

AGENDA

EARLE SCHOOL DISTRICT BOARD MEETING May 30, 2018

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. Financial Report
2. Advisory Agenda and Minutes

Action Items:

1. Resignations
2. Retirements
3. Recommendation to Hire
4. Out of State Travel
5. Salary bonus for Pre-School Staff (ABC and HIPPIE)
6. Hire of Central Office Receptionist/ File Clerk
7. Approval of Part-Time Science Instructional Facilitator
8. Approval of Certificated/Licensed Personnel Contracts
9. Adoption of the Classified Salary Schedule for School Year 2018-2019
10. Adoption of Section 8 of the Earle School District Policy Manual
11. Five percent raises

Summary of Action Items

Action Item 1: The district has received four resignations effective May 31, 2018. The resigning teachers are:

Heather Bronc – Science

Chelsea McNutt – Social Studies

Greg Rodrigue – Social Studies

Rya Wooten – Spanish

Action Item 2: Two elementary teachers and two classified staff have elected to retire at the end of the school year 2017-2018. Ms. Sharon Clark and Ms. Joyce Huggins are retiring following many years of service to education and to the Earle School District. Additionally, Ms. Beulah Cox-Oliver, a para professional and Mr. Oliver Wilson, a bus driver and custodian, have also decided to retire.

Action Item 3: The district has two current vacancies for grounds personnel and one current vacancy in custodial maintenance. The interview committee is recommending the hire of three individuals effective May 29, 2018. In a manner similar with all hires, these hires are contingent upon fingerprint and child maltreatment clearance. Further, the district, working through the PPC process is combining custodial, maintenance and grounds job descriptions into one job classification.

Action Item 4A: The High School Counselor/Student Success Coordinator has requested to attend two national workshops, one in California and one in Massachusetts. These conferences are job related and should assist the district in planning for improved student services. Given the current financial status of the district, the district has agreed to cost share these conferences with the counselor. The district will provide reimbursement up to \$1,000.00 for each of two conferences. This is similar to the costs the district would have incurred for an in-state conference. The two conferences are:

1. The Harvard Summer Institute – Boston, MA
2. American School Counselor's Association (ASCA) National Conference – Los Angeles, CA

Action Item 4B: The greater Memphis area is less than 25 miles from Earle School District. There are a number of school related activities that occur annually in Memphis. These include athletic summer camps, trips to the zoo, museums, and special events. The Superintendent is requesting general authorization to approve travel to Memphis, Tennessee provided that ADE Fiscal Unit has first approved a debt request for the travel.

Action Item 5: The state has provided supplemental funds for both the HIPPY Program and the ABC Program. These funds are authorized to be used for a one-time salary bonus and/or other program related costs. The district intends to provide a supplement of \$750.00 for the program supervisors and \$500.00 for the contracted staff. The balance of the funds will be used to purchase classroom supplies.

Action Item 6: With the transition of fiscal duties/responsibilities back to the district, greater responsibility and expectation will be placed on the two office staff. To alleviate the responsibility for managing the phones and assisting with appropriate filing and record maintenance, the district in collaboration with ADE Fiscal Unit, has developed a plan of segregation of duties. This segregation of duties plan requires the addition of a receptionist/file clerk. The interview committee recommended Tameka Allen. She has been a volunteer with the district for the past 3 years.

Action Item 7: In an effort to embed and expand the inclusion of computer science across the curriculum, the district requested the addition of a part-time Computer Science Facilitator. This position was posted for internal applicants only. Ms. Chelsea Henderson applied and was selected. She will continue to teach 4 periods of Math and Computer Science as well as support teachers K-12 in embedding, coding and app development into the curricula.

Action Item 8: The salary schedules are available with a list of certificated staff with salary and stipends in accordance with the approved salary schedules.

Action Item 9: The district and the PPC (Classified) have reviewed the current salary schedule and attempted to incorporate several stipends into work descriptions. Further, the PPC recognizes that the current scale is competitive with regional districts of the same size. The PPC additionally assisted in the development of the classified supervisor scale.

Action Item 10: When the state assumed authority of the Earle School District, there was no elected representative classified PPC committee. The district asked the secretarial staff, bus drivers, and para professionals to designate a representative. Food services and custodial services are contracted out to vendor services. There are currently no ground/maintenance staff. As the district discontinues the use of contract services, each work group will be asked to meet and elect a representative. The current PPC consist of one bus driver, one secretary, two paraprofessionals, and one district representative. The team reviewed ASBA recommended policies and are presenting the attached policies for adoption. These policies, to the extent possible, align with the Section Three of the Policy Manual.

