

RECORDS AND PROCEEDINGS

A regular meeting of the Board of Education of the Pulaski County Special School District was held at 925 East Dixon Road on the 20th day of April 2010.

Opening

4/20/10

President Tim Clark called the meeting to order at 6:07 p.m.

Present: Mr. Tim Clark, Mr. Danny Gililand, Mrs. Sandra Sawyer, Mrs. Mildred Tatum, Mr. Bill Vasquez, Ms. Gwen Williams, Mr. Charlie Wood and Acting Superintendent Rob McGill

Ashley Johnson, representing Sylvan Hills High School, served as the student board member.

The 4th and 5th Grade Choir, The Chenal Showstoppers, performed the National Anthem.

Special Recognition

4/20/10

Business Partners

Six new Partners in Education were presented framed certificates for declaration of partnership with the district's schools. The schools that participated were: Chenal Elementary School, Oak Grove High School and Robinson High School.

Good Apple Award

Mr. Lawrence Brooks, a paraprofessional at Oak Grove Elementary School, received the Good Apple Award for support staff.

Certificate of Achievement

Amanda Young, a student at Pine Forest Elementary, was presented a Certificate of Achievement for being the winner of the Best of Class Winner/2009-2010 Young Arkansas Artist Competition, 4th grade level. Her art teacher is Steve Warnock.

Proclamations

Proclamations were presented declaring April 18-April 24 as Public School Volunteer Week; April 18-April 24 as Support Staff Appreciation Week; May 1-May 7 as National Physical Education and Sport Week; and May 2-May 8 as National Teacher Appreciation Week.

Mrs. Tatum Recognition

Mr. Clark presented Mrs. Tatum a plaque and thanked her for her twenty-seven years of service to the district as a board member.

Minutes

4/20/10

Ms. Williams moved, seconded by Mrs. Tatum, approval of minutes for the March 1 special board meeting; March 9 regular board meeting; and March 11 emergency board meeting. Mrs. Tatum requested a change. The motion carried with noted changes.

Reports/ Presentations

4/20/10

Odyssey of the Mind Presentation

A presentation was made by the Sherwood Elementary Odyssey of the Mind team. This team has won first place at the state tournament for the fourth straight year and will attend the World Competition in Michigan this year. Dr. Donna Humphries, Sherwood Elementary Odyssey of the Mind coach,

requested \$5,000 to help with the funding for the trip to the World Competition.

Suspension of Rule Mr. Wood moved, seconded by Mrs. Tatum, to suspend the rules to request approval of funding for the Odyssey of the Mind students to attend World Competition. The motion carried.

Odyssey of the Mind Funding Mr. Wood moved, seconded by Mr. Gililland, approval to allocate funds in the amount of \$5,000 to help in the funding of the Odyssey of the Mind student's trip to the World Competition at Michigan State University. Mrs. Sawyer asked Mrs. Farver if this money was allocated in the budget and the impact on the budget if this was approved. Mrs. Farver stated the funds would have to be moved from another budget source to allow this funding. A roll call vote was requested.

Roll Call Vote

Yes: Clark, Gililland, Tatum, Vasquez, Williams, Wood

No: Sawyer

The motion carried.

Chenal Elementary Students from Chenal Elementary "Green Team" presented a "Green Team" video regarding the Styrofoam containers that are used in the school cafeteria. The students addressed this issue with the board requesting that the Styrofoam be replaced with some sort of recyclable cardboard, or some type of tray that could be washed every day. The students requested this in order to make their schools more "Earth friendly".

Jacksonville High School AP Government Class A group of students from the Jacksonville High School AP Government Class gave a PowerPoint presentation and hand-outs regarding an inside perspective of Jacksonville High School from students and teachers on the condition of the school. The students provided a mission statement that said: "Our goal is to improve the learning environment at Jacksonville High School by addressing student and faculty concerns with the school building. We seek funds and physical support from the Pulaski County Special School District to improve both student and teacher morale. Our every action is motivated by a spirit of cooperation and self-improvement. As a class of seniors, we would like to demonstrate to other students how to keep a positive attitude while seeking to progress from our current situation".

Public Comments

4/20/10

Mr. Gililland read the preface to the public comment portion of the agenda.

Mr. Clark requested that Mr. McGill address the new business items that were pulled from the agenda prior to the meeting. Mr. McGill stated that items number four through number fifteen had been pulled from the board agenda.

Rena Hudson Ms. Hudson stated that the issue regarding the request for

funding for the Sherwood Elementary Odyssey of the Mind had been addressed.

Kaye Bounds Ms. Bounds, Coordinator of Secondary Math, stated that the issue she planned to address regarding instructional coaches had been pulled from the agenda.

