

**AGENDA**

**EARLE SCHOOL DISTRICT**

**September 21, 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. Board Report

**Action Items**

1. Recommendation to approve resignation of 2 licensed employees
2. Resolution FY 22-01, approval of salary increases five percent or higher for FY21
3. Recommendation to approve SY 22 Pandemic Pay Plan
4. Recommendation to approve annual authorization of District to use EFT for payment
5. Recommendation to approve Resolution for Local Support of 2022 6-Year Master Plan & Partnership Project Applications 2023/2025 Biennium
6. Recommendation to approve the sale of 8 school buses that are at the end of their mechanical and safety use at a public sale

# REPORTS

# REPORT

SUPERINTENDENT

**Superintendent's Report  
Earle School District  
September 20, 2021**

**Academics**

Solution Tree Associates, Crowley's Ridge Educational Service Cooperative Specialists, and the Office of Coordinated Support and Service team members have been on both campuses and at the district office during August and September as we strategize to help our students achieve success. We have disaggregated data, collaborated, observed, and planned as a team as we focus on our mission to provide leadership, resources, and support that fosters an environment which enables every student to graduate prepared for the next phase of life.

**Human Capital**

We are very proud of the status of our teacher workforce at Earle School District for SY21/22. We were able to acquire a motivated, energized, excited staff this year. It has taken some hard work, planning, and adjusting to get us here and we are ready to rock and roll. Each of our teachers has a standard or provisional license with the exception of five Long Term Substitutes (who may have license but not in the subject area they are teaching). We only have four year-one teachers. Therefore, we believe that we are moving toward the low end of teacher turnover and finding qualified and certified teachers to teach our students.

We did have had two teachers resign since we began our school year. We are working with Arkansas State University to explore the possibility of using student interns to help fill our needs.

We contracted with Proximity Learning for math and science classes that we were unable to hire teachers in to ensure we have certified teachers. The partnership has not gone without problems. We are still working out the bugs to ensure our students have qualified teachers.

**Student Support**

Leadership and teachers have disaggregated data to determine how we can better support students throughout the COVID-19 pandemic and the loss of learning. PLCs meet three times per week and students are receiving interventions they need to help them succeed.

Our 7<sup>th</sup> grade students and parents had a meeting this month to ensure expectations are understood by all.

**Stakeholder Communication**

We were so excited to host a district-wide parent night this month! Students whose parents were present were awarded PBIS points. Parents were so excited to learn their children got points for their participation and shared over social media about the event. We had several positive comments.

The Grandparents Day celebrations at each campus were a big hit. The elementary students shared their thanks to their grandparents on social media.

#### **Fiscal Operations**

We have worked weekly with the fiscal unit on budget planning. The federal coordinator, assistant bookkeeper-accounts payable, assistant bookkeeper-human resources, and I have met together weekly to determine our budget needs. We will work to finalize the budget in the next two weeks and have a special called board meeting for approval of the budget.

#### **Facilities**

We had our master plan meeting this month and devised a plan for upcoming capital projects. The HVAC project will be completed in three phases over the next three years. Our next major project we plan to present for prior approval is a new roof for the high school. More information will be shared in regard to this prospective project next month.