Action Item 11: State statute requires school boards to be informed and approve annual raises in excess of 5%. Raises in excess of 5% may be due to change in job duty, days worked, bonuses, or the addition of supplemental contracts. Audit findings identified that no board resolution was completed in SY 2016-2017. Further review identified that no resolution was completed at the start of SY 2017-2018.



Action Item # 11

5% salary increase for SY 2016-2017 and 2017-2018.

Background Information:

State statute requires school boards to be informed and approve annual raises in excess of 5%. Raises in excess of 5% may be due to change in job duty, days worked, bonuses, or the addition of supplemental contracts.

Audit findings identified that no board resolution was completed in SY 2016-2017. Further review identified that no resolution was completed at the start of SY 2017-2018.

Attachment(s) Yes No

Resolution for 2016-2017 and 2017-2018 inclusive of employee by name and reason for salary enhancement.

Superintendent's Recommendation:

It is recommended to adopt the resolution for raises in excess of 5%.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature John Key Date 6/5/18



Action Item # 1

Resignations

Background Information:

The district has received four resignations effective May 31, 2018. The resigning teachers are:

Heather Bronc – Science

Chelsea McNutt – Social Studies

Greg Rodrigue – Social Studies

Rya Wooten – Spanish

Three of the staff members have personal or professional opportunities out of the area/state. One of the teachers has accepted a position with a neighboring district.

Attachment(s) X Yes No

Letters of resignation

Superintendent’s Recommendation:

It is recommended that the resignations be accepted with gratitude for services rendered. It is recommended that the resignations reflect eligible for rehire.

Commissioner’s Decision:

Approve Recommendation ✓

Deny Recommendation

Return item for more information

Signature Johny Key Date 6/5/18

Action Item # 2

Retirements

Background Information:

Two elementary teachers and two classified staff have elected to retire at the end of school year 2017-2018. Ms. Sharon Clark and Ms. Joyce Huggins are retiring following many years of service to education and the Earle School District. Additionally, Ms. Beulah Cox-Oliver, a para professional and Mr. Oliver Wilson, a bus driver and custodian, have also decided to retire.

Attachment(s) Yes No

Retirement letters

Superintendent's Recommendation:

It is recommended that the retirement of the individuals listed be approved with great appreciation for the service and contributions made to the Earle School District.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature

Johnny Key

Date

6/5/18

Action Item # 3

Recommendation to hire three grounds/maintenance/custodial staff

Background Information:

The district has two current vacancies for grounds personnel and one current vacancy in custodial maintenance. The interview committee is recommending the hire of three individuals effective May 29, 2018. In a manner similar with all hires, these hires are contingent upon fingerprint and child maltreatment clearance. Further, the district, working through the PPC process is combining custodial, maintenance, and grounds job descriptions into one job classification.

Attachment(s) Yes No

Debt Request

Superintendent's Recommendation:

It is recommended that the following three named individuals be hired contingent upon fingerprints and child maltreatment approval under the classification of grounds/maintenance/custodial:

<u>Name</u>	<u>Years of Exp.</u>
Harold Key Jr.	7
Dolly Clark	15
Gregory Bryant	0

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature Johnny Key Date 6/5/18

Action Item # 4A

Out of State Travel

Background Information:

The High School Counselor/Student Success Coordinator has requested to attend two national workshops, one in California and one in Massachusetts. These conferences are job related and should assist the district in planning for improved student services. Given the current financial status of the district, the district has agreed to cost share these conferences with the counselor. The district will provide reimbursement up to \$1,000 for each of two conferences. This is similar to the costs the district would have incurred for an in-state conference. The two conferences are:

1. The Harvard Summer Institute – Boston, MA
2. American School Counselor’s Association (ASCA) National Conference – Los Angeles, CA

Attachment(s) Yes No

Debt Request

Superintendent’s Recommendation:

It is recommended to approve out of state travel as identified with reimbursement not to exceed \$1000.00 per conference.