Ralph Russell Mr. Russell, a teacher at North Pulaski High School, thanked the board for voting 7-0 on hiring of a new superintendent and he said he looked forward to working with him. He thanked Mr. McGill for his service to the district for the past year as acting superintendent. He voiced his concerns regarding the allocations/cuts of teachers. He stated that he was against the withdrawal of the recognition of PACT and requested the board to approve the PACT contract and work with Dr. Hopson regarding these issues. Mr. Russell referred to the new business item regarding the consolidation of North Pulaski High School and Jacksonville into one campus and stated he was glad this was taken off the agenda; that more discussion was needed regarding this issue. He stated that he hoped that new business items regarding the elimination of instructional coach positions and secondary math and literacy coach positions that were pulled from the agenda would never come up again. He stated that he was for new business items thirteen, fourteen and twenty, and requested approval for these issues. He thanked the district's technology group for their work and support. He thanked the board members for all their hard work for the district.

Michele Ludwig Ms. Ludwig and Ms. Mullins, on behalf of the PTO, parents and their special children of Robinson Elementary, presented a handout to the board regarding a list of requested capital improvements for Robinson Elementary. She stated that their message tonight is two-fold in that we are interested in a positive rapport with the board members and to let you know we want to do the right thing; that their message is in regards to safety, capital improvement, and inclusion .

Maria Mullins

Marty Moore Ms. Moore, a teacher at Jacksonville Middle School, voiced her concerns regarding Jacksonville Middle School. She stated that she felt she had to beg for everything that happens in that district. She stated her concerns regarding the safety of the students, the need for more assistant principals, additional computers in the classroom, more attention to the facilities and continuity at the middle school. She requested not to eliminate the instructional coaches and begged the board to help the children of her school and not take anything else away from them.

Cheryl Carpenter Ms. Carpenter addressed the issue of the district building the two new schools and voiced her concern of how many schools could have been repaired with the money being spent on these two new buildings. She addressed the issue of why parents were putting their children in schools outside our district and stated that it was the state of discipline in our schools; that discipline was ineffectual and sometimes non-

existent. Ms. Carpenter talked about the way the allocations of administrators and teachers were addressed in the district regarding letters of intent. She stated that the district needed to focus on funding for quality programs and teachers; that they were professional educators – let them do their job.

Rizelle Aaron

Mr. Aaron spoke in reference to the D.R.E.A.M. program and his concern that the grants were not being supported. He stated that the district was in an active lawsuit and desegregation hearings at this time. He said that taking away the program provided by Ms. Abernathy, which helps close the achievement gap between minority and white students, is an obvious mistake and requested the issue be revisited. Mr. Aaron spoke on the investigation of the leak of the McGill investigation report and wanted to know the status of the report and how much money had been spent on the investigation. He commented on his son's history class at Jacksonville High School and the students not having adequate time in class for the assignments. He said since the students were not allowed to take textbooks home, he recommended copies of the assignments be made and given to the students. He said the response from the teacher was that he was allowed to make a limited amount of copies. Mr. Aaron commented that if the district could pay Mr. Bequette to investigate an investigation, then we could allow teachers to make copies of assignments for the students. He requested that teachers be allowed to buy textbooks or make copies so the students could get out of high school.

Ivory Tillman

Mr. Tillman stated this was the sixth or seventh time he has addressed the board on behalf of teachers and the same amount of times that Mr. Wood has put this on the agenda. He said that as taxpayers, we pay over a half of a million dollars per year for representation of the board for attorneys, but say that teachers do not have the right for representation. He stated that this issue should not be put on the agenda again and again and not allow one person to dictate to this county.

Karen Graves

Mrs. Graves spoke on behalf of her son who attends first grade at Arnold Drive Elementary and the physical abuse he received by a teacher. She voiced her concerns of the misconduct of the teacher and requested an explanation from the district why the teacher was allowed to come back to school without the parents being contacted. She stated that she was concerned that her son was questioned about an abusive situation without her being informed and was concerned about the rights of the student and the parents. Mrs. Graves stated that she and her husband were requesting that the teacher not be reinstated as a teacher at Arnold Drive Elementary and the parents be given an explanation of what happened.

Janis Risse

Ms. Risse, a parent from Arnold Drive Elementary, spoke on the issue of the misconduct and physical abuse of the teacher to her students. She stated that her son was the first that came forward regarding this situation. Her concern was that she was told this was a personnel issue with the district and

the parents were not informed regarding the allegations of his teacher. She requested the district to follow through with the investigation of this teacher be more open to the parents and community about this situation, and be an advocate for the children and not allow the teacher to come back to the school.