# REPORT

FISCAL

SELECTION CRITERIA: ALL

FUND/SF	FUND TITLE	BEG BALANCE	REVENUE	NON-REVENUE	NON-EXPEND	EXPENDITURES	END BALANCE
0001	DISBURSEMENT FUND	.00	.00	.00	.00	.00	.00
TOTAL NO	FUND GROUP TITLE	.00	.00	.00	.00	.00	.00
1000	TEACHER SALARY FUND	.00	.00	185,541.64	.00	185,541.64	.00
1001	OPERATING SALARY	.00	.00	.00	.00	.00	.00
1218	DECLINING ENROLLMENT	.00	.00	.00	.00	.00	.00
1223	PROF.DEVELOPMENT	.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
1275	ALTERNATIVE LEARNING	.00	.00	.00	.00	3,365.40	-3,365.40
1281	NSL FUND	.00	.00	.00	.00	47,964.86	-47,964.86
1365	ABC TEACHER SALARY	.00	.00	.00	.00	.00	.00
1382	MATH CURR GRANT STIP	.00	.00	.00	.00	.00	.00
1941		.00	.00	185,541.64	.00	236,871.90	-51,330.26
TOTAL	TEACHER SALARY FUND	.00	.00	185,541.64	.00	236,871.90	-51,330.26
2000	FOUNDATION FUND	.00	.00	.00	225,541.64	287,744.18	-513,285.82
2001	OPERATING FUND	48,721.74	635,356.67	.00	.00	2,144.68	681,933.73
2003	LIFE STRATEGIES/MENT	.00	.00	.00	.00	.00	.00
2012	STORM DAMAGE	.00	.00	.00	.00	.00	.00
2020	FOOD PANTRY GRANT	.00	10,176.11	.00	.00	14,002.81	-3,826.70
2218	DECLINING ENROLLMENT	81,431.40	.00	.00	.00	.00	81,431.40
2222	ENHANCED TRANSPORTAT	52,187.37	11,125.00	.00	.00	.00	63,312.37
2223	PROFESSIONAL DEVELOP	9,222.86	.00	.00	.00	2,780.14	6,442.72
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
2260	STATE PRESCHOOL-SPED	.00	.00	.00	.00	.00	.00
2262	SPED EIDT	.00	.00	.00	.00	.00	.00
2271	GIFTED & TALENTED	195.00	.00	.00	.00	.00	195.00
2275	ALTERNATIVE LEARNING	3,097.70	.00	.00	.00	868.69	2,229.01
2276	ENGLISH LANGUAGE LEA	1,387.00	.00	.00	.00	.00	1,387.00
2281	NSL FUND	734,138.59	59,268.00	.00	.00	16,147.13	777,259.46
2282	NSL MATCH GRANT	35,479.72	.00	.00	.00	.00	35,479.72
2293	SEC VOC AREA CENTER	.00	.00	.00	.00	.00	.00
2365	ARKANSAS BETTER CHAN	.00	.00	.00	.00	.00	.00
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
2382	MATH CURR. GRANT	14,200.00	.00	.00	.00	.00	14,200.00
2392	GEN FACILITIES FUNDS	.00	.00	.00	.00	.00	.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	1,028,320.86	715,925.78	.00	225,541.64	323,687.63	1,195,017.37
3000	BUILDING FUND	-250,000.00	.00	.00	.00	.00	-250,000.00
3003	NEW BLDG FUND	4,071.75	.00	.00	.00	.00	4,071.75
3100	NEW ELEM CONSTRUCTIO	-142,072.11	.56	.00	.00	.00	-142,071.55
3392	GENERAL FACILITIES F	.00	.00	.00	.00	.00	.00
3404	ACADEMIC FACILITIES	.00	.00	.00	.00	.00	.00
TOTAL	BUILDING FUND	-388,000.36	.56	.00	.00	.00	-387,999.80



