taking district sick leave for personal or family illness or accident, Workers Comp, or FMLA shall be subject to discipline up to and including termination.

Cross References: 3.18—LICENSED PERSONNEL OUTSIDE EMPLOYMENT
 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE
 3.44—LICENSED PERSONNEL WORKPLACE INJURIES AND
 WORKERS' COMPENSATION

Legal References: A.C.A. §6-17-1201 et seq.
 29 USC §§ 2601 et seq.
 29 CFR part 825

Date Adopted: 04/30/18

Last Revised:

3.46 - LICENSED PERSONNEL VACATIONS

240 day contracted employees are credited with 10 days of vacation at the beginning of each fiscal year. This is based on the assumption that a full contract year will be worked. If an employee fails to finish the contract year due to resignation or termination, the employee's final check will be reduced at the rate of

.833 days per month, or major portion of a month, for any days used but not earned.

Instructional employees may not generally take vacation during instructional time. All vacation time must be approved, in advance to the extent practicable, by the superintendent or designee. If vacation is requested, but not approved, and the employee is absent from work in spite of the vacation denial, disciplinary action will be taken against the employee, which may include termination or nonrenewal.

No employee shall be entitled to more than 15 days of vacation as of the first day of each fiscal year. The permissible carry forward includes the 10 days credited upon the start of the fiscal year. Employees having accrued vacation totaling more than 15 days as of the date this policy is implemented shall not be eligible to increase the number of days carried forward during their employment with the district. **Earned but unused vacation will be paid upon resignation, retirement, termination, or nonrenewal at the employee's current daily rate of pay.**

Date Adopted: 04/30/18

Last Revised:

ACTION ITEM 5

Recommendation to approve certified resignations

Action Item #5

Recommendation to approve three certified resignations

Background Information:

Positions have been posted for three certified employees who have submitted resignation letters:

- K-6 Health and Physical Education Teacher
- High School Family and Consumer Science Teacher
- 7-9 English Teacher/ Assistant Football

Attachment(s) Yes No

Letters of resignation

Fiscal Impact/Debt Request

N/A

Superintendent's Recommendation:

It is recommended that the Commissioner approve the resignations.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature Johnny Key Date 6/30/2021

ACTION ITEM 6

Recommendation to approve termination of classified employee

Action Item #6

Recommendation to approve termination of classified employee due to job abandonment

Background Information:

The classified employee (Maintenance/Grounds/Custodian) left without permission or notice.

Attachment(s) Yes No

Letter of suspension and recommendation of termination based on job abandonment

Fiscal Impact/Debt Request

N/A

Superintendent's Recommendation:

It is recommended that the Commissioner approve the termination of classified employee based on job abandonment.

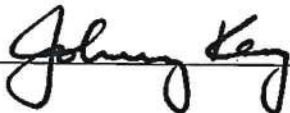
Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

6/30/2021

ACTION ITEM 7

Recommendation to approve classified staff for SY 2021/22

Action Item #7

Recommendation to rehire classified personnel for SY 2021/22

Background Information:

The Superintendent has evaluated staffing needs for SY 2021/22 and recommends the attached list of employees be renewed.

Attachment(s) Yes No

List of classified staff for SY 2021/22

Fiscal Impact/Debt Request

\$600,000 annually

Superintendent's Recommendation:

It is recommended that the Commissioner approve the list of classified staff for SY 2021/22

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature

John Key

Date

6/30/2021

ACTION ITEM 8

Recommendation to enter into a contract with ACME Pest Management Inc.

Action Item #8

Recommendation to enter into a contract with ACME Pest Management Inc.

Background Information:

ESD has only had pest control in two buildings. There has been no contract for termites or pest control.

Attachment(s) Yes No

Proposal from ACME Pest Management Inc.

Fiscal Impact/Debt Request

Pest control:

Initial Cost - \$985 Monthly Cost - \$500

Termite Protection:

Initial Cost - \$14,206 Monthly Cost - \$2,915

Superintendent's Recommendation:

It is recommended that the Commissioner approve the ACME Pest Management contract.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

6/30/2021