Lisa Otey

Mrs. Otey reiterated what Mrs. Graves and Ms. Risse stated and presented a letter to the board and Mr. McGill regarding the misconduct and physical abuse of the teacher at Arnold Drive Elementary.

Azure' Norman

Miss Norman, a sophomore at North Pulaski High School, presented a petition and spoke on behalf of the students requesting that a teacher at North Pulaski be allowed to remain at their school next year.

D.R.E.A.M

Ms. Jody Abernathy, Director of Dedicating Resources to Excel All Minds (D.R.E.A.M), presented a video regarding her program. She addressed the board regarding 21st Century grants and stated that they had been providing the only 21st Century programs in the district for the past three years. She said the program provided academic support to 120 Pulaski County Special school District students. She stated that she had sent a letter of intent in February regarding applying for additional grants to support more programs in the district and last week received notice that the administration would not sign off on the grants, which was a requirement in order to apply. She requested the board to have the administration reconsider and sign off on the grants in order that she could submit the grant applications. She stated that she was asking for the opportunity to apply for the grants; that it was possible the grants would not be approved. Ms. Abernathy said that she felt that her program was slighted, possibly because of a conflict of interest because her mother was an employee of the district. She said that a signature did not mean the grants she was applying for would be approved over the district's applications for grants; it was just providing the opportunity.

Ms. Williams moved, seconded by Mrs. Tatum, to suspend the rules to consider this request by Ms. Abernathy regarding D.R.E.A.M. The motion carried.

Ms. Williams moved, seconded by Mr. Vasquez, to have the board support this request and to ask the administration to sign off on these grants so they could be submitted for application and meet the May 7th deadline.

Mr. Wood stated the reason the administration had not signed off on the grant applications, that there was an issue regarding an amount of \$40,000 that had disappeared through the D.R.E.A.M. program. Mr. Clark requested that Mr. McGill address this issue. Mr. McGill stated there were two different issues; one was that the district was limited to three different grants they could write and at this point the district had a grant writer that was writing three grants tailored specifically for the Pulaski County Special School District. He stated there have been other requests to apply for grants, and if the

district allowed this one; the district would be in competition against two or three other grants. He said that if the district signs off on six grants, we may not receive any of ours and be given to another location. Mr. McGill stated that it had come to his attention last week that D.R.E.A.M. owes approximately \$40,000 for food services for the past fourteen months. He said this was a very serious concern and the administration was trying to get to the bottom of the issue; that Ms. Abernathy has stated there have been some discrepancies. He stated the district was listening to her and there would be a meeting on Wednesday morning to discuss the issue. Mr. McGill said that the district was being invoiced once a month and he could not sign off on something when he was having to beg someone to pay the district money they have been paid from DHS. Ms. Williams stated that she had addressed this with Mrs. Farver and that Ms. Abernathy has tried to get this issue resolved since January. She stated that Ms. Abernathy knows she owes the district, but it is not \$40,000 and that Mr. McGill is insinuating that she has not paid the district. Ms. Williams stated that Ms. Abernathy has already paid the district over \$35,000 in food service and over \$9,000 in transportation up to this year; and had the proof in cancelled checks to prove she had paid the district. She said that Ms. Abernathy was not saying she did not owe the district, but that she was overcharged. She said that in talking to Mrs. Farver about this, that Mrs. Farver said this is correct and a meeting was scheduled last Friday to have this resolved. Ms. Williams said regarding the grants, that she saw no harm in competition, and the administration should give them the opportunity to submit the grants. Mr. McGill was asked if the district signed off on her grants, would it put our grants in jeopardy. Mr. McGill stated we could sign off on the grants, but if the district writes three, we are in competition with her grants. He stated the grants written by the district would affect Harris Elementary, College Station Elementary and Robinson Middle School. After a lengthy discussion, Mrs. Tatum called for the question. Mr. Gililand and Mr. Wood stated before they could support this motion, the money issue would need to be resolved. A roll call vote was requested.

Roll Call Vote

Yes: Clark, Sawyer, Tatum, Vasquez, Williams
No: Gililand, Wood

The motion carried.