SELECTION CRITERIA: ALL

FUND/SF	FUND TITLE	BEG BALANCE	REVENUE	NON-REVENUE	NON-EXPEND	EXPENDITURES	END BALANCE
4000	DEBT SERVICE FUND	8,788.57	59,304.04	.00	168,121.88	.00	-100,029.27
TOTAL	DEBT SERVICE FUND	8,788.57	59,304.04	.00	168,121.88	.00	-100,029.27
6501	TITLE 1 REGULAR COMP	.00	-29,297.19	.00	.00	146,239.48	-175,536.67
6505	TITLE 1 SCHOOL IMPRO	.00	.00	.00	.00	.00	.00
6506	TITLE 1 SCH IMPRVMT	.00	.00	.00	.00	.00	.00
6507	PL 89-313 JUL 1 BALA	.00	-11,212.50	.00	.00	1,659.38	-12,871.88
6508	SCHOOL IMPRO IMPL G	.00	.00	.00	.00	6,489.66	-6,489.66
6509	LEARN & SERVE AMERIC	.00	.00	.00	.00	.00	.00
6560	QUALITY APPROVAL GRA	.00	.00	.00	.00	.00	.00
6595	T-II-D/TECH GRANT	.00	.00	.00	.00	.00	.00
6702	6-B PASS THROUGH FUN	.00	-76,880.40	.00	.00	7,534.95	-84,415.35
6710	FED PRESCHOOL SPED	.00	.00	.00	.00	.00	.00
6750	MEDICAID	9,572.60	261.12	.00	.00	.00	9,833.72
6752	ARMAC	5,620.93	11,235.34	.00	.00	112.50	16,743.77
6756	IMPROVING TEACHER QT	.00	-8,917.20	.00	.00	.00	-8,917.20
6757	OPP. CULTURE GRANT	.00	.00	.00	.00	.00	.00
6776	COVID-19 EMERGENCY L	.00	.00	.00	.00	.00	.00
6780	CARES/ESSER	.00	2,055.34	.00	.00	7,693.34	-5,638.00
6781	ESSER 2	.00	59,791.55	.00	.00	70,442.25	-10,650.70
6784	TITLE V-RLIS	.00	.00	.00	.00	.00	.00
6786	TITLE IV STDNT SUPPO	.00	.00	.00	.00	2,532.25	-2,532.25
6788	COVID SCHOOL MEALS	.00	.00	.00	.00	.00	.00
6790	DEPT. OF YOUTH SERV	.00	.00	.00	.00	.00	.00
6791	SOAR LIT GRANT	.00	.00	.00	.00	.00	.00
TOTAL	FEDERAL GRANTS FUND	15,193.53	-52,963.94	.00	.00	242,703.81	-280,474.22
7000	EARLE SCHOOL ACTIVIT	3,067.44	490.00	.00	.00	716.00	2,841.44
7001	ESD CONCESSION STAND	100.00	.00	.00	.00	.00	100.00
7002	ACCTS PAYABLE A/P	.00	.00	.00	.00	.00	.00
7007	ATHLETIC GATE/DOOR	588.77	.00	.00	.00	.00	588.77
7008	ANNUAL STAFF FUNDS	.00	.00	.00	.00	.00	.00
7010	BOY'S RING DONATION	.00	.00	.00	.00	.00	.00
7011	GIRL'S RING DONATION	.00	.00	.00	.00	.00	.00
7012	TEACHER APPRECIATION	700.00	.00	.00	.00	.00	700.00
7018	SR CLASS ACTIVITY	2,805.36	.00	.00	.00	.00	2,805.36
7019	JR. CLASS ACCOUNT	2,109.93	.00	.00	.00	.00	2,109.93
7020	PRE-SCHOOL ACTIVITY	.00	.00	.00	.00	.00	.00
7023	8TH GRADE CLASS ACTI	.00	.00	.00	.00	.00	.00
7024	7TH GRADE CLASS ACTI	.00	.00	.00	.00	.00	.00
7025	FRESHMAN CLASS ACTI	201.18	.00	.00	.00	.00	201.18
7026	SOPHOMORE CLASS ACTI	663.18	.00	.00	.00	.00	663.18
7027	HISTORY CLUB ACTI	841.35	.00	.00	.00	.00	841.35
7030	BOYS BASKETBALL	.00	.00	.00	.00	.00	.00
7031	GIRLS BASKETBALL	.00	.00	.00	.00	.00	.00
7100	DONATIONS	250.00	.00	.00	.00	.00	250.00
7101	CONSTRUCTION DONATIO	65.00	.00	.00	.00	.00	65.00
7107	HOMECOMING TAILGATE	271.10	.00	.00	.00	.00	271.10
7200	ATHLETICS DONATIONS	2,055.44	.00	.00	.00	.00	2,055.44
7500	EARLE ELEM ACTIVITY	2,615.19	.00	.00	.00	.00	2,615.19