Commissioner’s Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature John Key Date 6/5/18



Action Item # 4B

Background Information:

Out of State Travel to Memphis

The greater Memphis area is less than 25 miles from Earle School District. There are a number of school related activities that occur annually in Memphis. These include athletic summer camps, trips to the zoo, museums, and special events. The Superintendent is requesting general authorization to approve travel to Memphis, Tennessee provided that the ADE Fiscal Unit has first approved a debt request for the travel

Attachment(s) Yes No

Superintendent's Recommendation:

It is recommended to authorize the Superintendent to approve out of state travel to the Greater Memphis area as it pertains to student activities and if the ADE Fiscal Unit has approved a debt request for the activity. A quarterly report of Memphis approved travel would be provided for Commissioner review and approval.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature Johnny Key Date 6/5/18



Action Item #5

Salary Bonus for preschool staff (ABC and HIPPY)

Background Information:

The state has provided supplemental funds for both the HIPPY Program and for the ABC Program. These funds are authorized to be used for a one-time salary bonus and/or other program related costs. The district intends to provide a supplement of \$750.00 for the program supervisors and \$500.00 for the contracted staff. The balance of the funds will be used to purchase classroom supplies.

Attachment(s) Yes No

Debt Request

Superintendent's Recommendation:

It is recommended to approve a one-time salary bonus of \$750.00 for HIPPY and ABC program coordinators/supervisors (2 staff) and \$500.00 for 7 staff members.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature Johnny Key Date 6/5/18



Action Item # 6

Hire of Central Office Receptionist/File Clerk

Background Information:

With the transition of fiscal duties/responsibilities back to the district, greater responsibility and expectation will be placed on the two office staff. To alleviate the responsibility for managing the phones and assisting with appropriate filing and record maintenance, the district in collaboration with ADE Fiscal Unit, has developed a plan of segregation of duties. This segregation of duties plan requires the addition of a receptionist/file clerk. The interview committee recommended Tameka Allen. She has been a volunteer with the district for the past 3 years.

Attachment(s) Yes No

Debt Request

Superintendent's Recommendation:

It is recommended that the Commissioner approve the hire of Tameka Allen as Central Office Receptionist/File Clerk effective 5/29/18.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature Johnny Key Date 6/5/18



Action Item # 7

Approval of Part-Time Computer Science Instructional Facilitator

Background Information:

In an effort to embed and expand the inclusion of computer science across the curriculum, the district requested the addition of a part-time Computer Science Facilitator. This position was posted for internal applicants only. Ms. C. Henderson applied and was selected. She will continue to teach 4 periods of Math and Computer Science as well as support teachers K-12 in embedding, coding and app development into the curricula.

Attachment(s) X Yes No

Debt Request

Superintendent's Recommendation:

It is recommended to approve the additional hire of Chelsea Henderson as Computer Science Facilitator.

Commissioner's Decision:

Approve Recommendation ✓

Deny Recommendation

Return item for more information

Signature John Key Date 6/5/18



Action Item # 8

Approval of Certificated/Licensed Personnel Contracts

Background Information:

Attached is a list of certificated staff with salary and stipends in accordance with the approved salary schedules.

Attachment(s) X Yes No

List of returning licensed staff

Superintendent's Recommendation:

It is recommended to approve the list of staff as presented.

Commissioner's Decision:

Approve Recommendation ✓

Deny Recommendation

Return item for more information

Signature John Key Date 6/5/18

Action Item # 9

Adoption of the classified salary schedule for school year 2018-2019.

Background Information:

The district and the PPC (Classified) have reviewed the current salary schedule and attempted to incorporate several stipends into work descriptions. Further, the PPC recognizes that the current scale is competitive with regional districts of the same size. The PPC additionally assisted in the development of the classified supervisor scale.

Attachment(s) Yes No

Salary Schedule

Superintendent's Recommendation:

It is recommended to approve the classified salary schedule for school year 2018-2019.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature

Johnny Key

Date

6/5/18

Action Item # 10

Adoption of Section 8 of the Earle School District Policy Manual

Background Information:

When the state assumed authority of the Earle School District, there was no elected representative classified PPC committee. The district asked the secretarial staff, bus drivers, and para professionals to designate a representative. Food services and custodial services are contracted out to vendor services. There are currently no grounds/maintenance staff.

As the district discontinues the use of contract services, each work group will be asked to meet and elect a representative.

The current PPC consists of one bus driver, one secretary, two para- professionals, and one district representative.

The team reviewed ASBA recommended policies and are presenting the attached policies for adoption. These policies, to the extent possible, align with the Section Three of the Policy Manual.

Attachment(s) Yes No

Section 8 Policies

Superintendent's Recommendation:

It is recommended to approve Section 8 of the Earle School District Policy Manual as presented

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature  Date 6/5/18