PACT

Marty Nix, President of PACT, gave a welcome back to Dr. Hopson to the district. She stated that PACT took his words to heart and looked forward to working with him in the reconciliation, healing, putting students first and moving this district forward. She referred to omissions that had been left out of the personnel agenda, but said an addendum had corrected most of those and requested others that were not listed be addressed. Ms. Nix commented on the issue addressed by parents of students from Arnold Drive and asked when had it become acceptable for administrators to violate the due

process and civil rights of individuals working in this district. She informed the parents that things are not always as they seem, that teachers generally like to know when they have done something wrong and be notified with evidence. She asked the district and board not to attack the spirit of our newest and brightest teachers. Ms. Nix asked the board to vote against new business item two; and against item three. She stated that the district should be working together to heal and work together for the education of the students. She commented on the students from Jacksonville's presentation and the working conditions of the teachers. Ms. Nix voiced her concern that teachers were not receiving the supplies they need in order to teach and the endless testing instead of teaching. She stated there were meetings set up regarding the reauthorization of ESEA dealing with the issue of funding so there would be no need to cut the number of teachers and employees, and focus on teaching the whole child. Ms. Nix said PACT was elated by Judge Fox's decision regarding the court case of the December 8th action. She stated that it is time to educate and not litigate. She said the district's attorney has filed a motion to the court to reconsider and she referred to the personnel policies that are on file that do not deal with teachers. She stated that all personnel policies for teachers are in the contract. She presented the board a hand-out regarding a law she said the judge references in his decision, A.C.A. § 6-17-202. She went over part of the contract and stated that the language was there so teachers would not be intimidated and would have somewhere to go so everyone would be on the same page. She stated that in his affidavit attached to the court case, Mr. McGill stated that the policies the district had were incorporated into the individual teacher contracts. Ms. Nix said this was untrue and went over the PACT contract regarding what constitutes membership for PACT. She stated the board had never voted up or down to ratify the contract and asked to put new business item four and five, which deals with approval of the PACT and PASS contracts, back on the agenda and to at least take a vote. She requested the board to vote against new business items two and three. She requested the board to support new business four, thirteen, and fourteen. She congratulated Mrs. Tatum and thanked her for her twenty-seven years of service to the district. She thanked Mr. Vasquez, Mrs. Sawyer, and Ms. Williams for their support as volunteers, parents and board members and for being strong advocates. She acknowledged Mr. Gililand's service regarding his work on the MIS Committee.

PASS

Emery Chesterfield, President of PASS, thanked the board on their unanimous vote in hiring the new superintendent and that he was looking forward to working with Dr. Hopson. He gave congratulations to the support staff regarding Support Staff Appreciation Week and stated they were all professionals. He thanked Mr. Vasquez for putting approval of the PASS contract back on the agenda even though it was pulled. He asked for PASS recognition and their contract back. He said PASS has a right to file a grievance under state law, and

when a grievance comes before the board PASS believes that member has been wronged and wants the board to straighten it out. He congratulated Mrs. Tatum and thanked her for her years of service. He thanked Mr. McGill for his service and work in this district and best wishes on his next job.

ODM, Joshua
and Knight
Intervenors,
PCSSD Equity/
Pupil Services

No representative from ODM, Joshua and Knight Intervenors, or PCSSD Equity and Pupil Services expressed a desire to address the board.

Suspend Rules

Mr. Vasquez moved, seconded by Ms. Williams, to suspend the rules on behalf of Jacksonville High School's "Million Word Campaign" due to a money issue through their ASCIP Plan. The motion carried.

JHS Million Word
Campaign

Mr. Vasquez moved, seconded by Ms. Williams, approval to fund the Jacksonville High School's "Million Word Campaign" \$5,000 from the district's operating fund to pay for incentives that were promised the students in the fall. Mr. Vasquez explained that the program was to be funded under the ASCIP Plan with NSLA funds according the state guidelines in the fall. He stated that the state received a different ruling on the regulations that NSLA funds could not be expended for incentive items and the information did not get back to the schools because the district did not receive the information until about a month ago. Ms. Loveida Ingram, media specialist at Jacksonville High School, explained the program and the incentives which included a laptop computer. She said that every student would receive an incentive. Mrs. Farver stated for the record that there were rules and regulations that govern what can be done with state and local funds and she would need to work with this program in order to stay within the guidelines. She said this would be coming out of the operating fund and there are certain things than cannot be purchased out of that fund. She stated that in order to buy a laptop as an incentive, she would have to apply for special permission for equipment. Mr. Vasquez agreed to accept this amendment. Ms. Sawyer asked if there was money in the operating funds to fund this issue. Mrs. Farver said that she would have to take it from another source within the operating funds. Mrs. Sawyer stated that these types of requests need to be made in advance and taken to our CFO so she can analyze if money is available, then the requests can be made to the board in open forum and voted on. Mr. Gililland stated that a board policy needed to be addressed. After a lengthy discussion, Mrs. Tatum called for the question. A roll call vote was requested.

Roll Call Vote

Yes: Clark, Gililland, Tatum, Vasquez, Williams, Wood
No: Sawyer

The motion carried.