SELECTION CRITERIA: ALL

FUND/SF	FUND TITLE	BEG BALANCE	REVENUE	NON-REVENUE	NON-EXPEND	EXPENDITURES	END BALANCE
7506	ELEM LIBRARY FUND	2,316.80	.00	.00	.00	.00	2,316.80
7509	ELEM FUNDRAISER(STUD	.00	.00	.00	.00	.00	.00
7511	YOUNG LADIES CLUB	.00	.00	.00	.00	.00	.00
7512	FUNDRAISER (TEACHERS	31.72	.00	.00	.00	.00	31.72
7609	BASKETBALL FUNDRAISE	.00	.00	.00	.00	.00	.00
7700	EHS ACTIVITY FUND AC	2,280.36	.00	.00	.00	1,481.30	799.06
7701	ANNUAL STAFF	.00	.00	.00	.00	.00	.00
7702	EHS BAND	984.08	.00	.00	.00	236.08	748.00
7703	EHS BETA CLUB	51.69	.00	.00	.00	.00	51.69
7704	EHS CHEERLEADERS	.00	.00	.00	.00	.00	.00
7707	EHS DRAMA CLUB	.00	.00	.00	.00	.00	.00
7708	EHS FBLA CLUB	2,315.74	.00	.00	.00	1,873.15	442.59
7709	EHS FFA/VICA CLUB	.00	.00	.00	.00	.00	.00
7710	EHS GENERAL ACCOUNT	.00	.00	.00	.00	.00	.00
7711	EHS LIBRARY	158.30	.00	.00	.00	.00	158.30
7712	EHS LOCKER FUND	.00	.00	.00	.00	.00	.00
7713	EHS SPANTISH CLUB	.00	.00	.00	.00	.00	.00
7716	SR CLASS 16/17 HENDE	.00	.00	.00	.00	.00	.00
7717	SR CLASS16-N.CLAY	.00	.00	.00	.00	.00	.00
7718	EHS STUDENT COUNCIL	1,633.11	.00	.00	.00	.00	1,633.11
7720	EHS ART CLUB	.00	.00	.00	.00	.00	.00
7722	EHS ED TALENT SEARCH	.00	.00	.00	.00	.00	.00
7723	EHS FCCLA (SR.)	281.55	.00	.00	.00	.00	281.55
7724	EHS FCCLA (JR.)	408.12	.00	.00	.00	.00	408.12
7728	EHS STUDENT CONSTRUC	70.00	.00	.00	.00	.00	70.00
7730	BETA CLUB ACTIVITY C	.00	.00	.00	.00	.00	.00
7732	ALUMNI	.00	.00	.00	.00	.00	.00
7733	STEM CLUB	510.00	.00	.00	.00	.00	510.00
7734	EHS FOOTBALL	.00	.00	.00	.00	.00	.00
7740	EHS- MODELING CLUB	.00	.00	.00	.00	.00	.00
7777	DISTRICT NEGATIVES	-60,630.34	.00	.00	.00	.00	-60,630.34
7780	COVID-19 DONATIONS	1,000.00	.00	.00	.00	.00	1,000.00
7800	16/17 RINGS - COLLEC	1,445.83	.00	.00	.00	.00	1,445.83
7900	TEACHER COKE	735.23	80.66	.00	.00	.00	815.89
TOTAL	EARLE SCHOOL ACTIVITY FUN	-30,073.87	570.66	.00	.00	4,306.53	-33,809.74
8000	FOOD SERVICE FUND	199,891.46	7,030.12	.00	.00	18,154.06	188,767.52
8056	CN EMERGENCY OPERATI	.00	58,827.12	.00	.00	.00	58,827.12
8657	FRESH FRUIT AND VEGE	6,113.46	.00	.00	.00	.00	6,113.46
TOTAL	FOOD SERVICE FUND	206,004.92	65,857.24	.00	.00	18,154.06	253,708.10
TOTAL		840,233.65	788,694.34	185,541.64	393,663.52	825,723.93	595,082.18

# **ACTION ITEMS**

# **ACTION ITEM 1**

Recommendation to approve resignation of two licensed employees

Action Item #1

Recommendation to approve resignation of two certified employees

Background Information:

Courtney Passmore, High School ELA Teacher and LaTasha Williams, Elementary Special Education Teacher, have submitted letters of resignation. They have been accepted by the Superintendent.

