

Cave City School District
Board of Education Meeting
Monday, July 20, 2020
Regular Meeting
Minutes of Meeting

The Cave City Board of Educators met in regular session on Monday, July 20, 2020 at 6:00 p.m. at the Cave City High School Library.

All members were present.

Guests included: Marc Walling, Debbie Asberry, Julie Johnson, Cheryl Bell, Mark Smith

Board President Dean Hastings welcomed everyone and called the meeting to order.

Motion made by Ashley Beller, seconded by Stephen Stauffer to approve the previous minutes. 100% approved.

Motion made by Jeff Eddy, seconded by Bobby Sanders to approve the financial report. 100% approved.

Motion made by Stephen Stauffer, seconded by Brandon Qualls to approve the School District Support Plan (SDSP) and Ready for Learning Plan; and School Level Improvement Plans (SLIPs) for all campuses as well as the Parent and Family Engagement Plans for all campuses and the district. These will be posted on the District Website by August 1 of each year. 100% approved.

At this time, Dr. Cheryl Bell made a presentation to the Board regarding the Middle School Charter application that the Board had approved at a previous meeting. Dr. Bell described what would be the benefits for the students and the district if the charter was approved by DESE. She expressed that having a charter in the middle school, would enhance the current charter held by the high school, as the middle school would be a “feeder program” for some of their existing programs. She noted her appreciation for Maintenance Director Tim Carter for working with her in remodeling and outfitting the old Agri Shop to serve as a location for many of the vocational classes. Dr. Bell expressed that if approved, Mr. Carter might be allowed by the State to facilitate some of the classes if the proper waivers were attained. The Board expressed appreciation to Dr. Bell for her hard work and for the opportunities the charter would afford students and the community.

COVID Report

Tech Coordinator Julie Johnson lead the discussion by reporting on a recent survey sent to families which indicated 40% of those who responded did not have reliable internet services at their home. Julie informed the board that training of staff during the summer months had been a daunting task but expressed that the teachers had been working very hard to prepare for an online delivery system. As of the meeting, Ms Johnson said as many as 200 had shown interest in starting school online on August 24. Elementary Principal Debbie Asberry, shared with the board a Frequently Asked Questions document that she and the Ready for Learning Committee had created to inform parents and patrons on questions they might have related to the opening of schools. She stated that the document would be shared with staff the next day, and released to the community shortly after. All the principals and Ms. Johnson answered questions from the board related to the document and to schools reopening in

general. Mr. Green shared the latest directives from DESE, and noted that they were changing almost daily. He mentioned that he and Mr. Walling had filled out multiple surveys related to district readiness. Mr. Green reported that in preparing for students who were found to have symptoms while at school, the nurse's stations were expanded to include an additional room to quarantine those students until parents could arrive to pick them up. To do this, the elementary station was moved entirely to the "old special education building". He informed the Board that OPAA (the district's new Food Management Partner) had met with administration to begin the process of devising a plan of operation that would be as safe as possible for students and their employees. Mr. Green reported that the district had already expended \$196,462 of the Federal Cares ACT funds on technology and Systemic Operation's needs. That included new chromebooks, ipads, 3,500 washable face masks, face shields, hand sanitizer, thermometers, foggers, and sprayers. He noted he had also attained hypochlorous acid machines to make HOCL as a disinfectant and over 50 gallons of liquid Lysol.

Motion made by Jon Hodges, seconded by Jeff Eddy to use Cares Funds to purchase "I-Wave" devices to be installed in HVAC units in elementary classrooms with no windows for ventilation, from Precise Heating Air and Electrical for \$9,999.65. 100% approved

Motion made by Brandon Qualls, seconded by Ashley Beller to approve a new school calendar due to the Governors' mandate that schools could not start until August 24. 100% approved.

**Cave City School District
2020-2021 School Calendar
*revised July 20, 2020**

August 10-20	Teacher Inservice
August 20	K-5 Open House/ 6 th & 9 th "Meet & Greet"
August 24	Begin 1 st 9 weeks
September 7	Labor Day (no school)
September 17	Parent-Teacher Conference (Middle & High School)
October 20	End 1 st 9 weeks (41 days)
October 29	Parent-Teacher Conference (Elementary Schools)
November 6	Mid-9 week progress report
November 23-24	Virtual Days
November 25-27	Thanksgiving Break
December 18	Virtual Day (End of 2nd 9 weeks (40 days))
December 19-January 3	Christmas Break
January 18	MLK Day (Professional Development)
March 12	End 3 rd 9 weeks (49 days)
March 18	Parent-Teacher Conference
March 22-26	Spring Break
April 2	Good Friday (Virtual Day)
May	Advanced Placement Exams
May 7	Cave City High School Graduation
May 26 (Wednesday)	End of 9 weeks (48 days)
May 27-June 11	Summer School (Tentative)
May 31	Memorial Day

**Testing Dates will be set by The Arkansas Department of Education. The District will use virtual learning on days closed due to inclement weather.*

Mr. Green informed the Board that he would serve as the District Point of Contact. Responsibilities related to this task would include calling ADH on the hotline to inform them of Probable Close Contacts, and providing them as much information as possible to allow them to do contact tracing.

Motion made by Stephen Stauffer, seconded by Brandon Qualls to approve the following personnel recommendations made by the Superintendent (100% approved):

- Hire **Seth Wagoner** as Football Coach.
- Hire **Sara Saffell** as elementary teacher.
- Accept Resignation from **Stu Smart** as softball coach and hire him for golf.
- Hire **Russell Fowler** as head softball coach and add field maintenance stipend.
- Hire **Candra Carpenter** as assistant softball coach and middle school softball coach.
- Hire **Jonathan Fowler** as 5th & 6th Intramural director/coach and accept his resignation for middle school baseball duties.
- Hire **Brent Smith** for Middle School Baseball.
- Accept resignation from **Toni Melton** as cook. OPAA will hire replacement.
- Hire **Justin Wilson** to drive a school bus, and be 4 hour Transportation/Maintenance at same rate of Grounds/Maintenance. Pay the city for him to serve as 20 hour per week resource officer on MS/Elem campuses funded from ESA funds (not operating). 240 day contract with 178 as part time resource officer. 8 hour employee for the other 62 days.

Other Business:

- Motion by Ashley Beller, seconded by Jeff Eddy to hire Precise Heating Air and Electrical install 12 I-Wave devices in our HVAC units in Nurses Stations, Therapy Building, and Cafeterias for a cost of \$9,999.65 from operating fund. 100% approved.
- Motion by Jon Hodges, seconded by Stephen Stauffer to approve a resolution to allow Leon Bailey to do various small woodworking projects for the school (Michelle Bailey), 100% approved

Next meeting tentatively set for August 17. Bobby Sanders made the motion to adjourn, seconded by Jon Hodges at 7:33 p.m. 100% approved.

Item 4 -

As of the Board report, the general balance was \$2,585,176.32 (last year \$3,163,148.13) not counting Building fund, or Federal Grants. I can no longer hide money in capital outlay for busses. The state stopped that so our capital outlay is \$0. We added funds we usually put there to our building fund. We can always transfer. Lisa will make her final transfers in period 13 which will affect this balance.

KVMN Revenue for July **\$1,548.00** Channel 6 Revenue **\$1,200.00**

CARES expenditures: **\$25,860** Building Fund: **\$3,263,000.23**

Item 5- Set Date for Annual report to the Public

Mr. Hodges is off on September 21st, so I recommend we set our Annual Report as part of our September meeting that night beginning at 6:00.

Item 6- Annual Proposed Budget of Expenditures:

Motion: To adopt the attached Proposed Budget of Expenditures with Tax Levy for Fiscal Year Beginning July 1, 2021 to and including June 30, 2022 and to approve all related election documents.

PROPOSED BUDGET OF EXPENDITURES
WITH TAX LEVY FOR FISCAL YEAR
BEGINNING JULY 1, 2021 TO AND INCLUDING JUNE 30, 2022

The Board of Directors of Cave City School District No. 2-A of Sharp County, Arkansas, in compliance with the requirements of Amendments No. 40 and No. 74 to the Constitution of the State of Arkansas and of Ark. Code Ann. § 6-13-622 has prepared, approved and hereby makes public the proposed budget of expenditures, together with the tax rate, as follows:

1. Salary Fund Expenditures	\$	6,685,000
2. Instructional Expense	\$	2,453,000
3. Maintenance & Operation Expense	\$	1,471,000
4. Dedicated M & O Expense	\$	0
5. Pupil Transportation Expense	\$	765,000
6. Other Operating Expense	\$	1,364,000
7. Non-Bonded Debt Payment	\$	0
8. Bonded Debt Payment	\$	549,335

To provide for the foregoing proposed budget of expenditures, the Board of Directors proposes a total school tax rate (state and local) of 39.0 mills on the dollar of the assessed value of taxable property located in this School District. The proposed tax includes the uniform rate of tax (the "Statewide Uniform Rate") to be collected on all taxable property in the State and remitted to the State Treasurer pursuant to Amendment No. 74 to the Arkansas Constitution to be used solely for maintenance and operation of schools in the State. As provided in Amendment No. 74, the Statewide Uniform Rate replaces a portion of the existing rate of tax levied by this School District and available for maintenance and operation of schools in this District. The total proposed school tax levy of 39.0 mills includes 25.0 mills specifically voted for general maintenance and operation and 14.0 mills voted for debt service previously voted as a continuing levy pledged for the retirement of existing bonded indebtedness. The surplus revenues produced each year by debt service millage may be used by the District for other school purposes.

The total proposed school tax levy of 39.0 mills represents the same rate presently being levied.

GIVEN this 17th day of August, 2020.

BOARD OF DIRECTORS OF CAVE CITY
SCHOOL DISTRICT NO. 2-A OF SHARP
COUNTY, ARKANSAS

President of Board

Cave City School District
Board of Education Meeting
Monday, August 17, 2020
Regular Meeting
Minutes of Meeting

The Cave City Board of Educators met in regular session on Monday, August 17th, 2020 at 6:00 p.m. at the Cave City High School Library.

All Board members were present, except Mr. Brandon Qualls.

Guests included: Administrator Marc Walling.

Board President Dean Hastings welcomed everyone and called the meeting to order.

Motion made by Ashley Beller, seconded by Stephen Stauffer to approve the previous minutes. 100% approved.

Motion made by Ashley Beller, seconded by Jeff Eddy to approve the financial report. 100% approved.

The board set the date for the Annual Public Meeting and Regular September Board Meeting for Monday, September 21st in the High School Library. The time was tentatively set as 6:00 p.m.

Motion by Stephen Stauffer, seconded by Bobby Sanders to adopt the following Proposed Budget of Expenditures with Tax Levy for Fiscal Year beginning July 1, 2021 to and including June 30, 2022 and to approve all related election documents. 100% approved.