Parliamentarian Mr. Wood moved, seconded by Mr. Clark, to nominate Mrs. Tatum to serve as parliamentarian for the board. Mr. Vasquez moved to cease nominations and elect Mrs. Tatum by acclamation. The motion carried.

Board Policy IKA-R
Second Reading Mr. Gililand moved, seconded by Mr. Vasquez, approval of the revision of board policy IKA-R, Grading Assessment System, with modifications specific to STAR Academy. The motion carried.

Board Policy IKAB
Second Reading Mr. Gililand moved, seconded by Mr. Vasquez, approval of the revision of board policy IKAB, Report Cards/Progress Reports, with modifications specific to STAR Academy. The motion carried.

New Business

4/20/10

Board Policy
BID-R
Second Reading Mr. Gililand moved, seconded by Mrs. Tatum, approval of the revision and modification of board policy BID-R, Expense Policy for Board Members. The motion carried.

Proposed Contract
Language Mr. Wood moved, seconded by Mr. Gililand, to approve that the submitted eleven page document be approved as a basic general guideline and outline for our administration and attorneys to use in creating and recommending a final proposal regarding our future dealings and relationship with the classroom teachers. The board would have to approve the final product. After a lengthy discussion, Mr. Clark called for the question. A roll call vote was requested.

Roll Call Vote

Yes: Clark, Gililand, Tatum, Wood

No: Sawyer, Vasquez, Williams

The motion carried.

Withdrawal of
PACT Contract Mr. Wood moved, seconded by Mr. Gililand, approval for the withdrawal of recognition of PACT for collective bargaining purposes, effective June 30, 2010 and that PCSSD move forward with the adoption of personnel policies, effective July 1, 2010, as authorized by Ark. Code Ann. § 6-17-201, *et seq.* Further, I move that the Board take the necessary steps to notify certified staff, pursuant to Ark. Code Ann. § 6-17-1501, *et seq.* that their contracts will be non-renewed and modified in accordance with the personnel policies adopted by the Personnel Policies Committee and ratified by the Board, effective July 1, 2010. A roll call vote was requested.

Roll Call Vote

Yes: Clark, Gililand, Tatum, Wood

No: Sawyer, Vasquez, Williams

The motion carried.

Items #4 - #15 The following items were pulled from the agenda prior to the meeting.

- #4 – Approval of PACT Contract
- #5 – Approval of PASS Contract
- #6 – Reduction of Principal Contracts to State Standards
- #7 – Reduction of Assistant Principal Allocations to State Standards
- #8 – Reorganization of Central Office as recommended by Key Concepts to the PCSSD Organizational Chart "A" with the addition of the Office of the Assistant Superintendent for Desegregation and Equity Monitoring
- #9 – Petition to dissolve the PCSSD presented to the Federal Court, the Arkansas General Assembly, the Arkansas State Department of Education, and the Arkansas State Board of Education
- #10 – Effective for the 2010-2011 school year, consolidation of Jacksonville and North Pulaski High Schools into a new Jacksonville Community High School with 9th and 10th grades at the North Pulaski campus and 11th and 12th grades at the Jacksonville campus until a new Jacksonville Community High School can be built
- #11 – Eliminate all Instructional Coach Positions
- #12 – Eliminate Secondary Math and Literacy Coaches at the Secondary Level
- #13 – Denied and Accrued Leave be accepted
- #14 – \$50 Bonus to be paid to all PCSSD employees that have not already received the payment
- #15 – Reduction of Central Office Certified and Support staff contracts by 8 days with the exception of the superintendent

- | | |
|--|---|
| Certified Staffing Allocations 2010-2011 | Mr. Clark moved, seconded by Mrs. Tatum, to approve the superintendent's recommendation for the 2010-2011 certified staffing allocations with an amendment to keep the assistant principal positions that have been approved in the past twelve months current. Mrs. Tatum called for the question. The motion carried. Mr. Gililland voted no. |
| Support Staff Allocations 2010-2010 | Mr. Gililland moved, seconded by Mrs. Tatum, approval of the support staff allocations for 2010-2011. The motion carried. |
| 2010-2011 Revision of Parent/Student Handbook | Mrs. Tatum moved, seconded by Mr. Gililland, approval of the revision of the 2010-2011 Parent/Student Handbook for Student Conduct and Discipline. The motion carried. |
| Elementary Art Textbook Adoption | Mr. Gililland moved, seconded by Mrs. Tatum, approval of the adoption of the elementary art textbooks. The motion carried. |
| Waiver of 11 th Grade Literacy Exam | Mr. Gililland moved, seconded by Mr. Wood, approval of the Waiver to allow students who score Proficient or Advanced on the 11 th Grade Literacy Exam to have the option to be exempt from the 2 nd semester, final exam, of their Senior Year. The motion carried. Mrs. Tatum voted no. |
| Suspend Rules | Mr. Wood moved, seconded by Mr. Gililland, to suspend the rules for approval to reimburse the expense of airline tickets for Dr. Charles Hopson on March 17, 2010. The motion carried. |

Airline Expense
for Dr. Hopson

Mr. Wood moved, seconded by Mr. Clark, approval to reimburse the expense of airline tickets for Dr. Charles Hopson on March 17, 2010. The motion carried.