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 of the certified employees.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature

*Johnny Key*

Date

*9/21/2021*

# **ACTION ITEM 2**

Resolution FY 22-01, approval of salary increases five percent or higher for FY21

Action Item #2

Resolution FY 22-01, approval of salary increases five percent or higher for FY21

Background Information:

ACA 16-13-635 requires school administration to report to the local board for review and approval by resolution a comparison of salaries that increased in the prior year by 5 percent or more. The attached list identifies individuals with increase at of above five percent

Attachment(s)  Yes  No

Resolution FY 22-01 List of staff with 5% change in salary

Fiscal Impact/Debt Request

5% or higher increase

Superintendent's Recommendation:

It is recommended that the Commissioner approve Resolution FY 22-01

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

7/21/2021

# **ACTION ITEM 3**

Recommendation to approve SY 22 Pandemic Pay Plan



Action Item #3

Recommendation to approve SY 22  
Pandemic Pay Plans

Background Information:

The proposed Pandemic Pay Plans have  
been reviewed and meet legislative  
mandate

Attachment(s)  Yes  No

Proposed Pandemic Pay Plans for Classified  
and Certified Staff

Fiscal Impact/Debt Request

\$131,400.00

Superintendent's Recommendation:

It is recommended that the Commissioner  
approve the SY 22 Pandemic Pay Plans

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

9/21/2021

Earle School District  
Retention and Recruitment / Learning Loss / Safety Protocols  
2021-2022

The following Earle Retention and Recruitment Plan combined with address learning loss is intended to address the teacher shortage and impacts of Covid-19. Classified and licensed staff applications in the Earle School District have decreased since the pandemic. The district experienced an increase in vacancies at the end of last school year. Classified and licensed personnel duties and responsibilities have increased as a direct result of Covid-19 safety protocols and learning loss. The goal is to recruit and retain qualified staff for the Earle School District, while allowing staff to work in a mentoring role to address learning needs.

The Retention and Recruitment / Learning Loss plan is optional for faculty and staff. A participant who meets all additional expectations will be eligible for up to \$1800, paid out during three phases with established criteria. Staff members who do not meet all of the requirements during a phase will not be eligible for the compensation. It is the responsibility of the employee to maintain appropriate records and documentation of meeting requirements outlined on appropriate classified or certified forms (examples attached). The building and district administration will be responsible for working with employees to approve all objectives and criteria for each phase, as well as review and certify that all requirements were met.

**Duration of Pay- The pay period**

- August 9, 2021 through May 27, 2022
- Employees must be an active employee as of the date of payment and met all requirements in the plan to receive compensation
- Employees hired after August 9, 2021 will not receive recruitment and retention pay for September. However, they are eligible for December and May prorated pay based on the number of days worked in the payment period. Employees who do not perform additional tasks or maintain proper documentation will not be eligible for payment.

Teacher Form

Retention and Recruitment Plan: Identifying and Addressing Learning Loss

<b>District:</b> Earle	<b>Building:</b>	<b>School Year:</b> 2021-22
<b>Teacher:</b>	<b>Teaching Assignment:</b>	
<b>Total Incentive Amount: \$1800</b>		
<b>September: \$600</b> <ul style="list-style-type: none"> <li>● Started the year with us</li> <li>● No disciplinary actions</li> <li>● Attended all current district PD</li> <li>● Attended and participated in student learning loss data meeting</li> <li>● Participated in social emotional school activities</li> <li>● <u>Learning Loss Support Plan</u></li> </ul>		
<b>December: \$600</b> <ul style="list-style-type: none"> <li>● 95% attendance</li> <li>● No disciplinary actions</li> <li>● Not on intensive support plan</li> <li>● Attended and participated in all learning loss data meetings</li> <li>● Participated in social emotional school activities</li> <li>● Evidence and data from student learning loss plan                             <ul style="list-style-type: none"> <li>○ Conferences with students/parents</li> <li>○ Social emotional meetings</li> <li>○ Student attendance in interventions</li> <li>○ Increase in student attendance</li> <li>○ Student growth</li> </ul> </li> <li>● Adjustment to the student learning loss plan based on data</li> </ul>		
<b>May: \$600</b> <ul style="list-style-type: none"> <li>● 95% attendance</li> <li>● No disciplinary actions</li> <li>● Not on intensive support plan</li> <li>● Attended all learning loss data meetings</li> <li>● Participated in social emotional school activities</li> <li>● Evidence and data from student learning loss plan                             <ul style="list-style-type: none"> <li>○ Conferences with students/parents</li> <li>○ Social emotional meetings</li> <li>○ Student attendance in interventions</li> <li>○ Increase in student attendance</li> <li>○ Student growth</li> </ul> </li> <li>● Adjustment to the student learning loss plan based on data</li> <li>● Attended self chosen professional learning to improve practice</li> <li>● Reflection of Student Learning Loss Plan - Needs for summer and next school year</li> </ul>		