**PROPOSED BUDGET OF EXPENDITURES
WITH TAX LEVY FOR FISCAL YEAR
BEGINNING JULY 1, 2021 TO AND INCLUDING JUNE 30, 2022**

The Board of Directors of Cave City School District No. 2-A of Sharp County, Arkansas, in compliance with the requirements of Amendments No. 40 and No. 74 to the Constitution of the State of Arkansas and of Ark. Code Ann. § 6-13-622 has prepared, approved and hereby makes public the proposed budget of expenditures, together with the tax rate, as follows:

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To provide for the foregoing proposed budget of expenditures, the Board of Directors proposes a total school tax rate (state and local) of 39.0 mills on the dollar of the assessed value of taxable property located in this School District. The proposed tax includes the uniform rate of tax (the "Statewide Uniform Rate") to be collected on all taxable property in the State and remitted to the State Treasurer pursuant to Amendment No. 74 to the Arkansas Constitution to be used solely for maintenance and operation of schools in the State. As provided in Amendment No. 74, the Statewide Uniform Rate replaces a portion of the existing rate of tax levied by this School District and available for maintenance and operation of schools in this District. The total proposed school tax levy of 39.0 mills includes 25.0 mills specifically voted for general maintenance and operation and 14.0 mills voted for debt service previously voted as a continuing levy pledged for the retirement of existing bonded indebtedness. The surplus revenues produced each year by debt service millage may be used by the District for other school purposes.

The total proposed school tax levy of 39.0 mills represents the same rate presently being levied.

GIVEN this 17th day of August, 2020.

BOARD OF DIRECTORS OF
CAVE CITY SCHOOL DISTRICT
NO. 2-A OF SHARP COUNTY,
ARKANSAS

Dean Hastings
President of Board

Brandon Qualls
Secretary of Board

At this point in the meeting, Mr. Green discussed issues related to the Ready for Learning Plan and informed the board on measures being taken in response to the pandemic.

Motion made by Jeff Eddy, seconded by Jon Hodges to approve Julie Johnson's second order from CDW for \$107,065 for 400 chromebooks (we attained a quote from IT Savvy which was much higher at \$231,610) and 100 Dell computers for \$46,671.60 (IT Savvy quoted us \$102,551 on those). We have already paid for the first 400 chromebooks with our CARES Funds. 100% approved.

Mr. Green then shared the updated Frequently Asked Questions Document as part of the District's Ready for Learning Plan. He also informed the board that after visiting with Mr.

Clinton and the principals, it was determined it best to require **all students to wear face masks on busses** for the safety of all. There is just no way that we can social distance or alter routes with the few drivers that we have. He informed the board that teachers and administrators had given out devices and trained students who chose the District's virtual option on August 10th.

Board President Dean Hastings signed the 2020-2021 Statement of Assurance. This document is required as part of our Standards and must be uploaded to the SFA system. It just assures that we are following all state laws and Standards for accreditation.

After returning from executive session, motion made by Stephen Stauffer, seconded by Bobby Sanders to approve Mr. Green's recommendation to accept the resignation for Jennifer Barnett as lunchroom worker, so she could be hired by OPAA as the Kitchen Manager. (100% approved):

Board President Dean Hastings reminded the board that the September meeting was tentatively set for September 21 at 6:00 in the High School Library. Jeff Eddy made the motion to adjourn, seconded by Bobby Sanders at 6:30 p.m. 100% approved.

Date _____

Board President: _____

Board Secretary: _____

Cave City School District
Board of Education Meeting
September 21, 2020
Regular Meeting & Annual Report to the Public
Minutes of Meeting

The Cave City Board of Educators met in regular session on Monday, September 21st, 2020 at 6:00 p.m. at the Cave City High School Library.

Board members present were Dean Hastings, Ashley Beller, Bobby Sanders, and Brandon Qualls. Members Jeff Eddy, Stephen Stauffer, and Jon Hodges were unable to attend.

Board President Dean Hastings welcomed all in attendance, and then called the meeting to order.

Motion made by Bobby Sanders, seconded by Brandon Qualls to approve the previous Board minutes. 100% approved.

At this time in the meeting, Mr. Green welcomed those attending and proceeded with the Annual Report to the Public.

CAVE CITY SCHOOL BOARD SPECIAL MEETING
September 21, 2020
Cave City **High School** Library at 6:00 p.m.

1. **Call to Order, establish a quorum.**
2. **Approval of minutes.**

3. Agenda for Annual Report to the Public Meeting in Cave City High School Library

- | | |
|-------------------|--|
| 1. Steven Green | - Welcome
- Student Enrollment and Staff
- Introduction of the Board |
| 2. Debbie Asberry | - Cave City Elementary program, performance & progress towards goals of S.L.I.P. |
| 3. Jamie King | - Cave City H.S. program, performance & progress towards goals of S.L.I.P. |
| 4. Mark Smith | -Cave City M.S. program, performance & progress towards goals of S.L.I.P. |
| 5. Steven Green | -Ready for Learning/School District Support Plan
-Report on CARES Funds, Federal Programs & ESA |

- Accreditation
- Statement of Asbestos Plan.
- Statement of Beverage Contract.
- SNPAA Committee (Act 1220 of 2003)
- Child Find & 504 Services, Foster Care Liasons
- Equity Statement
- Gifted and Talented
- Parent Involvement & Bullying
- Supt. Bullying Report (number reported)
- Board Member In service Hours
- Facilities & Master Plan/ Potential projects

As part of the presentations, many items were discussed including building performance and progress toward academic goals of School Level Improvement Plans. Mrs. Debbie Asberry reported on elementary assessments, curriculum/programs, professional development, and outlined their School Level Improvement Plan. She detailed safety measures taken to keep the students safe, including rotating teachers this year in grades 3-5 instead of the students. She also mentioned measures taken to lessen stress related to mask wearing, including extra recess time and outdoor classroom settings using picnic tables with umbrellas. She identified Alex Morgan, Bethany Smart, Sara Saffell, and Kate Haling as new staff members for the 2020-21 school year. Coach King gave a detailed description of all the various programs at Cave City High School. He also gave details of the high school campus S.L.I.P. He noted that the High School had been awarded bonus money for four of the five previous testing years based on their state mandated test scores. Mr. Mark Smith described programs at the CCMS campus, including their Scrub Club, Read Around the World literacy project, and various STEAM projects, culminating in a STEAM Fair hopefully in the Spring. He detailed School Wide Learning Outcomes they will use to meet their S.L.I.P. Mr. Green finished the program with many notices required by law, followed by a description of Federal and State Categorical funds. He also reported on Equity, Gifted & Talented, and Parent Involvement. He also gave a Bullying Report with specific numbers of campus incidences in 2019-20. He closed with Board Member Service Hours before conducting the following Public Hearing for Facilities and Master Plan.

Facilities & Master Plan Public Hearing

Mr. Green reported that in the past few school years, we have completed many projects to upgrade our facilities. Over the past summer, a new visitor locker room was built north of the football complex for opposing soccer and football teams. In response to the pandemic, I-Wave systems were installed in HVAC Units in all the nurse stations and cafeterias, and also placed in elementary classrooms with little or no ventilation. Safety wise, we add additional fencing and security cameras each year to make our campuses safer. We upgraded our middle school cafeteria with new ceiling tiles and hired a

contractor to completely sand and paint our walls. We also contracted Dennis Neal to resurface bathrooms in our Band Building and Old gym as well as three of our middle school bathrooms and we added new fixtures as part of the upgrade. We have installed new bathroom tile in our 4th/5th grade restrooms and added new fixtures there as well. New carpet was added to our Administration office, Elementary offices, and Elementary Library. We resurfaced three of our tennis courts and we added a new awning for our fans to be able to watch in the shade. We completed a total upgrade to our telephone and intercom system for the safety of our children at a lesser cost to our district. We completed a total upgrade to LED lighting district wide, which has reduced our district electric costs while providing a softer light in the classroom and a great improvement in our middle school gym. Extensive work was completed on the elementary special education building including painting and sealing the exterior, new HVAC and new flooring. We also added a new LED sign on the Elementary/Middle School campus. And we used storm damage funds to pay for new shingling of the Elementary gym, Band Building, Old KZIG building, and our Admin Building. A new Science Lab was installed in our Elementary and a complete renovation of the Elementary Library was completed two years ago. We have included a potential safe room in the Sharp County Mitigation Plan for funding at the high school if federal funds come available in the future. Also discussed was long term plans for a new elementary someday, and the possibility of a solar lighting project in the very near future.

Motion by Bobby Sanders, seconded by Brandon Qualls to approve the financial report. 100% approved.

The next item on the agenda was the approval of the Annual Financial Report and the Budget for the 2020-2021 School year. Mr. Green took a moment to recognize Mrs. Lisa Albertson and Mrs. Kim Carter for all their hard work and dedication in preparing the Annual Financial Report and Budget, before presenting it to the Board. Mr. Green informed the board that the Cycle 1 report will be submitted electronically to the State Department before the September 30th deadline. Mr. Green also informed the Board that the ***budget included a \$750 “Black Friday Bonus”*** for each employee contracted as of November 1, 2020. This bonus will also be for itinerant employees and OPAA employees who are serving our district as of November 1. The Board approved transferring funds from the building fund to cover the cost of the bonus if needed. Motion by Ashley Beller to approve the AFR&B for 2020-2021 and transfer, seconded by Bobby Sanders. 100% approved.

Motion made by Brandon Qualls, seconded by Ashley Beller to approve the 2020-2021 Special Education Budget, as prepared by Rita Philips (special education coordinator)

which is to be submitted electronically as well, before the September 30th deadline.
100% approved.

Motion made by Bobby Sanders, seconded by Ashley Beller to approve the 2020-2021 School Improvement Plan, Equity Report, Minority Teacher-Administrator Recruitment Plan, and State and Federal Program Assurances. 100% approved.

Motion made by Bobby Sanders, seconded by Ashley Beller to approve the following resolution as required by Act 1120 of 2013. 100% approved.

RESOLUTION

5% Salary Increase Review

Arkansas Code Ann. 6-13-635 et seq.

Whereas the Cave City School District Board of Directors met in a regular, open, and properly called board meeting on September 21, 2020, in the Cave City High School Library at 6:00 p.m.

Whereas four members were present, a quorum was declared by the Board President.

Whereas, the superintendent has identified all changes from last school-year's published salary schedule, and has identified and presented the Board of Directors with each employee's salary increase of 5% or more as required under A.C.A. § 6-13-635 and created a spreadsheet explaining each;

Therefore, the Cave City School District Board of Directors approves and resolves that the spread sheet including those explanations are a factual representation of the raises given for the 2019-2020 school-year.

***See Attached Cognos Spreadsheet from September 15 or later.**

Superintendent **Date**

Board President **Date**

Board Secretary

Date

Motion made by Brandon Qualls, seconded by Ashley Beller to approve Adult Breakfast price of \$2.65 and Adult lunch \$3.85. Mr. Green also reported that ABC Director Lori Laman asked him to inform the Board that the Cave City ABC preschool is participating with Child and Adult Care Food Program. It reimburses the district for a portion of our costs for money spent on food. 100% approved.

Motion made by Ashley Beller, seconded by Bobby Sanders to approve ASBA Model Policies 3.32.1 and 8.23.1 related to Covid Emergency Leave. 100% approved.