**Superintendent's
Comments**

4/20/10

Mr. McGill congratulated Pam Baccam, a reporter with KTHV, for receiving an honorable mention from the Associated Press for continuing coverage of the Pulaski County Teachers and an Edward R. Murrow Award for the continuing coverage category for PCSSD. He announced that the Scholarship Reception would be held on Sunday, May 16th at Sherwood Forest.

Mr. McGill referred back to board policy BID-R, Expense Policy for Board Members, which was approved with a \$95 expense per day for meals. He stated that if the board received the \$95 per day they would have to report a 1099 form to the IRS according to the per diem rate allowed for their travel location. He said he was also concerned that he would be going up before the Legislative Committee concerning the Legislative Audit and they would be questioning him about what had been done to fix the issues, and he did not consider this a fix. He said this was a concern and recommended that the board approve the per diem rate for that city. If this was approved the board would not have to provide receipts. Mr. McGill recommended that an amendment be made to accept the per diem for the meals (no receipts required) for the board and for district employees.

Modification of
Board Policy
BID-R

Mrs. Tatum moved, seconded by Mr. Gililand, to suspend the rules to modify current expense policy for board members and district personnel. The motion carried.

Mr. Wood moved, seconded by Mrs. Tatum, approval to modify board policy BID-R, Expense Policy for Board Members, to accept the IRS per diem rate (U.S. General Services Administration – Meals and Incidental Expenses (M&IE) Breakdown) for meals (only) for board members and district personnel. The motion carried. (See attached modifications for Board Policy, BID-R)

**Board Member
Comments**

4/20/10

Mrs. Tatum thanked the board for presenting her the plaque for her twenty-seven years of service. She stated that her mother always worked in schools and she wished she was here to see how involved she had been in the school district. She congratulated the two Mills University Studies High School students that were still in the spelling bee. She said that the ROTC was planning to leave for Florida on next Thursday to represent their school nationally and thanked them for their hard work. She thanked the district staff for participating in the board workshop today and providing information on the budget. She said she wished she had been presented

the staffing allocation before the workshop so she could have looked them over properly.

Mr. Gililand stated that as Ms. Nix and Mr. Chesterfield had said, he was also looking forward to healing for both sides and moving on. He said the board had made their opinion known several times, that this is the right thing for our district, and we need to move forward. He said he had encouragement from the community, educational leaders and constituents that it will get better and this is the best thing for the district.

Mrs. Sawyer announced that the Community Forum Town Hall Meeting in her zone would take place on Monday, May 3rd at 6:00 pm.

Mr. Wood said he enjoyed the presentation by Jacksonville High School Government Class regarding the facilities and the students made some good points. He stated that he wished there were more people at the meeting to realize that several board members did push a few months ago to build another school in Jacksonville and a request was made by the Mayor and citizens of Jacksonville to take it off the agenda. He said that he did not think it was fair to be asked to do one thing then get blamed for not doing it. He invited everyone out for Track and Field Day at Jacksonville High School next Saturday for the fourth and fifth graders from all the elementary schools in the district.

Mr. Clark thanked Mr. Nellums for the \$140,000 grant he had received for the sidewalks at the Jacksonville Middle School that had been recently completed and stated this was a big thing. He congratulated Mr. Nellums for this effort to keep our students safe. He apologized to Mr. Nellums regarding issues with him that happened about six months ago. He said at that time he was given information that was erroneous information and wanted to apologize and thank him for sticking it out and believing in what he did.

Consent Agenda

4/20/10

Mr. Gililand moved, seconded by Mrs. Tatum, approval of the consent agenda with the exception of the personnel agenda. The motion carried.

Those items included:

- Expulsions
- The bills for payment
- Award of bids
- Financial report

Adjournment

4/20/10

Mrs. Tatum moved, seconded by Mr. Clark, to adjourn the meeting. The meeting adjourned at 11:00 p.m.

