

# Website Requirements

This document was created to provide a quick look at what should be on school websites and where to find it! (Pages 1-3) (1-19 required of all schools) (20-28 required of schools in school improvement)

This information has been compiled from all of the information provided following the list of 29 required items. (Pages 4-6)

1. Local and state revenue sources
  - a. [State Aid Notice](#)
  - b. ADE website/school finance reports/state aid notices/Find county and school
2. Admin and teacher salary and benefit expenditure
  - a. This can be taken care of with contracts and
  - b. Provide a letter detailing all benefits in general
3. District balances, including legal balances and building fund balances
  - a. Financial officer spreadsheet each month/Has legal and building fund balance
4. Minutes of regular and special meetings of the school board
  - a. Superintendent or other designated official (Should label **unapproved** minutes)
  - b. Post Meetings **10 days prior or 24 hours** for changes
5. Budget of the ensuing year
  - a. Get from financial officer or superintendent/(APSCN) **2 pg (not approved)**
  - b. Has to be on web **within 30 days** of submittal to ADE
6. Financial breakdown of monthly expenditures
  - a. Get from financial officer or superintendent/**Board report (same as 3a)**
7. Salary schedule of all employees
  - a. Get from financial officer or superintendent
  - b. Posted by **September 15th**
8. Current Contract Information
  - a. Financial Officer pulls from APSCN and transfers to Excel
9. District annual budget
  - a. Get from financial officer or superintendent **Cycle Report (stamped approved)**

10. Annual statistical report
  - a. [www.apscn.org](http://www.apscn.org)
  - b. Reports/Annual statistical report/Find page for district
11. Personnel policies (Board, Curriculum, Community Relations, Business/Financial Administration, Classified, and Licensed)
  - a. Get from superintendent and post with all other policies (Policies from Stat Board)
  - b. Posted by **September 15th**
12. Annual audit
  - a. <http://arklegaudit.gov/#search> Use this link to search for your school audit years
13. ACSIP school improvement plan
  - a. Get a copy from ACSIP person **Post 20<sup>th</sup>** day after due date
14. Uses of NSLA funding-current and previous years
  - a. Should be found in the ACSIP Plan
  - b. Would be better if Superintendent drafted a letter explaining where and how the funds were spent.
15. Annual District report card (totals 10-12 pages)
  - a. <https://adedata.arkansas.gov/arc/>
  - b. Go to link above and search for district and all schools and click on save as so that it saves the web page
16. The district's parental involvement plan and policy and the parental involvement plan of all schools in the district and required informational packets.
  - a. Provided by Superintendent updated each year found on web
17. Teacher qualifications for all schools in the district.
  - a. School report card and HQT letter from Superintendent
  - b. Superintendent Drafted Letter On School Status (report to public)
  - c. <http://arkansased.org/educators/licensure.html> <https://aregs.state.ar.us/>
18. District status on any type of distress
  - a. Superintendent Drafted Letter On School Status (Report to public)
19. The school improvement status of the district and schools.
  - a. School report card and Superintendent Drafted Letter On School Status (same as above)

20. The school improvement status of each school in the district, including the identification of any supplemental educational services available to each public school.

a. Superintendent Drafted Letter On School Status

21. Supplemental services available

a. Superintendent Drafted Letter On School Status

22. Distress plans

a. Superintendent Drafted Letter On School Status

23. Districts must notify parents of students about public school choice options no later than 14 calendar days before the start of the school year.

a. Superintendent Drafted Letter On School Status

24. The number of students who were eligible for and the number of students who participated in public school choice and SES, beginning with data from the 2007-08 school year and each subsequent school year.

a. Superintendent Drafted Letter On School Status

25. For the current school year, a list of SES providers approved by the state to serve the district and the locations where services are provided.

a. Superintendent Drafted Letter On School Status

26. For the current school year, a list of available schools to which students eligible to participate in public school choice may transfer.

a. Superintendent Drafted Letter On School Status

27. The amount of funds available for choice-related transportation, SES and the per-child amount calculated for SES.

a. Superintendent Drafted Letter On School Status

28. Why the public school district or any of its public schools are under academic distress, school improvement or fiscal distress, and what the district is doing to be removed from academic distress, school improvement or fiscal distress.