3.32.1—LICENSED PERSONNEL COVID EMERGENCY LEAVE

In accordance with Commissioner’s Memo COM-21-014, the District provides up to an additional ten¹ (10) days of paid leave for its employees who meet both of the following requirements:

1. The employee is ordered by the District, a medical professional, or the Arkansas Department of Health (ADH) to quarantine or isolate due to COVID-19 for one of the following reasons:²
 - i. Testing positive for COVID-19;
 - ii. Experiencing COVID-19 symptoms and seeking a medical diagnosis; or
 - iii. Is a probable close contact or close contact; and
2. The employee’s job duties are not able to be performed remotely.

Upon notification that an employee has received a quarantine or isolation order, The District shall review whether the employee has applicable leave remaining under the Families First Coronavirus Response Act (FFCRA) and this policy.

- If an employee has applicable leave under the FFCRA and this policy:
 - The District shall ask the employee if the employee wishes to use the applicable FFCRA leave or the COVID Emergency Leave first;
 - The District shall use available leave under the FFCRA first if the employee is unable or unwilling to make an alternative selection;
 - The District shall use the employee’s leave selection until the earlier of the expiration of the quarantine or isolation order or the exhaustion of the employee’s selected leave;
 - The District shall automatically switch the employee to the other form of leave, if available, should the employee’s quarantine or isolation order last longer than the employee’s selected leave; and
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee’s quarantine or isolation order last longer than the employee’s available leave under the FFCRA or this policy.
- If an employee has applicable leave under the FFCRA or this policy but not both:
 - The District shall use the employee’s available leave until the earlier of the expiration of the quarantine or isolation order or the exhaustion of the employee’s available leave; and
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee’s quarantine or isolation order last longer than the employee’s available leave under the FFCRA or this policy.
- If an employee has no leave remaining under this policy or applicable leave under the FFCRA, then the District shall use another form of applicable District provided paid leave, if available.

An employee who receives COVID Emergency Leave shall be paid the employee’s full daily rate of pay for up to ten¹ (10) days. The ten¹ (10) days of COVID Emergency Leave may, but is not required to, run consecutively. An employee shall not have days charged against the number the employee is eligible for under this policy for days when the employee is not expected to perform duties, such as holidays.³ The ten¹ (10) days of paid leave provided under this policy shall be used for eligible leave before other forms of District provided paid leave are used, including sick leave, personal leave, and vacation.

An employee shall not be eligible to receive the ten¹ (10) days of paid leave under this policy due to:⁴

- The need to care for another individual due to the individual’s positive COVID test, quarantine order, or isolation order; or
- The closure of the school or place of care of the employee’s child.

An employee’s eligibility to receive paid leave under this policy expires on the earlier of:

- a. Governor Hutchinson or the Arkansas General Assembly declares an end to the COVID-19 state of emergency; or
- b. The expiration of the FFCRA or the expiration of the subsequent Federal Act, if any, extending the provisions of the FFCRA.

Notes: ¹ The funding provided by Commissioner’s Memo COM-21-014 is based on the same amount of paid leave requirement under subdivision E of the FFCRA, which is titled the “Emergency Paid Sick Leave Act”. Districts who are on a four-day school week schedule may change this to be nine (9) days instead of ten (10). If the district chooses to continue to provide the tenth (10th) day, the district would have to use funds other than those provided through Commissioner’s Memo COM-21-014 to cover the final day of leave.

² While an order from ADH may be for any of these reasons, an order from a medical professional may only be used for items i or ii and a district order may only be for item iii to be reimbursable.

³ AN employee's quarantine or isolation period may fall at such a time period that part of the quarantine or isolation period is on days when the school would ordinarily be closed for paid holidays. The remaining COVID Emergency Leave days that were not used due to the holiday would continue to be available should the employee be ordered into another quarantine or to isolate unless one of the Policy's sunset provisions was triggered before the new quarantine or isolation order.

⁴ These categories are not covered by Commissioner's Memo COM-21-014. There are some Federal paid leave requirements for these categories under the Emergency Paid Sick Leave Act. A qualifying employee must receive the lesser of two hundred dollars (\$200) or two-thirds (2/3) of the employee's regular rate of pay per day until the earlier of either the employee is able to return to work or the employee's FMLA leave is exhausted. A district may require, which ASBA model FMLA Policy 3.32 does in the policy's default language, that an employee use their accumulated leave as necessary to bring their pay up to their full daily rate of pay for these absences.

Cross References: 3.8—LICENSED PERSONNEL SICK LEAVE
3.11—LICENSED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE
3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE ACT

8.23.1—CLASSIFIED PERSONNEL COVID EMERGENCY LEAVE

In accordance with Commissioner's Memo COM-21-014, the District provides up to an additional ten¹ (10) days of paid leave for its employees who meet both of the following requirements:

3. The employee is ordered by the District, a medical professional, or the Arkansas Department of Health (ADH) to quarantine or isolate due to COVID-19 for one of the following reasons:²
 - iv. Testing positive for COVID-19;
 - v. Experiencing COVID-19 symptoms and seeking a medical diagnosis; or
 - vi. Is a probable close contact or close contact; and
4. The employee's job duties are not able to be performed remotely.

Upon notification that an employee has received a quarantine or isolation order, The District shall review whether the employee has applicable leave remaining under the Families First Coronavirus Response Act (FFCRA) and this policy.

- If an employee has applicable leave under the FFCRA and this policy:
 - The District shall ask the employee if the employee wishes to use the applicable FFCRA leave or the COVID Emergency Leave first;
 - The District shall use available leave under the FFCRA first if the employee is unable or unwilling to make an alternative selection;
 - The District shall use the employee's leave selection until the earlier of the expiration of the quarantine or isolation order or the exhaustion of the employee's selected leave;
 - The District shall automatically switch the employee to the other form of leave, if available, should the employee's quarantine or isolation order last longer than the employee's selected leave; and
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee's quarantine or isolation order last longer than the employee's available leave under the FFCRA or this policy.
- If an employee has applicable leave under the FFCRA or this policy but not both:
 - The District shall use the employee's available leave until the earlier of the expiration of the quarantine or isolation order or the exhaustion of the employee's available leave; and
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee's quarantine or isolation order last longer than the employee's available leave under the FFCRA or this policy.
- If an employee has no leave remaining under this policy or applicable leave under the FFCRA, then the District shall use another form of applicable District provided paid leave, if available.

An employee who receives COVID Emergency Leave shall be paid the employee's full daily rate of pay for up to ten¹ (10) days. The ten¹ (10) days of COVID Emergency Leave may, but is not required to, run consecutively. An employee shall not have days charged against the number the employee is eligible for under this policy for days when the employee is not expected to perform duties, such as holidays.³ The ten¹ (10) days of paid leave provided under this policy shall be used for eligible leave before other forms of District provided paid leave are used, including sick leave, personal leave, and vacation.

An employee shall not be eligible to receive the ten¹ (10) days of paid leave under this policy due to:⁴

- The need to care for another individual due to the individual's positive COVID test, quarantine order, or isolation order; or
- The closure of the school or place of care of the employee's child.

An employee's eligibility to receive paid leave under this policy expires on the earlier of:

- c. Governor Hutchinson or the Arkansas General Assembly declares an end to the COVID-19 state of emergency; or
- d. The expiration of the FFCRA or the expiration of the subsequent Federal Act, if any, extending the provisions of the FFCRA.

Notes: ¹ The funding provided by Commissioner's Memo COM-21-014 is based on the same amount of paid leave requirement under subdivision E of the FFCRA, which is titled the "Emergency Paid Sick Leave Act". Districts who are on a four-day school week schedule may change this to be nine (9) days instead of ten (10). If the district chooses to continue to provide

the tenth (10th) day, the district would have to use funds other than those provided through Commissioner's Memo COM-21-014 to cover the final day of leave.

² While an order from ADH may be for any of these reasons, an order from a medical professional may only be used for items i or ii and a district order may only be for item iii to be reimbursable.

³ AN employee's quarantine or isolation period may fall at such a time period that part of the quarantine or isolation period is on days when the school would ordinarily be closed for paid holidays. The remaining COVID Emergency Leave days that were not used due to the holiday would continue to be available should the employee be ordered into another quarantine or to isolate unless one of the Policy's sunset provisions was triggered before the new quarantine or isolation order.

⁴ These categories are not covered by Commissioner's Memo COM-21-014. There are some Federal paid leave requirements for these categories under the Emergency Paid Sick Leave Act. A qualifying employee must receive the lesser of two hundred dollars (\$200) or two-thirds (2/3) of the employee's regular rate of pay per day until the earlier of either the employee is able to return to work or the employee's FMLA leave is exhausted. A district may require, which ASBA model FMLA Policy 3.32 does in the policy's default language, that an employee use their accumulated leave as necessary to bring their pay up to their full daily rate of pay for these absences.

Cross References: 8.5—CLASSIFIED PERSONNEL SICK LEAVE
8.7—CLASSIFIED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE
8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE ACT

At this point in the meeting, the board went into executive session to take action on personnel. After returning from session, motion made by Bobby Sanders, seconded by Brandon Qualls to approve Mr. Green's recommendation to

- Increase **Vicki Tackett** and **Chris Coles** to 7 hour Head Cooks in High School and Elementary and pay them the same rate of pay as the 6 hour position(Vicki retroactively to August/ Chris effective September 8).
- Allow **Candice Thorne** to use her sick days for maternity leave and allow her to pay sub pay for additional days that she misses over the balance she currently has.
- Allow **Angela Goodman** to pay sub pay for days she misses over the balance she has due to caring for her husband who has cancer.
- Accept a resignation from **Sharon Medlock** due to health concerns.
- Accept a resignation from **Ashley Reynolds** as food service worker.
- Accept a resignation from **Ellen Burns** as food service worker.

100% approved.

In other business, motion made by Ashley Beller, seconded by Bobby Sanders to approve Jon Hodges' Mother in law, Lori Haas to sub up to 30 days for the district. 100% approved

Mr. Green gave the following Covid report : We have 7 senior high students, one elementary student and four teachers who tested positive who are Active Cases. An additional 2 senior high, and one 8th grader have now ended their isolation. We have 90 students/staff in quarantine. Parents have done a wonderful job of working with us on quarantine and on keeping their students home with symptoms. The fact that we are in

the midst of Allery Season has complicated matters quite a bit. As of the morning of 9-21-20, we have 430 students currently virtual. (Elementary- 138; Middle school- 88; High school- 204. We also had to postpone our all Sr Volleyball matches scheduled before September 28 and request a “no contest” for our canceled Sr. Football game vs. Blytheville on September 25th.

Board President Dean Hastings tentatively scheduled the October meeting for Monday the 19th. Ashley Beller made the motion to adjourn, seconded by Brandon Qualls at 7:15 p.m. 100% approved.

Date _____

Board President: _____

Board Secretary: _____

Cave City School District
Board of Education Meeting
Monday, October 26, 2020
Regular Meeting
Minutes of Meeting

The Cave City Board of Educators met in regular session on Monday, October 26th, 2020 at 6:00 p.m. at the Cave City High School Library.

All Board members were present. Guests included Julie Johnson, Russell Fowler, Marc Walling, Jamie King, Mark Smith, Cheryl Bell, Debbie Asberry, and Lori Laman.