Board President

Board Secretary

Pulaski County Special School District Little Rock, Arkansas	Code: BID-R
	Board of Education Policies

Expense Policy for Board Members

The following policy is intended to cover ONLY valid expenses for Board members, who are elected volunteers and not full time employees, and thereby have different roles and responsibilities to the public. District employees who incur valid expenses necessary or expedient to fulfilling their individual employment requirements and duties are covered by different policies and standards. Oversight of those management decisions (about valid employee expenses) is charged to the Superintendent and/or his delegates.

The terms "normal and reasonable" are used throughout this document, which implies personal judgment. Board members are expected to use conservative judgment when spending the taxpayers' money wisely. Many allowances are specifically defined to avoid argument and confusion; nevertheless, some judgment will always be necessary. In such cases, it is not only the Board member's "good judgment" that is required; but also the responsibility of the District employee(s) who finally approves the expense payment. That employee is the steward of public funds, and should examine expense accounts for compliance with this policy. Any such "abnormal/unreasonable" expenses that appear questionable must be either directly denied or else brought to the attention of the full Board for their approval or rejection (in advance if possible).

Conferences such as the NSBA national or regional meetings, conferences, and conventions are considered "normal" and need not be discussed or approved in advance. This would include meetings, conferences, and conventions for an elected officer of a state or national organization. However, all requests for "unusual" trips must be approved in advance by a majority (4) of the full Board. Nevertheless, the Board is encouraged to allow members considerable latitude in personal preferences to substitute one valuable conference for another. In those cases, justification for both the trip and associated travel advances must be submitted in advance (with documentation).

ROUTINE EXPENSES NOT ALLOWED

- (A) Board members will NOT be provided with the following equipment or services, nor be reimbursed for any associated charges for:
- (1) Cell phone, blackberry, pager, or similar communication means*
 - (2) Internet access
 - (3) ~~Desk top or laptop computer, and associated computer software~~
 - (4) Any other office machines such as printers, fax machines, etc.

Furthermore, any such equipment that has in the past been provided to Board members shall be returned to District HQ immediately. If not promptly returned, the users will be billed for such equipment. No other valid, allowable expenses for those users will be paid until District equipment has been returned or paid for.

*Board members may have their cell phone accounts under the District's plan. Monthly bills would be paid by the District to take advantage of their group rates, then Board members would promptly reimburse the District in full every month. However, any delays in reimbursement would result in loss of that privilege.

EXPENSES FOR MEETINGS & CONVENTIONS, etc

- (B) Expenses for approved OUT-OF-STATE conventions, seminars, or similar meetings WILL BE ALLOWED and paid subject to the following guidelines. Unless otherwise explicitly stated, receipts are absolutely required to be submitted before reimbursement, with no exceptions. These are valid expenses:
- (1) Normal and reasonable convention FEES to attend (receipt is required unless paid for directly by District office). That may also include extra fees for participation in optional (non-recreational) convention programs or activities that offer valid educational value for the District's benefit.
 - (2) Normal and reasonable HOTEL charges (regular rate double occupancy):
 - (a) Hotel charges (and meals) paid for a period no longer than beginning the night before the first day of main convention and going through the night the convention ends. Extra nights of lodging resulting from

voluntary memberships in other organizations that may meet before or after the normal convention dates will not be reimbursed without explicit advance approval by a majority (4) of the whole Board. Of course, no hotel charges will be reimbursed without a receipt.