a. Superintendent Drafted Letter On School Status

**Compliance is required for accreditation. Data must be easily accessible and shall be the actual data for two previous school years.**

## **Web Requirements** (The list above was created from all of the following requirements)

### **5.20 District Web Site Policy**

#### **9) Included on the district's web site shall be:**

- a) Local and state revenue sources
- b) Admin and teacher salary and benefit expenditure
- c) District balances, including legal balances and building fund balances
- d) Minutes of regular and special meetings of the school board
- e) Budget of the ensuing year
- f) Financial breakdown of monthly expenditures
- g) Salary schedule of all employees
- h) Current Contract Information
- i) District annual budget
- j) Annual statistical report
- k) Personnel policies

#### **A.C.A. 6-11-129** Increase information that must be on website

- Minutes of regular and special meetings of the board
- Current year budget within 30 days after submission to ADE
- Monthly expenditures of the district
- Financial reports indicating local and state revenues
- School district school balances
- Salary schedules for all employees, including extended contracts and supplemental pay schedules
- Current contract information for all current school employees
- Annual statistical/financial report for district
- Current annual budget
- Personnel policies

**A.C.A. 6-13-619** requires that school board meeting notice must be published on the website 10 days prior to meeting. If a meeting date is changed school must

publish new meeting date, time, and location not less than 24 hours prior to rescheduled meeting.

**A.C.A. 6-13-620** School districts must publish and maintain a website populated with most current information, including

- Board Minutes
- Budgets
- Monthly Expenses
- Salary schedules for all employees
- Annual audit
- Annual financial report
- Annual contract information

**A.C.A. 6-15-2202** increased information required by district to be posted on their website

The Department of Education shall monitor annually for compliance with website requirements and shall report failures in compliance to the State Board of Education.

- ACSIP school improvement plan
- Uses of NSLA funding-current and previous years
- Annual District report card
- School Improvement status of each school in parent friendly language
- Supplemental services available
- District status on any type of distress
- Distress plans
- Parent involvement plan and policy
- Teacher qualifications for all schools

**Compliance is required for accreditation. Data must be easily accessible and shall be the actual data for two previous school years.**

**Act 989 of 2011** requires districts to post both classified and licensed personnel policies and salary schedules to the district's website by September 15<sup>th</sup> and to notify the Department of Education of the web address by the 15<sup>th</sup> as well.

1. Posted by September 15<sup>th</sup>
2. Obvious link to classified and licensed personnel salary schedules and policies
3. Must clearly indicate the school year
4. A signature page must also be posted on the page
5. Should look like the following

Act 989 Requirements  
Salary Schedule/Handbooks/Policies  
Licensed Salary Schedule (Year)  
Classified Salary Schedule (Year)  
Parent Student Handbook (Year)  
Board Policies (Year)  
Board Signature Page for Salaries and Policies

### **Federal and State Regulations**

- Districts must notify parents of students about public school choice options no later than 14 calendar days before the start of the school year.
- The number of students who were eligible for and the number of students who participated in public school choice and SES, beginning with data from the 2007-08 school year and each subsequent school year.
- For the current school year, a list of SES providers approved by the state to serve the district and the locations where services are provided.
- For the current school year, a list of available schools to which students eligible to participate in public school choice may transfer.
- The amount of funds available for choice-related transportation, SES and the per-child amount calculated for SES.
- The comprehensive school improvement plan developed under the Arkansas Comprehensive Testing, Assessment and Accountability Program Act, for each school in the district.
- The district's annual report card and the annual report card of each school in the district.
- The school improvement status of the district.
- The school improvement status of each school in the district, including the identification of any supplemental educational services available to each public school.
- Why the public school district or any of its public schools are under academic distress, school improvement or fiscal distress, and what the district is doing to be removed from academic distress, school improvement or fiscal distress.
- The district's parental involvement plan and the parental involvement plan of all schools in the district and required informational packets.
- Teacher qualifications for all schools in the district.