Board President Dean Hastings gave the welcome and called the meeting to order.

Motion made by Brandon Qualls, seconded by Stephen Stauffer to approve the previous minutes. 100% approved.

Motion made by Bobby Sanders, seconded by Ashley Beller to approve the financial report. 100% approved.

At this time, Mr. Green updated the board on the latest school information related to the Covid Epidemic. He reported Cares Fund Expenditures for September: \$3,737.47. As of 10-26: Positive cases: 2 Staff members; 3 High School students; 1 Middle school student; Quarantined: 5 High school; 1 Staff member. Students being served as virtual dropped from the previous month from 450 to 377 in the district.

At this point in the meeting, the board went into executive session to take action on personnel. After returning from session, motion made by Jeff Eddy, seconded by Ashley Beller to approve Mr. Green's recommendation to

- To allow **Steve Staggs** to pay sub pay for days he misses in excess of sick days he has available due to his recent injury, retroactively to October 1, 2020.
- To allow **Tracy Carter Jeffrey** to pay sub pay for days she misses in excess of what she has for maternity leave.
- To allow **Misty Bacon** to pay sub pay for days she misses in excess of what she has due to her upcoming hip surgery.
- To accept a letter of resignation from **Janet Landers** as custodian due to her retirement.
- To hire **Amy Forbes** as an 8 hour 240 day custodian.
- I recommend we accept a letter of resignation form **Patti Norris** as bus driver and custodian.
- I recommend we hire **Jennifer Barnett** as a 8 hour 181 day custodian.

Good News

- Congratulations to Coach Amos and our Tennis Teams! Our Girls are State Champions!! Katie Walling won overall state in Singles, while Keylee Lyons was Runner-Up in 3A. Maddy Bacon and Lexi Dickerson were Top Eight in state in doubles. Ethan Walling won his first match at state in Boys singles which also placed him in top ten! Boys and Girls both won Conference again this year!
- Congratulations to Dr. Cheryl Bell and Principal Mark Smith for attaining a Charter for our Middle School! Both had flawless presentations at The Charter Authorizing Panel meeting October 13th. This is a tremendous opportunity for our students. I appreciate all the hard work that Dr. Bell put into this application. Phil Baldwin, who is on the committee, told me it was one of the best applications he had ever seen. I want to discuss with you a location to build a new maintenance shop building since we will need our “old agri” for our new Charter.

Other Business:

Mr. Green informed the board that an important part of the middle school charter includes our renovation of the old agri shop to use for vocational classes and programs. To accomplish this, a new maintenance shop would need to be built since they were currently using the old agri building for maintenance. The board agreed to allow Tim Carter to attain quotes for a new shop, with a budget of \$21,000 or less for the buiding.

Before adjourning, the board took a moment to recognize Board President Dean Hastings for his devotion and service to the Cave City School District and the community. He was presented with a plaque as appreciation for his 22 years of service as a Board Member. Mr. Hastings had chosen not to run for re-election to his position on the board in the upcoming November 3rd election. A meal was prepared by Jamie King, as part of a reception that followed the meeting.

Board president Dean Hastings tentatively set the next board meeting for November 16th at 6:00 in the high school library. Stephen Stauffer made the motion to adjourn, seconded by Jon Hodges at 6:25 p.m. 100% approved.

Date _____

Board President: _____

Board Secretary: _____

Cave City School District
Board of Education Meeting
Monday, November 16, 2020
Regular Meeting
Minutes of Meeting

The Cave City Board of Educators met in regular session on Monday, November 16, 2020 at 6:00 p.m. at the Cave City High School Library.

Board Members Brandon Qualls, Bobby Sanders, Jon Hodges, Jeff Eddy, Ashley Beller, and Eddie Walling were present. Mr. Stephen Stauffer was unable to attend.

Guests included: High School Principal Marc Walling.

Board Secretary Brandon Qualls recognized and congratulated new board member Eddie Walling and congratulated Mr. Bobby Sanders for maintaining his position as well. Both members ran unopposed in the November election. He then gave the welcome and called the meeting to order.

Motion made by Ashley Beller, seconded by Bobby Sanders to approve the minutes from the previous meeting. 100% approved.

At this time the Board re-organized officers following the November elections. Motion made by Jon Hodges, seconded by Ashley Beller to fill the Positions of Board as follows for the 20-21 term: Board President- Bobby Sanders; Board Vice-President- Jeff Eddy; and Board Secretary- Brandon Qualls. 100% approved.

Mr. Sanders presided over the rest of the meeting.

Motion made by Jeff Eddy, seconded by Brandon Qualls to approve the financial report. 100% approved.

Covid Report

- CARES FUND EXPENDITURES:\$1,497.80
- Virtual Student Count: 347
- Cases as of the meeting: ACTIVE: 5 Students/ 1 Teacher. QUARANTINED: 17 Students/ 1 Aid.
- As of 11/13/20: ***For the entire school year***, we have had a total of 26 students test positive and 15 staff test positive. We have totaled only 5 staff quarantined and 128 students quarantined this year. Our first positive case was August 14 before school started.

At this time the board went into executive session to consider personnel issues. Upon their return, motion made by Ashley Beller, seconded by Jeff Eddy to approve the following recommendations of the superintendent: (100% approved)

- To accept a letter of resignation from Chasity Parker as a special education aid.

Good News:

Congratulations to Luke Walling for winning the State 3A Cross Country Championship held recently in Hot Springs. Luke actually defended his championship that he had also won in 2019! His twin sister Katie is also a State Champion this year in Tennis!!

Board President Bobby Sanders tentatively set the December meeting for Monday, December 14th. Brandon Qualls made the motion to adjourn, seconded by Jon Hodges at 6:20 p.m. 100% approved.

Date _____

Board President: _____

Board Secretary: _____

Cave City School District
Board of Education Meeting
Monday, January 11, 2021
Regular Meeting
Minutes of Meeting

The Cave City Board of Educators met in regular session on Monday, January 11th, 2021 at 6:00 p.m. at the Cave City High School Library.

Board members present included Jeff Eddy, Jon Hodges, Eddie Walling, Stephen Stauffer, Ashley Beller, Bobby Sanders, and Brandon Qualls.

Guests included: Marc Walling

Board President, Bobby Sanders, gave the welcome and called the meeting to order.

Motion made by Brandon Qualls, seconded by Eddie Walling, to approve the previous minutes. 100% approved.

Motion made by Ashley Beller, seconded by Stephen Stauffer, to approve the financial report. 100% approved.

Motion made by Stephen Stauffer, seconded by Brandon Qualls, to approve the legal transfer of a 10th grade female from Highland school district, to attend Cave City(100% approved):

Motion made by Jeff Eddy, seconded by Jon Hodges, to approve the purchase of two new 2022 IC busses for \$86,101.82 each for a total of \$172,203.64. (100% approved)

Motion made by Eddie Walling, seconded by Ashley Beller, to accept the low bid from Overman Buildings for a new maintenance building which will be located behind the “Belcher Property” on the High School Side: (100% approved)

30x40x10 with two 10x8 insulated garage doors and 1 steel walk in door:

Overman Construction: \$19,395

Perkey Construction: \$23,000

Bower Construction.: \$24,450

COVID Report

- CARES FUND EXPENDITURES: \$2,608.99
- Virtual Student Count: MS- 69 full/33 part time; HS- 135; Elem- 106 = 343

- Cases as of the meeting: ACTIVE: 3 Students/ 1 nurse/ 1 secretary. QUARANTINED: 2 Students/ no employees.
- As of 1/5/21: *For the entire school year*, we have had a total of 33 students test positive and 26 employees test positive. Our first positive case was August 14 before school started.
- Mr. Green informed the board that Jennifer Davis from Cave City Pharmacy notified the school that their pharmacy is one of two pharmacies in the county who will have the vaccines for school personnel. Once the Governor moves the vaccine to Phase 1-B, Ms. Davis plans on working on logistics with our district to have an after school vaccine clinic for our employees.

3.32.1—LICENSED PERSONNEL COVID EMERGENCY LEAVE

District provides up to an additional ten¹ (10) days of paid leave for its employees who meet both of the following requirements:

1. The employee;
 - a. Is ordered by the District, a medical professional, or the Arkansas Department of Health (ADH) to quarantine or isolate due to COVID-19 for one of the following reasons:
 - i. Testing positive for COVID-19;
 - ii. Experiencing COVID-19 symptoms and seeking a medical diagnosis; or
 - iii. Is a probable close contact or close contact.; or
 - b. Needs to care for a dependent who is subject to a quarantine or isolation order; and
2. The employee's job duties are not able to be performed remotely.

The employee is responsible for providing the District proof that the employee or the employee's dependent has received a quarantine or isolation order. The proof may be in any of the following forms, as applicable:

- A positive test result;
- Proof of receipt of a PCR test;
- A written quarantine or isolation order from the employee's or the employee's dependent's treating physician, the ADH, or the District's Point Of Contact (POC); or
- Written notification of close contact or potential close contact status from ADH, the District POC, or another district's POC if the close contact is from another district.

In addition to other appropriate documentation, employees who intend to take leave under this policy due to the need to care for a dependent must submit a written statement indicating the relationship with the dependent, the dependent's age, and that the employee is the only individual capable of caring for the dependent.

Upon notification that an employee has received a quarantine or isolation order, The District shall review whether the employee has applicable leave remaining under the Families First Coronavirus Response Act (FFCRA) and this policy.

- If an employee has applicable leave under the FFCRA and this policy:
 - The District shall use available leave under the FFCRA first
 - The District shall use the employee's available FFCRA leave until the earlier of the expiration of the quarantine or isolation order or the exhaustion of the employee's FFCRA leave;
 - The District shall automatically switch the employee to use leave under this policy, if available,² should the employee's quarantine or isolation order last longer than the employee's FFCRA leave; and
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee's quarantine or isolation order last longer than the employee's available leave under the FFCRA or this policy.
- If an employee has applicable leave under the FFCRA or this policy but not both:
 - The District shall use the employee's available leave until the earlier of the expiration of the quarantine or isolation order or the exhaustion of the employee's available leave; and
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee's quarantine or isolation order last longer than the employee's available leave under the FFCRA or this policy.
- If an employee has no leave remaining under this policy or applicable leave under the FFCRA, then the District shall use another form of applicable District provided paid leave, if available.

An employee who receives COVID Emergency Leave shall be paid the employee's full daily rate of pay for up to ten¹ (10) days. The ten¹ (10) days of COVID Emergency Leave may, but is not required to, run consecutively. An employee shall not have days charged against the number the employee is eligible for under this policy for days when the employee is not expected to perform duties, such as holidays.³ The ten¹ (10) days of paid leave provided under this policy shall be used for eligible leave before other forms of District provided paid leave are used, including sick leave, personal leave, and vacation.

An employee's eligibility to receive paid leave under this policy expires on June 30, 2021.