**Earle Learning Loss Student Support Plan**

<p><b>Teacher:</b></p>	<p><b>School Year:</b></p>
<p><b>Building:</b></p>	<p><b>Number of students:</b></p>
<p><b>Goal 1: Student Engagement</b></p> <ul style="list-style-type: none"> <li>• Virtually</li> <li>• Face to face</li> </ul> <p><b>What am I going to do to engage my list of students in learning?</b></p>	<p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• Positive Mentorship</li> <li>• Create Google Sheet student list - Link it</li> <li>• Attendance checks</li> <li>• Assignment checks</li> <li>• Parent/Student communication</li> </ul> <p><b>Evidence</b></p> <ul style="list-style-type: none"> <li>• Google sheet/phone log</li> <li>• Emails</li> <li>• Notes</li> <li>• Grades (assignments)</li> <li>• eSchool Attendance</li> </ul>
<p><b>Goal 2: Address Individual Student Learning Loss</b></p> <p><b>How am I going to ensure my list of students are making academic gains?</b></p>	<p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• Link student assessment data</li> <li>• Link student schedules</li> <li>• Link intervention schedule which includes students</li> <li>• Link notes/info from learning loss meetings</li> <li>• Individual professional development to help me analyze data, identify high quality instructional materials, intervention strategies</li> </ul> <p><b>Evidence</b></p> <ul style="list-style-type: none"> <li>• Student data</li> <li>• Student intervention schedule</li> <li>• Student growth data (diagnostic assessments, pre/post test, CFAs, APAs, curriculum assessments)</li> <li>• Communication with student, parent, teacher</li> </ul>
<p><b>Goal 3: Address Individual Student social and emotional needs.</b></p> <p><b>What am I going to do to ensure my students' social and emotional needs are being met?</b></p>	<p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• Facilitate counseling sessions</li> <li>• Creating a group activity calendar</li> <li>• Conferencing with student</li> <li>• Individual professional development to help me understand and support social and emotional</li> </ul> <p><b>Evidence</b></p> <ul style="list-style-type: none"> <li>• Calendar and sign in</li> <li>• Student surveys</li> <li>• Parent surveys</li> </ul>



**Covid - 19 Safety Protocol Plan**

<p><b>Covid - 19 - Safety Protocol Plan:</b></p>	<p><b>School Year:</b></p>
<p><b>Building:</b></p>	<p><b>Number of students:</b></p>
<p><b>Goal 1: Clean Environment</b></p> <p>What am I going to do to ensure the environment is cleaned and sanitized?</p>	<p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• Follow cleaning and sanitizing daily schedules</li> <li>• Sanitize tables, desks, and chairs between meetings, meals, classes, and other events</li> <li>• Clean white boards, laptops, and other technology</li> <li>• Sanitize door knobs between class changes</li> <li>• Temperature checks</li> <li>• Wash hands frequently throughout the work day</li> </ul> <p><b>Evidence</b></p> <ul style="list-style-type: none"> <li>• Hourly restroom cleaning</li> <li>• Observations</li> <li>• Signatures on restroom and cleaning protocols</li> </ul>
<p><b>Goal 2: Attend all safety meetings and follow Covid - 19 Safety Protocols and Procedures</b></p> <p>How am I going to ensure I am following all safety protocols and set an example for staff and students?</p>	<p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• When wearing a mask, ensure it covers nose and mouth</li> <li>• Keep masks available as needed</li> <li>• Ensure thermometers and hand sanitizing machines have fresh batteries and are in working order</li> <li>• Keep batteries charged for sanitizing equipment</li> <li>• Wash hands frequently throughout the workday</li> </ul> <p><b>Evidence</b></p> <ul style="list-style-type: none"> <li>• Sign-in sheets</li> <li>• Proper usage of equipment</li> <li>• Proper documentation</li> </ul>
<p><b>Goal 3: Address individual social and emotional needs and self care.</b></p> <p>What am I going to do to ensure my social and emotional needs are being met?</p>	<p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• Attend adult self care virtual and/or face to face sessions</li> <li>• Individual professional development to help me understand and support social and emotional</li> </ul> <p><b>Evidence</b></p> <ul style="list-style-type: none"> <li>• Professional development transcript</li> <li>• Sign-in sheets</li> </ul>