- (b) No extra charges for long distance telephone, laundry, hotel movies, or other similar (unnecessary) expenses will be paid. Bills will be checked to insure that any extra charges are not paid by District.
 - (c) Any room service food charges, or other food/candy/beverages charged by hotel must be paid from meal allowance (3) below.
- (3) MEAL expenses of not more than a total of ~~\$60~~ **\$95 the maximum daily reimbursement (per diem)** per day will be paid, and then ~~ONLY~~ if receipts are provided **as referred by the U.S. General Services Administration Meals and Incident Expenses (M&IE) Breakdown.** Alternatively, without submitting daily receipts, any particular day's meal charges will be limited to a total of ~~\$30~~ **\$50 per diem. (Breakfast – \$20 Per Day; Lunch – \$25 per day; Dinner – \$50 per day). If NOT itemizing expenses, a maximum of \$50 per day (half of above values PER MEAL) is permitted.** No receipts are required for those days using per diem.
- (a) Meal charges may begin on the next "normal" meal following leaving Pulaski County and continue through the last meal before arriving home. In other words, meals cannot be charged for full days when only traveling part of that day. In addition, meals on "extra days" not during the full, main convention time period will not be reimbursed (unless during normal, reasonable travel time).
 - (b) ~~The allowed meal charges for "partial travel days" will be limited to \$15 \$20 for both breakfast and \$25 for lunch, and \$30 \$50 for dinner.~~
 - (c) Such meal expenses will be allowed only for Board members, not for spouses, family, or other friends who may be accompanying.
 - (d) No charges for alcoholic beverages will be reimbursed.
 - (e) At some conferences, some or all of the meals may be provided free as part of the registration fee, or even as a complimentary service by organizations or vendors, etc. In such cases, the maximum allowed meal charge for that particular day will be reduced accordingly by ~~an~~ **the amount of per diem for those meals. \$15 \$20 for breakfast, \$25 for or lunch, or \$30 \$50 for dinner.**
- (4) TRANSPORTATION to out-of-state meetings will be paid for either:
- (a) Reasonable and normal ROUND TRIP AIR FARE**, which can include standard "trip insurance" fees to protect the District against emergency cancellations, OR
 - (b) If driving, the normal CAR MILEAGE expense being paid by the District at that time for travel by other District employees.
- **Airline tickets must be reserved at least 3 weeks in advance to benefit from normal ticket discounts; and in general must take advantage of the most direct routes and/or cheapest carrier for those dates. The best way to insure compliance is to let the PCSSD administrative staff make those reservations for the Board member. If higher rates result from either delay in purchasing tickets or by the Board member purchasing their own, then the maximum limit to be charged to the District will be the highest fare on other similar reservations made by the PCSSD staff.
- (5) TRANSPORTATION while at meetings will be paid for either:
- (a) Reasonable and normal expenses for commercial carriers within the city such as taxi, airport limo/bus, subways, and city bus/trolley, etc. Any such expenses over \$5.00 require receipts, ticket stubs, or other alternative verification. Reasonable travel within city includes to and from the airport, to convention meetings, and to dinner, etc. OR
 - (b) An alternative for travel within city can be reasonable charges for car rental (and gasoline) IF the total transportation charges using this method are reasonably comparable to alternative (a) above. A detailed analysis and justification of this alternative is not required; but Board

members are expected to make the most practical, feasible choice for spending school district funds. All receipts are required.

If several members of the board are at the same convention function, they are encouraged to share transportation to reduce costs.

- (6) Other reasonable trip expenses may include but are not necessarily limited to the following:
 - (a) Airport parking for the duration of the convention
 - (b) Reasonable transportation (taxi or car mileage) to and from airport

NUMBER OF MEETINGS AND FUNCTIONS, etc

(C) There are no limitations on the number of meetings that may be attended; but there are limitations on what the District will finance. These guidelines apply:

- (1) In general, the District will reimburse Board members for attending a maximum of ~~two~~ **three (3)** out-of-state meetings or conventions over a 12 month period from October 1st to September 30th. However, "extra trips" for a specific purpose directly beneficial to the District may be requested and approved IN ADVANCE by a majority (4) of the full Board. In addition, if the Board member is willing to underwrite their own hotel, meals, and travel expenses for additional trips, the District will pay ONLY REGISTRATION FEES for any number of "extra" out-of-state meetings.

If a Board member needs to schedule another meeting in order to fulfill mandatory educational requirements, that is considered a very strong reason for requesting an "extra trip"; and such requests will generally be allowed.

- (2) There is no limit to the number of allowed single day trips within the state of Arkansas. Fees and reasonable meal expenses will be paid for such meetings, plus standard mileage reimbursement for outside Pulaski County. Overnight trips within Arkansas can be treated as either one of the two out-of-state trips, or else approved as an "exception" by a majority of the Board. However, the Board is encouraged to grant such reasonable "exceptions".
- (3) Numerous local central Arkansas events, functions, ceremonies, dinners, etc. related to education and/or the business of the District may be appropriate, desirable, or advantageous for Board members to attend; and some of these require payments or fees. Attendance at a reasonable number (and cost) of such functions may be paid by the District each year. That scope includes periodic school functions or banquets, and even a broader range of meetings for "external" organizations like the Chamber of Commerce, etc. if such contacts may prove beneficial. However, annual memberships for such external organizations are voluntary and must be paid by the individual, unless approved in advance by a majority (4) of the full Board. In general, a reasonable limit for all such functions and expenses might be \$100-\$150 per year for any single Board member.

MISC. OTHER ITEMS, etc

(D) Board members may also be provided with the following, IF needed:

- (1) File cabinets to store school board related records and files.
- (2) Folders and similar supplies to organize those records.
- (3) Inexpensive answering machine to record calls from patrons.

(4) Board members will be provided with fully equipped laptop computers to use with the new "Paperless Board Meeting" configuration; and will be able to take these computers home to use for School Board business.

However, any such furniture and equipment (not #2) must be returned to the District whenever the Board member leaves office.

Revised: 4/20/10

Issued: 12/09/08