Notes: ¹ The funding provided by Commissioner's Memo COM-21-014 expired on December 18, 2020; however, DESE has authorized districts to continue providing the leave but districts will be required to use local or Federal funds to

cover the leave. Districts may choose to have the number of days eligible for an employee consider the number of days an employee used in the Fall or may choose to provide all employees a new round of paid days. Be sure to specify your choice in the policy adoption motion. Commissioner’s Memo COM-21-061 does not set a maximum number of days that a district may choose to offer employees under this policy so the ten (10) days included in the policy is only a suggestion.

² If you choose to reset the number of days your employees have available under this policy, remove this clause.

³ AN employee’s quarantine or isolation period may fall at such a time period that part of the quarantine or isolation period is on days when the school would ordinarily be closed for paid holidays. The remaining COVID Emergency Leave days that were not used due to the holiday would continue to be available should the employee be ordered into another quarantine or to isolate unless one of the Policy’s sunset provisions was triggered before the new quarantine or isolation order.

Cross References: 3.8—LICENSED PERSONNEL SICK LEAVE
 3.11—LICENSED PERSONNEL PERSONAL AND
 PROFESSIONAL LEAVE
 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE
 ACT

Legal References: Commissioner’s Memo COM-21-04461
 29 C.F.R. Part 826

8.23.1—CLASSIFIED PERSONNEL COVID EMERGENCY LEAVE

District provides up to an additional ten¹ (10) days of paid leave for its employees who meet both of the following requirements:

3. The employee:
 - c. Is ordered by the District, a medical professional, or the Arkansas Department of Health (ADH) to quarantine or isolate due to COVID-19 for one of the following reasons:
 - iv. Testing positive for COVID-19;
 - v. Experiencing COVID-19 symptoms and seeking a medical diagnosis; or
 - vi. Is a probable close contact or close contact.; or

- d. Needs to care for a dependent who is subject to a quarantine or isolation order; and
4. The employee's job duties are not able to be performed remotely.

The employee is responsible for providing the District proof that the employee or the employee's dependent has received a quarantine or isolation order. The proof may be in any of the following forms, as applicable:

- A positive test result;
- Proof of receipt of a PCR test;
- A written quarantine or isolation order from the employee's or the employee's dependent's treating physician, the ADH, or the District's Point Of Contact (POC); or
- Written notification of close contact or potential close contact status from ADH, the District POC, or another district's POC if the close contact is from another district.

In addition to other appropriate documentation, employees who intend to take leave under this policy due to the need to care for a dependent must submit a written statement indicating the relationship with the dependent, the dependent's age, and that the employee is the only individual capable of caring for the dependent.

Upon notification that an employee has received a quarantine or isolation order, The District shall review whether the employee has applicable leave remaining under the Families First Coronavirus Response Act (FFCRA) and this policy.

- If an employee has applicable leave under the FFCRA and this policy:
 - The District shall use available leave under the FFCRA first
 - The District shall use the employee's available FFCRA leave until the earlier of the expiration of the quarantine or isolation order or the exhaustion of the employee's FFCRA leave;
 - The District shall automatically switch the employee to use leave under this policy, if available,² should the employee's quarantine or isolation order last longer than the employee's FFCRA leave; and
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee's quarantine or isolation order last longer than the employee's available leave under the FFCRA or this policy.
- If an employee has applicable leave under the FFCRA or this policy but not both:
 - The District shall use the employee's available leave until the earlier of the expiration of the quarantine or isolation order or the exhaustion of the employee's available leave; and
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee's

quarantine or isolation order last longer than the employee's available leave under the FFCRA or this policy.

- If an employee has no leave remaining under this policy or applicable leave under the FFCRA, then the District shall use another form of applicable District provided paid leave, if available.

An employee who receives COVID Emergency Leave shall be paid the employee's full daily rate of pay for up to ten¹ (10) days. The ten¹ (10) days of COVID Emergency Leave may, but is not required to, run consecutively. An employee shall not have days charged against the number the employee is eligible for under this policy for days when the employee is not expected to perform duties, such as holidays.³ The ten¹ (10) days of paid leave provided under this policy shall be used for eligible leave before other forms of District provided paid leave are used, including sick leave, personal leave, and vacation.

An employee's eligibility to receive paid leave under this policy expires on June 30, 2021.

Notes: ¹ The funding provided by Commissioner's Memo COM-21-014-expired on December 18, 2020; however, DESE has authorized districts to continue providing the leave but districts will be required to use local or Federal funds to cover the leave. Districts may choose to have the number of days eligible for an employee consider the number of days an employee used in the Fall or may choose to provide all employees a new round of paid days. Be sure to specify your choice in the policy adoption motion. Commissioner's Memo COM-21-061 does not set a maximum number of days that a district may choose to offer employees under this policy so the ten (10) days included in the policy is only a suggestion.

² If you choose to reset the number of days your employees have available under this policy, remove this clause.

³ AN employee's quarantine or isolation period may fall at such a time period that part of the quarantine or isolation period is on days when the school would ordinarily be closed for paid holidays. The remaining COVID Emergency Leave days that were not used due to the holiday would continue to be available should the employee be ordered into another quarantine or to isolate unless one of the Policy's sunset provisions was triggered before the new quarantine or isolation order.

Cross References: 8.5—CLASSIFIED PERSONNEL SICK LEAVE

8.7—CLASSIFIED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE

8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE ACT

Legal References: Commissioner’s Memo COM-21-04461
29 C.F.R. Part 826

At this time the board went into executive session to consider personnel issues. Upon their return, motion made by Jon Hodges, seconded by Stephen Stauffer to approve the following recommendations of the superintendent: (100% approved)

- Hire **Melanie Koch** to be Director of Health Services as of December, 2020. Pay her the hourly rate for that position based on the current salary schedule.
- Hire **Lauren Perkey** as a middle school teacher and interventionist effective January 4, 2021.
- Allow **Margaret Beaver** to pay sub pay for days she has missed in excess of sick days that she has due to her cancer recovery, retroactive to December 1.
- Accept a resignation from **Alicia Walling Smith**, effective at the end of the school year. Alicia has an opportunity to work with her mother in the tax business. She wants to pursue that.

At this time, the board discussed the Superintendent’s written evaluation and added that it be placed in Mr. Green’s file. Motion was then made by Stephen Stauffer, seconded by Brandon Qualls, to extend Mr. Green’s current three year contract another year through the 2023-24 school year with the same conditions previously approved. 100% approved.

Other Business & Information

School Board Training Hours in 2020

A.C.A. 6-13-629(a)(2) requires that a report be presented to the school board during the January meeting covering previous years training hours and hours that can be carried over. 2020 Hours were accumulated at Virtual ASBA Annual Conference and Training provided by the APSRC:

Ashley Beller	16
Jeff Eddy	11.5
Jon Hodges	6
Bobby Sanders	8.75
Stephen Stauffer	6
Brandon Qualls	6

Board President, Bobby Sanders, tentatively set the February meeting for 6:00 p.m. on Monday the 15th in the Cave City High School Library. Jon Hodges made the motion to adjourn, seconded by Jeff Eddy, at 6:45 p.m. 100% approved.

Date _____

Board President: _____

Board Secretary: _____

Cave City School District
Board of Education Meeting
Monday, February 22, 2021
Regular Meeting
Minutes of Meeting

The Cave City Board of Educators met in regular session on Monday, February 22nd, 2021 at 6:00 p.m. at the Cave City High School Library.

Board members present included Stephen Stauffer, Bobby Sanders, Jeff Eddy, Jon Hodges, Ashley Beller, Eddie Walling, and Brandon Qualls.

Guests included: Candi Herrin, Elaine Nix, Jerry Noble, Holly Morrison, and Administrator Marc Walling,

Board President, Bobby Sanders, gave the welcome and called the meeting to order.

Motion made by Stephen Stauffer, seconded by Brandon Qualls, to approve the previous meetings minutes. 100% approved.

Motion made by Ashley Beller, seconded by Jeff Eddy, to approve the financial report. 100% approved.

At this time in the meeting, Mr. Sanders welcomed Food Service Director Elaine Nix, and OPAA employees Candi Herrin, Jerry Noble, and Holly Morrison. The Board and the representatives visited about a variety of food service issues including menu development, staffing, student delivery of meals, and student participation. All agreed that though Covid-19 had directly affected all of the aforementioned, extra efforts must be made to offer nutritious meals that were popular with the student body in order to increase participation. OPAA and the board are hoping for higher student participation as the district moves into the final nine weeks of the school year.

Mr. Green updated the board on school issues related to Covid -19. He reported the following:

- Virtual Student Count: MS- 69 full/33 part- time; HS- 135; Elem- 106 = 310
- Cases as of the meeting: NO Active cases.
- As of 2/10/21: ***For the entire school year***, we have had a total of 36 students test positive and 26 employees test positive. Our first positive case was August 14 before school started.
- Jennifer Davis and her Cave City Pharmacy team administered around 100 vaccinations to our employees on, and before January 22nd. Those who

received the first dose received their second dose on Friday, February 22nd.
The program was a huge success.

The Board went into executive session to act on personnel. Upon their returning from the executive session, a motion was made by Eddie Walling, seconded by Jeff Eddy to approve the following recommendations from Mr. Green: 100% approved.

- Accept Resignation from **Rita Wycough** as Elementary Counselor due to her retirement at the end of the school year.
- Accept resignation from **Brooke Walling** as Elementary Librarian at the end of the school year.
- Accept a resignation from **Julie Johnson** as District Technology Coordinator.
- Accept a resignation from **Alex Morgan** as Elementary Teacher at the end of the school year.
- Hire **Clint Lucy** as Technology Coordinator effective July 1, 2021 with a 12 month contract and negotiated salary of \$68,000.
- Hire **Stephan Payne** either as a school employee, or as an itinerant through the NorthCentral Coop as a Computer Technician with salary based on coop schedule. Mr. Green reminded the board the district had yet to replace Jonas Anderson after he resigned that position.
- Allow Mrs. **Haley Tate** to pay sub pay for days she misses in excess of what she has for maternity leave.

Re-hire the following administration for next year:

- ◆ Marc Walling – High school Principal.
- ◆ Jamie King- High School Alternative Ed and Assistant Principal
- ◆ Mark Smith- Middle School Principal
- ◆ Dr. Cheryl Bell – Curriculum & Testing Coordinator/Asst. Middle School Principal
- ◆ Debbie Asberry- Elementary Principal
- ◆ Clint Lucy- Technology Coordinator/IT Security Officer
- ◆ Lori Laman -ABC Director, Asst. Elementary Principal and Curriculum Coordinator.
- ◆ Russell Fowler- Athletic Director.

Other business and information:

Motion made by Ashley Beller, seconded by Jon Hodges to accept a bid from Cody Parsley on the 97 GMC Sonoma at \$625. He was the only bid. The board authorized Charlie Clinton to sell the busses, which received no bids at all, for scrap. 100% approved

Board President, Bobby Sanders tentatively set the March meeting for the 16th at 6:00 p.m. Mr. Green reminded everyone that Spring Break would be March 22-26. Motion to adjourn by Brandon Qualls, seconded by Jon Hodges at 7:27 p.m.

Cave City School District
Board of Education Meeting
Monday, March 15, 2021
Regular Meeting
Minutes of Meeting

The Cave City Board of Educators met in regular session on Monday, March 15, 2021 at 6:00 p.m. at the Cave City High School Library.