# **ACTION ITEM 4**

Recommendation to approve annual authorization of District to use EFT for payment

Action Item #4

Recommendation to approve annual authorization of District to use EFT for payment

Background Information:

We already have an EFT Policy (7.20) in place. This approval would authorize the district to use an EFT for payment. This is not a new approval, but an annual authorization for documentation in our records. Disbursements should still be approved and supporting documentation maintained like normal. They should also be "initiated by the District" in both timing and amount. No new EFTs are being requested.

Attachment(s)  Yes  No

EFT Policy (7.20)

Fiscal Impact/Debt Request

N/A

Superintendent's Recommendation:

It is recommended that the Commissioner approve annual authorization of the District to use EFT for payment.

Commissioner's Decision:

Approve Recommendation

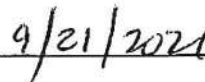
Deny Recommendation

Return item for more information

Signature



Date





## 7.20—ELECTRONIC FUND TRANSFERS

District funds shall only be disbursed by the district treasurer upon the receipt of checks or warrants signed by the District Board of Directors' Disbursing Officer and the Superintendent or through the electronic transfer of funds. Any electronic transfer of funds must be initiated by the District and authorized in writing by both the Disbursing Officer of the school district Board of Directors and the Superintendent.

For the purposes of this policy, "initiated by the District" means the District controls both the timing and the amount of the funds transfer.

The district treasurer shall maintain evidence of authority for the disbursement in the form of invoices, payrolls that conform with written contracts on file in his/her office, or other appropriate documentation indicating an authority to disburse District funds.

"Other appropriate documentation" includes one-time, signed authorization for recurring transactions. The Board of Directors Disbursing Officer must pre-authorize the electronic transfer of funds for non-recurring transactions which can be accomplished by a signed authorization or an email authorizing such a disbursement of funds.

Cross Reference: 1.16—DUTIES OF BOARD DISBURSING OFFICE

Legal References: A.C.A. § 6-13-701(e)  
Commissioner's Memo Com-12-036

Date Adopted: 6/27/18

Last Revised:

# **ACTION ITEM 5**

Recommendation to approve Resolution for Local Support of 2022 6-Year Master Plan & Partnership Project Applications 2023/2025 Biennium

Action Item #5

Recommendation to approve Resolution for Local Support of 2022 6-Year Master Plan & Partnership Project Applications 2023/2025 Biennium

Background Information:

ACA § 6-21-806 requires each school district to develop a six-year master plan that is approved by the district's board of directors

Attachment(s)  Yes  No

Resolution  
6-Year Master Plan & Partnership Project  
Applications 2023/2025 Biennium  
Statement of Assurance

Fiscal Impact/Debt Request

N/A

Superintendent's Recommendation:

It is recommended that the Commissioner approve the Resolution for Local Support of 2022 6-Year Master Plan & Partnership Project Applications 2023/2025 Biennium as presented.

Commissioner's Decision:

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

9/21/2021

# **ACTION ITEM 6**

Recommendation to approve the sale of school buses that are at the end of their mechanical and safety use

Action Item #6

Recommendation to approve the sale of 8 school buses that are at the end of their mechanical and safety use per district Policy 7.13

Background Information:

Earle School District owns eight buses that are at the end of their mechanical and safety use, and are properly defined as surplus commodities according to district policy 7.13

Attachment(s)  Yes  No

Memo from Dennis Russell, ESD  
Transportation Director

Copy of ESD Policy 7.13

Fiscal Impact/Debt Request

Savings of \$4,328.00 per year

Superintendent's Recommendation:

It is recommended that the Commissioner approve the sale of 8 school buses per district Policy.

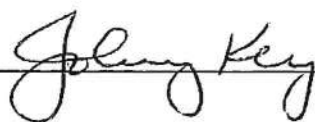
**Commissioner's Decision:**

Approve Recommendation

Deny Recommendation

Return item for more information

Signature



Date

9/21/2021