

RECORDS AND PROCEEDINGS
Pocahontas Public Schools
Special Board Meeting
May 6, 2021

Board Members Present: Jim Toney, President; Judy McClain, Secretary; Gary Cole and Dr. Michael Davis

Others Present: Lesa Grooms, High School Principal; Todd Welch, Architect; Nathan Anthony and Kyle Krennerich, Nabholz

Item 1: Call to Order

The meeting was called to order at 5:00 pm in the junior high library. Board Member Karen Baltz was absent.

OLD BUSINESS

NEW BUSINESS

Item 2: Resolution for Additional Duties Pay

On a motion by Gary Cole, seconded by Judy McClain, the Board voted 4-0 to approve the resolution for additional duty pay for COVID related duties as presented. (See attached)

Item 3: New High School Drawings

Todd Welch, Architect, presented new drawings of the proposed high school project.

Item 4: Resignation

On a motion by Mike Davis, seconded by Gary Cole, the board voted 4-0 to approve the resignation of Kiko Jude, Migrant Tutor, effective May 17, 2021.

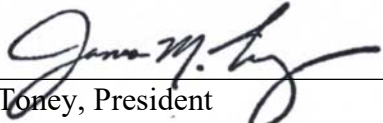
EXECUTIVE SESSION

Item 5: Employment

On a motion by Gary Cole, seconded by Judy McClain, the board voted 4-0 to approve the following new hire for the 2021-2022 school year:

- Craig Green – PHS Principal

ADJOURNED



Jim Toney, President



Judy McClain, Secretary

**JUSTIFICATION FOR ADDITIONAL PAY FOR COVID RELATED DUTIES
FOR CERTIFIED AND CLASSIFIED EMPLOYEES**

The Pocahontas School District wishes to provide additional compensation **during the 2020-2021 school year only** to all currently contracted certified and classified staff who have assumed new duties because of COVID-19. The additional duties that were taken on were within the employees regularly contracted time. Therefore, they are not being compensated for additional time but additional "Covid related" duties during their normal time.

Former employees who may have worked during the 2020-2021 school year, but who are no longer employed by the Pocahontas School District are not eligible for the additional compensation. Each contracted employee will receive compensation for either certified or classified contract, but not both. The justification for both certified and classified, as well as an additional duty assurance statement for each employee to sign is listed below.

CERTIFIED STAFF:

Due to COVID-19, all certified staff assumed new duties that required a minimum of one half hour per day from each certified employee during the 178 student interaction days during the 2020-2021 school year. Each currently contracted certified staff member, including all administrators in the district, will be compensated for additional duties for each of the 178 student interaction days contracted and worked. **The compensation will be for the 2020-2021 school year only and will be determined using the following:**

1. The amount of compensation per day will be based on a half hour rate calculation of the 2020-2021 board approved beginning teacher salary of \$36,000 ($\$36,000/190 \text{ day contract}/7.5 \text{ hours per day}(x).5 \text{ hours} = \12.63).
2. Extended days, stipends and indexes will not be included in the additional compensation pay.
3. The number of days worked by each currently contracted employee will be pulled from the state system, efinance, after May 28, the last student/teacher interaction day.
4. Days that will not be included in the additional compensation are absences unrelated to COVID-19 (personal, vacation, bereavement and sick).
5. Days where the employee was absent due to COVID-19, but was given supervisor permission and worked from home, will be included in the compensation calculation.
6. Days where the employee was absent due to COVID-19, but were unable to work from home, will not be included in the compensation calculation.
7. The district utilized five virtual learning days and six inclement weather days. During the previously mentioned days, certified staff continued providing instruction to students through Zoom, Buzz, and Google Classroom. Days worked during the planned virtual learning days, inclement weather days, and COVID-19 Pivot days will be included in the compensation calculation.

Additional duties assumed by all certified staff due to COVID-19 include:

- Preparing for and teaching students onsite and virtually at the same time
- Cleaning, disinfecting, sanitizing to reduce the transmission of viruses
- Performing duties related to social distancing including breakfast and lunch, recess, bus duty, car duty, and transition between classrooms
- Communicating and assisting students after hours and on weekends
- Communicating with parents regarding disengaged students

- Delivering meals and supplies to students in need
- Completing additional professional development in methods of teaching online such as Kami, Zoom, and Google Classroom

CLASSIFIED STAFF:

Due to COVID-19, all classified staff assumed new duties that required a minimum of one half hour per day from each classified employee during the 178 student interaction days during the 2020-2021 school year. **The compensation will be for the 2020-2021 school year only and will be determined using the following:**