Board Members Present: Bobby Sanders, Eddie Walling, Brandon Qualls, Jon Hodges, Stephen Stauffer, Ashley Beller, and Jeff Eddy.

Guests included: Administrators Debbie Asberry & Marc Walling.

Board President, Bobby Sanders, gave the welcome and called the meeting to order.

Motion made by Ashley Beller, seconded by Brandon Qualls, to approve the previous minutes. 100% approved.

Motion made by Eddie Walling, seconded by Jeff Eddy, to approve the financial report. 100% approved.

Motion made by Jeff Eddy, seconded by Ashley Beller, to approve the 2021-2022 Certified Salary Schedule and Supplements Page. The schedule meets the state required minimum, increasing the BSE base and the MSE base by \$1,100. The Supplements page included raises and one new stipend for Middle School Charter PD. The position of Elementary Counselor was scaled back to 200 days as it had been in the past. 100% approved.

Motion made by Stephen Stauffer, seconded by Brandon Qualls, to approve the 2021-2022 Classified Salary Schedule. The Schedule included raises to all positions with at least one year of experience and revisions in the incremental amounts based on years of services. Bus sub pay was increased to \$59 per day and the Technology Coordinator Position was added to the classified salary schedule as well as Technology Assistant. 100% approved.

Motion made by Jon Hodges, seconded by Stephen Stauffer, to approve the 2020 Audit. The superintendent reported that he had responded to one finding related to the district's failure to attain a resolution (Travis Stewart), but had since resolved it by having the Board approve it in a prior meeting and had it approved by ADE. The finding will stay in the report, however. The board commended School Business Manager, Lisa Albertson, for doing such a great job managing the finances of the district. 100% approved.

Motion by Jon Hodges, seconded by Ashley Beller, to approve the 2021-2022 School Calendar. Mr. Green reported that two calendars had been considered by staff with the vote being 87 (60 certified) to 32 (24 certified) in favor of the recommended proposal. Mr. Green cautioned the board that there was a bill in the current legislative session, that if passed, would delay the start of school and would require the approved calendar to be modified as a result. 100% approved.

**Cave City School District
2021-2022 School Calendar
Proposal 2
87 votes (60 certified)**

August 2-12	Teacher Inservice
August 12	Breakfast 10 a.m., Open house 2-6 p.m.
August 16 (Monday)	Begin 1 st 9 weeks
September 6	Labor Day (no school)
September 16	Parent-Teacher Conference (Middle & High School)
October 15	End 1 st 9 weeks (44 days)
October 21	Parent-Teacher Conference (Elementary Schools)
November 12	Mid-9 week progress report
November 22-26	Thanksgiving Break
December 13 (Monday)	Christmas Dinner Inservice @ 5:30 pm
December 17	End of 2 nd 9 weeks (40 days)
December 20-21	Snow Days #1,#2
December 18-January 2	Christmas Break
January 17	MLK Day (Snow day #3)
February 21	President's Day (Professional Development/Snow day #4)
March 11	End 3 rd 9 weeks (48 days)
March 17	Parent-Teacher Conference
March 21-25	Spring Break
April 15	Good Friday (Snow Day # 5)
May	Advanced Placement Exams
May 6	Cave City High School Graduation
May 24 (Tuesday)	End of 9 weeks (46 days)
May 25-June 10	Summer School (Tentative)
May 30	Memorial Day

****Testing Dates will be set by The Arkansas Department of Education. The District will apply for five AMI days to be used before snow days.***

Motion made by Eddie Walling, seconded by Brandon Qualls, to approve the quote of \$11,172 for Supplemental Student Insurance for 2021-22 from Agent Keith Cargile with Health Special Risk, Inc. His bid is the same as last year. 100% approved.

At this time, the Board went into executive session for the purpose of discussing possible actions related to personnel. After returning from executive session, the board took the following actions based on recommendations by Mr. Green. Mr. Green informed the board that he had advertised the elementary positions by school mail and on radio station 89.9.

- Motion made by Ashley Beller, seconded by Jeff Eddy, to accept a letter of resignation from **Judy Smith**, effective at the end of the year, due to her retirement. 100% approved.
- Motion made by Jon Hodges, seconded by Brandon Qualls, to accept a letter of resignation from **David Hall**, effective at the end of the year, due to his retirement. 100% approved.
- Motion made by Ashley Beller, seconded by Jeff Eddy, to hire **Katie Beth Lockhart** as a Middle School Art Teacher. Hana Smith will be moving to High School Art Teacher. 100% approved.
- Motion made by Jeff Eddy, seconded by Ashley Beller. to hire **Reba Kissinger** as an elementary teacher. 100% approved.
- Motion made by Ashley Beller, seconded by Eddie Walling, to hire **Lauren Perkey** as an elementary teacher. She currently is under contract as an Interventions Teacher in Middle School. 100% approved.
- Motion made by Eddie Walling, seconded by Stephen Stauffer, to move **Heather Stauffer** to Elementary Title I Aid next year. She is currently paid through the ABC Program. 100% approved.
- At this time, Mr. Eddie Walling left the room during the discussion on Elementary Counselor due to his sister applying. Motion made by Stephen Stauffer, seconded by Jon Hodges, to hire **Bobbie Lee Skipper** as Elementary Counselor. 100% approved. Mr. Walling returned.
- Motion made by Brandon Qualls, seconded by Eddie Walling, to hire **Leslie Smith** as Elementary Librarian. 100% approved.
- Motion made by Jeff Eddy, seconded by Eddie Walling, to hire **Jenny Burrow, Bekah Asberry, and Donna Turner** as elementary teachers. 100% approved.
- Motion made by Brandon Qualls, seconded by Stephen Stauffer, to rehire all non-probationary certified staff wishing to return next year except for two certified staff members to allow them more time to make a decision regarding their return. 100% approved.
- Motion made by Jon Hodges, seconded by Jeff Eddy, to **rehire all classified staff** wishing to come back. Positions paid for with federal money and ESA (formerly NSLA) will need to be contingent upon those funds being available. 100% approved.

Other business/Information/Good news:

- Motion made by Eddie Walling, seconded by Ashley Beller, to accept Kevin Coursey's bid of \$125 on a used 1,000 gallon diesel tank, located at the Evening Shade Bus Garage. 100% approved.

- At this point in the meeting, Mr. Eddie Walling excused himself from the room for discussion. After some discussion, motion was made by Jeff Eddy, seconded by Stephen Stauffer, to approve Act 1381 of 2005 resolution with Mr. Eddie Walling due to the school doing business with the First Community Bank, where his mother, Judy, serves as Branch Manager in Cave City. 100% approved.

- Mr. Green informed the board that Coach Summers was contacted regarding the use of the Cave City facilities, in conjunction with facilities in Batesville, to host upcoming AAU Basketball Weekend Tournaments through the summer. The first event was scheduled for grades 5-12 on June 12 and 13. Mr. Green informed the board that the negotiated price for use of both gyms was \$600 per day. He said the Cave City coaches would take care of the concession and whatever was required.

- Covid Report- Mr. Green reported that no students and/or employees had been entered into the State's RedCap Covid system since January 29th. He also stated that over 100 of our employees have now been fully vaccinated. The CDC has now issued that those fully vaccinated will not have to be a probable close contact if they are exposed to a positive case and have no symptoms.
 - Virtual Student Count: MS- 51; HS- 92; Elem- 64

Board President, Bobby Sanders, tentatively set the April Board meeting for the 5th at 6:00 p.m. in the High School Library. Brandon Qualls made the motion to adjourn, seconded by Eddie Walling, at 7:10 p.m. 100% approved.

Date _____

Board President: _____

Board Secretary: _____

Cave City School District
Board of Education Meeting
Monday, April 5th, 2021
Special Meeting
Minutes of Meeting

The Cave City Board of Educators met in special session on Monday, April 5th, 2021 at 6:00 p.m. at the Cave City High School Library.

Board members present included Eddie Walling, Jeff Eddy, Jon Hodges, Bobby Sanders, and Ashley Beller. Members Brandon Qualls and Stephen Stauffer were unable to attend.

Guests: Administrator Marc Walling.

Board President Bobby Sanders gave the welcome and called the meeting to order.

Motion made by Ashley Beller, seconded by Jeff Eddy to approve the previous minutes. 100% approved.

At this time, the board began the proceedings for expulsion hearing for a seventeen-year-old male high school student who violated the district drug policy. After his inquiry as to whether any of the students or their representatives were in attendance, Mr. Sanders declared the meeting open since none were in attendance. Mr. Green recommended that the student be expelled for one calendar year from school and school activities for violation of the district's drug policy. As part of the process, he handed each board member a packet that included a police report and an incident report written by Principal Marc Walling and School Resource Officer Lt. David Edwards. The Board reviewed the materials and listened to Mr. Walling's account of the incident and Cave City Resource Officer Lt. David Edwards' report. Motion made by Ashley Beller to accept the Superintendent's recommendation and to expel the student until April 5th, seconded by Jeff Eddy. 100% approved.

Motion made by Jon Hodges, seconded by Eddie Walling to approve a revised 21-22 Certified Salary Schedule. The new schedule adds \$2,200 to base salary when compared to the 20-21 schedule. It sets the base salary at \$36,000 for BSE and \$40,650 for MSE. 100% approved.

At this time in the meeting, the Board went into executive session. Upon their returning from the executive session, motion made by Jeff Eddy, seconded by Eddie Walling to approve the following recommendations by Mr. Green (100% approved):

- To accept a letter of resignation from Sarah Musick, effective at the end of the school year.
- To accept a letter of resignation from Crystal Bradley effective at the end of the year due to her retirement.
- To accept a letter of resignation from Angela Goodman effective at the end of the school year.
- To revise the position of Special Ed Clerk and change it to Special Ed/Mental Health clerk for the purpose of Medicaid billing and other duties. Also, make it a 240 day position with the same pay structure as Adm Secretary/Asst Bookkeeper and keep Stephanie Lewallen in that position.
- To add Athletic Dept Clerk to Ariel Carpenter for 21-22 school year.
- To Split the field Maintenance stipend between Jamie King and Brent Smith.
- To authorize the Superintendent to hire our summer school staff and bus drivers for June at a rate of \$1,750 per bus route and \$3,000 per teacher. Summer School will June 1-25th and there will not be a virtual option.
- To increase the Migrant Directors days to 190 and establish this position on the classified salary schedule effective this year. Ms. Valerie Gann will now be serving our Migrant students during summer school.
- To move Leanda Price from elementary secretary to middle school secretary.

ESSER/ARP/Covid Issue with Comments from the public

As part of other business, the board took action regarding the lifting of the mask mandates by the Governor to establish district policy moving forward. After much discussion, it was decided that the district would continue with the current mandates through Friday, April 16. After that time, as long as no more than three households in the district, with students enrolled in Cave City schools, are positive for covid, the mask mandate will become optional for students and employees of the school. The wearing of masks will continue to be encouraged, as wearing a mask could possibly prevent students and staff from having to quarantine, if the positive case and the close contact are both wearing one. The district reserves the right to pivot back to requiring the mask if at any time, there are more than three households that have students who are covid positive. This information will become part of our Ready to Learn Plan and will be posted on our website. Motion to approve by Jon Hodges, seconded by Eddie Walling. Those voting yes: Jeff Eddy, Eddie Walling, Jon Hodges, and Bobby Sanders. Voting no was Ashley Beller. No Public comments were made.

Board President Bobby Sanders tentatively set the May board meeting for Monday, May 17th. Jeff Eddy made the motion to adjourn, seconded by Eddie Walling at 7:30 p.m. 100% approved.

Date _____

Cave City School District
Board of Education Meeting
Thursday, May 24, 2021
Regular Meeting
Minutes of Meeting

The Cave City Board of Educators met in regular session on Thursday, May 24th, 2021 at 6:00 p.m. at the Cave City High School Library.

Board members present included Jeff Eddy, Eddie Walling, Brandon Qualls, Bobby Sanders, Stephen Stauffer, Ashley Beller, and Jon Hodges.

Guests: Principals Marc Walling, Debbie Asberry, Mark Smith, and Cheryl Bell. OPAA Food Service: Justin Gramling & Holly Morrison

Board President Bobby Sanders gave the welcome then called the meeting to order.

Motion made by Stephen Stauffer, seconded by Brandon Qualls to approve the previous minutes. 100% approved.

Motion made by Eddie Walling, seconded by Jeff Eddy to approve the financial report. 100% approved.

Representatives from OPAA, the Food Service Management Company, serving the district in 2020-21, visited with the board regarding the potential renewal of the current agreement for the 2021-22 School Year. After some discussion, Jon Hodges made a motion to renew the agreement for another year, seconded by Ashley Beller. The motion to renew failed 2-5, with members Bobby Sanders, Stephen Stauffer, Eddie Walling, Brandon Qualls, and Jeff Eddy voting in opposition.

ESSER/ARP/Covid Issues with Public Comment

At this time, Superintendent Green reported that he had shared the following plan with the Personnel Policies Committee in the prior week. He noted that he had been working on a compensation plan with Ms. Coffman of the Arkansas Department of Education and other local superintendents. He also shared the plan with auditor Jessica Brown and with School Boards Association Attorney Lucas Harder. Mr. Green asked the board to approve the JUSTIFICATION FOR ADDITIONAL PAY FOR COVID RELATED DUTIES FOR CERTIFIED AND CLASSIFIED EMPLOYEES and pay for it from the School's allocation of ESSER II funds. He also recommended the district compensate David Edwards, Rita Philips, and Tristen Overton by using the same standards but pay for theirs from operating since they are itinerants and not contracted directly with the district.

Motion by Ashley Beller, seconded by Brandon Qualls, to approve the requests and the following Justifications and Board Resolution. 100% approved.

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

The Cave City 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. Former employees who may have worked during the 2020-2021 school year, but who are no longer employed by the Cave City School District as of May 26th, 2021, are not eligible for the additional compensation. Contracted employees with multiple contracts shall only receive compensation for the contract with the higher rate of pay, **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 for each contracted certified staff member for the 2020-2021 school year. The district board approved current rate paid from federal monies in 2020-2021 schedule is \$30 per hour. This rate will be used for the compensation of additional duties. For example, a certified staff member will be compensated by the following formula: $\$30 \text{ per hour} / 2 \text{ (half of hourly rate)} = \15 for each day worked during the 178 student interaction days.
2. Extended days, stipends and and salary supplements 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 26, 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, and sick).
5. 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. 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. The district utilized four virtual learning days and eight inclement weather days (February 10-19). 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 ***shall not 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
- Temperature checks and logging results
- 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
- Teachers moving from class to class in 4-6, instead of students
- Elementary meals in the classroom (delivery, management, trash disposal)
- Completing additional professional development in methods of teaching online such as 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 for each contracted classified staff member for the 2020-2021 school year. The district board approved current rate paid from federal monies in 2020-2021 schedule is \$30 per hour. This rate will be used for the compensation of additional duties. For example, a certified staff member will be compensated by the following formula: $\$30 \text{ per hour} / 2 \text{ (half of hourly rate)} = \15 for each day worked during the 178 student interaction days.
2. Extended days, stipends and salary supplements 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 26, 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, and sick).
5. 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. 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. The district utilized four virtual learning days and eight inclement weather days (February 10-19). Days worked during the planned virtual learning days, inclement weather days, and COVID-19 pivot days, *shall not 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
- Assisting in outdoor classrooms
- Communicating with parents regarding disengaged students
- Delivering meals and supplies to students in the classroom
- Assisting staff in temperature checks
- Completing additional professional development in methods of teaching online such as Zoom, 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:

- Cleaning, disinfecting, sanitizing buses using ryobi sprayers and foggers to reduce the transmission of viruses
- Performing duties related to social distancing including creating bus seating charts for optimal social distancing and placing family members together when necessary
- Maintaining documentation of seating charts for Point of Contact when needed
- Delivering meals and supplies to students in need
- Stocking supply to provide masks and sanitizer to bus students.

Maintenance and Custodial:

- Cleaning, disinfecting, sanitizing all areas, including playground, using Ryobi sprayers and foggers to reduce the transmission of viruses
- Wiping down bathrooms more than in a non-covid year
- Building and maintaining plexi glass barriers for staff and students
- Disposing of extra trash from meals in the classrooms

- Installing additional hand sanitizing stations and bottle filling stations across the district
- Fogging, disinfecting, and cleaning on virtual days

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

- Cleaning, disinfecting, sanitizing to reduce the transmission of viruses
- Made Hypochlorous acid solutions for foggers and sprayers.
- Maintained and ordered covid-19 related supplies
- Served as Point of Contact for the district 24/7
- 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
- Aided Point of Contact with contact tracing
- Contacting parents regarding quarantined students
- Advised Staff regarding FAQ for Covid cases

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
- Aided administration in attaining quotes and bidding for needed technology related to covid.

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

It has been determined by the Cave City School Board during a regularly held meeting on May 24, 2021 that all currently contracted employees of the Cave City 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 the district hourly rate of pay established for Title I, divided by two for each day worked during the 178 student/teacher instructional 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 concur with the compensation amount that I am receiving agrees with the terms of the justification for additional compensation, and that I hold a current contract with the Cave City 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 (Custodial)

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

_____ Nurse/Medical

_____ Technology

RESOLUTION OF CAVE CITY SCHOOL DISTRICT
BOARD OF DIRECTORS

At the regular meeting of the Board of Directors of Cave City School District held at 6:00 p.m. on May 24, 2021, in the high school library, the board discussed providing 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.

After full discussion, the following findings and resolution were unanimously approved:

Whereas, the COVID-19 pandemic and the response of the State of Arkansas caused additional responsibilities to be placed upon school districts and their certified and classified staff members and required additional training and work to be completed by the staff members; and

Whereas, the pandemic required additional sanitization and safety responsibilities for certified and classified staff; and

Whereas, all staff members had personal and family responsibilities which suffered from the school district's work requirements; and

Whereas, the bases for this resolution are further described in the “Justification for Additional Pay” attached to this resolution;

Now, therefore, due to the specific reasons cited above, be it resolved that the Cave City School Board hereby approves providing additional compensation during the 2020-2021 school year, and only this school year. The amount of compensation per day will be based on a half hour rate calculation using the board approved established hourly rate for federal monies as used for time sheets (non-contracted) for each student interaction day (178 days) worked at the school district. Virtual learning days, inclement weather days, and days at home due to Covid-19 (isolation/quarantine) shall not be included. Extended days, stipends and indexes will not be included in the additional compensation pay.

ATTEST:

Bobby Sanders, Board President

Brandon Qualls, Board Secretary

Date

Date

Motion made by Stephen Stauffer, seconded by Jeff Eddy to approve the following Justification for using ESSER II funds to pay salary & benefits for two mental health workers and to pay for one to one services in speech therapy. 100% APPROVED

Justification Document for the Addition of Two Mental Health Counselors and the Contracting of Additional Speech Therapy Services for the Cave City School District

ESSER II

SOF 6781

Rev. Code 45981

Direct Student Support/Continuous Learning Opportunities

Program Code: 183

Covid-19 has greatly increased the challenges we already faced in dealing with anxiety and depression among our student population. According to the National Association of School Psychologists, 20% of all students in the United States now suffer a form of mental disorder, and only a fraction

of those are being served. Often times, it affects students who are economically disadvantaged at a much higher proportion. Cave City serves a population of students that are 77% free-reduced lunch qualified. We are also, sadly, a community that has had the misfortune of having to deal with the tragedy of suicide in our student population.

We plan on using ESSER II funds to hire two Mental Health Counselors to work directly with our students and parents to alleviate some of the pressures they face now, including, but not limited to those, created by the Covid-19 pandemic. We are beginning to see the long-lasting effects, especially with our virtual students, that Covid-19 has had on our students.

We plan on using ESSER II funds to pay for contracted one-to-one services in speech therapy in an attempt to gain back learning loss due to Covid-19.

Projected Costs:

2021-2022 \$150,000 including both salaries and benefits for MH counselors. 2022-2023 \$76,000 including both salaries and benefits up to 12-30-23.

Speech costs will be billed monthly based on services rendered. It is hoped that ESSER III funds will be charged at some point under the category "Loss of Learning". Costs will initially be billed to ESSER II.

Motion made by Ashley Beller, seconded by Jon Hodges, to approve the following Justification and purchase of two 2022 IC Corporation, Automatic Diesel 77 passenger buses with A/C for \$110,361 each, from Summitt Bus Sales (under state contract). Purchase would be made using ESSER II funds. 100% approved.

Prior Approval Application for the Purchase of School Buses

Projects with ESSER Funds

****Download into Word before filling out****

SCHOOL DISTRICT NAME: Cave City School District

Please send an application to tim.cain@ade.arkansas.gov.

Prior written approval must be received from DPSAFT prior to the purchase of buses.

1. How is the addition to or replacement of school buses to your fleet preventing, preparing for, and responding to COVID-19?

Recent studies have established that airborne transmission of Covid-19 is a prevalent problem on busses. Our busses are currently being sprayed and wiped down daily with anti-viral solutions to help prevent the spread by manner of touch. Mask wearing in conjunction with social distancing, have been established as more viable options for prevention. To better the odds in our favor, the Cave City district intends to use ESSER II funds to purchase two larger busses to allow more social distancing, that also include the latest air purification as they will include Air Conditioning Units on each bus. Over the past year, drivers have established seating charts, spacing students as best they could. When possible, family members were put in seats together. We propose purchasing 2 (two) 77 passenger air conditioned busses to replace 2 (two) of our oldest route busses (65 passenger) to give us the opportunity to space students out more. The added ventilation and air purification will also help lessen the spread of infectious disease for the benefit of our students and our employees.

2. Which ESSER funds and what percentage of ESSER funds are proposed to be spent
 - a. ESSER 1 _____ %
 - b. ESSER 2 _14_%
 - c. ARP ESSER _14_% ; ARP ESSER funds cannot be approved until the LEA application is submitted and meets all requirements of the ARP ESSER act
3. Briefly describe the school bus, or busses, you wish to add to your district's fleet.