1. The amount of compensation per day will be based on a half hour rate calculation of the 2020-2021 board approved beginning and lowest classified salary of \$11.00 per hour (\$11.00 per hour(x).5 hours = \$5.50).
2. Extended days, stipends and indexes will not be included in the additional compensation pay.
3. The number of days worked by each currently contracted employee will be pulled from the state system, effective after May 28, the last student/teacher interaction day.
4. Days that will not be included in the additional compensation are absences unrelated to COVID-19 (personal, vacation, bereavement and sick).
5. Days where the employee was absent due to COVID-19, but was given supervisor permission and worked from home, will be included in the compensation calculation.
6. Days where the employee was absent due to COVID-19, but were unable to work from home, will not be included in the compensation calculation.
7. The district utilized five virtual learning days and six inclement weather days. Days worked during the planned virtual learning days, inclement weather days, and COVID-19 pivot days, will be included in the compensation calculation.

Additional duties assumed by all classified staff due to COVID-19 include:

Paraprofessionals:

- Providing interventions to onsite and virtual students
- Cleaning, disinfecting, sanitizing to reduce the transmission of viruses
- Performing duties related to social distancing including lunch, recess, bus duty, car duty, transition between classrooms, cafeteria and classrooms
- Communicating with parents regarding disengaged students
- Delivering meals and supplies to students in need
- Completing additional professional development in methods of teaching online such as Kami, Zoom, Buzz, and Google Classroom
- Providing childcare for district employees during the virtual learning days

Food Service:

- Cleaning, disinfecting, sanitizing to reduce the transmission of viruses
- Performing duties related to social distancing including lunch
- Preparing meals and delivering to classrooms when social distancing in the cafeteria could not be achieved
- Preparing meals for virtual students as well as for onsite students

Transportation/Maintenance and Operations:

- Cleaning, disinfecting, sanitizing facilities and buses to reduce the transmission of viruses
- Performing duties related to social distancing including constructing and installing barrier structures and creating bus seating charts for optimal social distancing
- Delivering meals and supplies to students in need
- Working with the Point of Contact by viewing bus video and identifying students to assist in contact tracing
- Installing additional hand sanitizing stations and bottle filling stations across the district

Secretarial (building, administrative, financial, personnel, attendance):

- Cleaning, disinfecting, sanitizing to reduce the transmission of viruses
- Communicating with parents regarding disengaged students
- Screening of parents and other visitors
- Completing additional paperwork regarding ESSER funds
- Maintaining records of employee COVID-19 leave
- Complying with state and federal COVID-19 leave and compensation rules/regulations

Nurses/Medical:

- Additional paperwork and screening of students and staff
- Serving an increased number of students and staff in the nurse's office
- Communicating with Arkansas Department of Health
- Conducting contact tracing
- Contacting parents regarding quarantined students
- Serving as the Point of Contact for the building/district

Technology:

- Maintaining equipment
- Maintaining additional records of school technology equipment
- Troubleshooting technology issues related to internet access for students and staff
- Setting up hotspots and outdoor internet access for students
- Installing additional software for virtual learning environments

ASSURANCE DOCUMENTATION OF ADDITIONAL PAY FOR COVID-19 RELATED DUTIES FOR EMPLOYEES

It has been determined by the Pocahontas School Board during a specially held meeting on May 6, 2021 that all currently contracted employees of the Pocahontas School District have assumed new duties due to the COVID-19 pandemic. It is the intent of the Board to compensate the employees for these additional duties **for the 2020-2021 school year only** by using ESSER II funds at a rate of \$12.63 per day worked for certified staff and \$5.50 per day worked for classified staff during the 178 student/teacher interaction days.

I attest that I performed additional duties during the 2020-2021 school year due to the COVID-19 pandemic as outlined in the justification document, that I agree with the compensation amount that I am receiving, and that I hold a current contract with the Pocahontas School District. **I have read and understand the board approved justification for the additional compensation. I understand that this additional compensation is for the 2020-2021 school year only.**

Employee Printed Name Employee Signature Date

Supervisor Printed Name Supervisor Signature Date

Administrative Purposes: The employee’s position with the district is noted below.

- _____ Certified Staff Member
- _____ Paraprofessional
- _____ Food Service
- _____ Transportation/Maintenance and Operations
- _____ Secretarial (building, administrative, financial, personnel, attendance)
- _____ Nurse/Medical
- _____ Technology #