The Cave City District is applying to add 2 (two) 77 passenger 2022 air conditioned busses to replace 2 (two) older 65 passenger route busses with no A/C. If allowable, and the Cave City District's allocation of ESSER Funds have not all been budgeted, we hope to do the same in the next couple of years within the guidelines and time frames established.

4. How is the cost of the additional bus (or busses) reasonable (please include cost estimate if you didn't provide above in #1)?

Our bus purchases are made through state procurement, which is the cheapest method for attaining busses and vehicles. We are replacing two of our older school busses and feel just upgrading them with A/C would not be our best opportunity to prevent the spread of potential disease. We anticipate the cost to be in the neighborhood of \$250,000 for two 2022 model 77 passenger buses with A/C. Prices may be higher in years to follow.

5. What data can you provide that demonstrates that the addition of a bus, or busses, or upgrade of existing buses with AC is necessary (please include in your data estimated distancing now and estimated distancing once the buses are added to your fleet)?

The addition of two 77 passenger busses will allow us to space students much more by adding 4 more seats than the current 65 passenger busses that they will replace. A high percentage of our student population takes advantage of this service. Many routes are operating at full capacity now, so by placing these busses on those particular routes, we can hopefully space non-family members at least at a maximum of two per seat when possible. These larger busses can also be used to take students on educational field trips during the day. We intend on taking more busses on these sorts of trips during the day, to space students out more when they travel. We currently use our 65 passenger route busses to provide this transportation.

6. If you choose to purchase buses you will need to justify that it is more cost effective than leasing buses. Please provide that justification here:

If the Cave City School District chose to lease two busses, the cost would be \$25,000 per year for three years for each bus. That would be a total of \$150,000. At the end of the lease, the district would either renew the lease, or turn the busses back in. We make every attempt to keep busses that are no older than ten years, as route busses in our fleet. A bus route, with leased busses for ten years, at the current rate could cost the district \$250,000 each route.

By my signature below, I certify that to the best of my knowledge the information contained in this application is true and accurate.

Steven Green

Superintendent Name (Please Print)

Superintendent Signature

The Division will review and respond in writing. If you have any questions please contact Tim Cain at tim.cain@ade.arkansas.gov.

Motion made by Brandon Qualls, seconded by Eddie Walling to approve the Justification for a High School HVAC renovation project using ESSER II funds. 100% approved.

Justification Document for High School HVAC Renovation Project for the Cave City School District

ESSER II

Cave City SD

Master Plan Project : 2021-6802-700

Program Code: 197

No structural redesign will be necessary for this project. We plan on using ESSER II funds to replace old (fourteen years) 40 BARD units in our high school. The new HVAC Systems will have a 14deer single phase condenser sized for the corresponding room, with a matching 14seer evaporator coil. Will include 95% single stage gas furnace. Each will also have MERV 13, 1” pleated filter per ESSER 2 funding specifications and 17” Field Controls UV Light installed in the supply plenum. Also, per ESSER, will have Field Controls 8” motorized Fresh Air Damper with fan control module ducted to outdoors. Duct to be terminated with cap and insect screen.

Each unit will also have additional options: 10 year labor warranty, IWAVE Purification Systems and project costs include the demolition of the old BARD Unit and patching return and supply hole with insulated Bronze Metal Flashing. Installation of new HVAC system will be above existing ceiling. System to be suspended from all thread and unit strut.

Projected Costs:

For 40 units, plus engineer fees and 1.7% of total contract performance and payment bond, we estimate \$500,000 using TIPS/TAPS vendor Precise Heating Air Electric Inc.: Contract 20030301 (Edgar Compliance Mar-26-2022)

Project estimated to take 4-6 weeks. We will schedule project tentatively for June 2022- August 2022

Total estimated ESSER II Cost \$500,000

At this time in the meeting, Middle School Principals Mark Smith and Dr. Cheryl Bell made a presentation to the board regarding the newly established Cave City Middle School Career & Collegiate Preparatory School. After being approved by the Arkansas Department of Education State Board, it is one of only six middle school charters in the state. Dr. Bell reported that APSRC had approved the district for a grant totaling, \$878,978.11 to be used over two years to help set up the school, with funds being used for stipends, professional development and needed equipment. The charter will focus on five separate paths: Social Emotional Learning/Trauma, Agriculture Path, Medical Path, Accelerated Path, and Traditional Path. Dr. Bell and Mr. Smith answered questions from the board related to the different pathways, and noted the new school would begin operation this fall. Dr. Bell also updated the Board on the District Digital Learning Plan which was approved in the April meeting.

Motion by Eddie Walling, seconded by Jeff Eddy to approve the special program directors for the 2021-2022 School Year: Assign Vickie Green, Lori Laman, & Dr. Cheryl Bell as 504 Coordinators, and Foster Care Liaisons; Dr. Bell as Title IX, and Equity Coordinator, Steven Green as Homeless Coordinator, and Federal Programs; and Carrie Bullard as District Parent Engagement Coordinator. 100% approved.

Motion by Stephen Stauffer, seconded by Brandon Qualls to assign the superintendent as Ex-Officio Financial Secretary, and cooperative representative, and Mrs. Lisa Albertson as District Treasurer for the 2021-2022 school year. 100% approved.

Motion made by Ashley Beller, seconded by Stephen Stauffer to approve the Special Education budget and assurances, and the federal programs budgets and assurances for the 2021-22 school year. 100 % approved. Mr. Green reported:

- Title 1 Budget for this school year was \$1,004,229.18 and included \$403,975.66 carryover, and \$110,019.75 transferred from Title II and Title IV.
 - Title VI (REAP) was \$37,040.99.
 - Special Ed's VI-B was \$300,667.20.
 - Migrant was \$19,605.21.

Motion by Eddie Walling to approve a legal transfer request from a mother from Salem that her 13-year-old 7th grader be allowed to transfer to Cave City from Salem. 100% approved.

The board reviewed 47 School Choice Applications applying to come to Cave City or “stay” in our school. Mr. Green had accepted these on behalf of the district. Mr. Green reminded the board that the law puts a “3% net cap” on students leaving a district. So just filling out a form, does not guarantee a family that they will be allowed to leave their home district. He also noted that the district had been notified that 43 students were staying where they are or leaving our district.

Teresa Goings, Head Start Director for The Northcentral Arkansas Development Council, Inc. submitted a request for a new five year lease to maintain and operate the former Evening Shade School Administration/Elementary building. The renewal has no changes from the prior lease. The Cave City District will take care of any major building repairs, while NADC continues to maintain the building and grounds and take care of all utilities. This program provides a very valuable community service and can have as many as twenty students on campus. Many end up attending Cave City Schools once of age. Motion made by Brandon Qualls to approve, seconded by Jeff Eddy. 100% approved.

At this time the Board went into executive session for the purpose of discussing possible actions related to personnel. Motion made by Brandon Qualls, seconded by Eddie Walling to approve the following Actions based on the recommendations by Mr. Green: (100% approved)

- Add a Pee Wee Programs stipend to **Carlie Qualls, Bethany Smart, and Whitney McSpadden**. We already pay Brent Smith this stipend.
- Hire **Candice Herrin** as elementary secretary on a ten month contract.
- Jamie King has requested that we split his field maintenance stipend with **Brent Smith**.

- Hire **Stu Smart** to coach Sr. Girls Softball and do field maintenance, and allow Candra Bacon and Russell Fowler to resign those duties and Coach Fowler's Field Maintenance Duties.
- Accept a resignation from **Kim Jones** as math teacher.
- Hire **Kelsey Garrett Jones** as math teacher in high school.
- Accept a letter of resignation from **Charlee Burns** as elementary teacher.
- Hire **Clayton McWilliams** for Football Asst and Loss of Learning Interventions teacher.
- Hire **Lisa Trotter** for 5 periods of High School Special ed.
- Hire **Jacob Hoskins** as assistant softball coach and Elementary teacher.
- Hire **Vickie Green** to coach Middle School Softball with Candra Bacon.
- Accept a resignation from **Theresa Danzy** as an aid, due to her retirement.
- Hire **Stu Smart** as a part time bus driver.
- Hire **Randy Jones** full time as bus driver.
- Increase the hourly rate of pay for nurse subs to **\$18/hr for LPN and \$22/hr** for RNs.
- Accept a letter of resignation from **Amy Forbes** as custodian, effective May 26th.
- Develop a District Mental Health Program, paying for the salaries with ESSER Funds. Hire **Vickie Green** as Mental Health Coordinator with \$1,000 stipend; hire **Ashley Crafton and Dawnese Taylor** as mental health counselors at a negotiated rate of \$60,000 per year beginning July 1, 2021. We hired Stephanie Lewallen as Special Ed/Mental Health Clerk last month to do the Medicaid billing for the district. Use **ESSER Money** to pay for this program.
- Add a stipend of \$1,000 for additional duties of Title IX and Equity, and compensate **Dr. Bell** for taking on those duties.
- Extend our speech therapy agreement with **Avery Day** to add more one to one services as a secondary provider and also renew our contract with primary provider **Hope Satterwhite**, and pay for one to one services with **ESSER** as we lower the number of students in "group therapy".
- Hire the following for summer school:
 - Carlie Qualls, Dana Westmoreland, Jalisa Milligan, Brianne Higginbottom, Gwen Meeks, Melanie Brustrom, Lori Laman, Debbie Asberry, Ramona Leddy, Chas Neal, Trish Turnbough, Misty Jones, Joedi Porter, Tori Tate, Heather Landers, Vickie Green, Tara Ball, Patricia Hinds, Pam St.John, Danny Brustrom, Nate Ayers, Jamie Morgan, Jamie Wooldridge, Stu Smart
 - Timesheet Classified : Bridget Huff and Valarie Gann
 - Bus Drivers: Charley Clinton, Marcus Walling, Brent Smith, Travis Stewart, Janet & Kerry Dale Landers, Philip Landers, Steven Green

Motion by Stephen Stauffer, seconded by Eddie Walling to approve Mrs. Asberry's request to purchase Phonics First Professional Development from Brainspring Educator Academy in the amount of \$25,185. They are a sole source provider. Professional Development funds will be used to pay for it. 100% approved.

Motion by Jon Hodges, seconded by Eddie Walling to approve Resolutions for local businesses who have relations at our school and do business with us. 7-01-21 to 06-30-23: Brandon Qualls (Qualls Therapy), Steven Green (Randy Green Roofing), Ashley Beller (Bank of Cave City), Charley Clinton (Millie's Restaurant), Clint Lucy (Umpiring time sheet), Ramona Leddy (Cake/Desserts), Elaine Nix (R & K Bouquets). 100% approved.

Motion by Eddie Walling, seconded by Ashley Beller to approve a quote from Barton Sports Construction in the amount of \$36,000 for resurfacing four Tennis Courts if no lower quotes are attained by June 1, 2021. An ad was placed in the Guard for two weeks. 100% approved.

Brandon Qualls the motion to adjourn, seconded by Jeff Eddy at 8:15 p.m. 100% approved. The next meeting is tentatively scheduled for June 21.

Date _____

Board President: _____

Board Secretary: _____

Board President: _____

Board Secretary: _____